



New & Ongoing Clinical Nursing Instructor Orientation

New Nursing Instructor Orientation

New instructor orientation must be completed prior to start of clinical and consists of:

- Enroll in Verification System - [Verification Link](#)
- Classroom orientation
- Epic Computer Class
- Clinical Orientation (at least 8 hours on the unit on the shift the instructor will have students)

Classroom Orientation

- Attend classroom orientation (includes meeting with System Education Coordinator RN, equipment checkoff, and obtaining an ID badge).
- Complete all Assigned Online Modules prior to attending new instructor orientation. Modules will be assigned via the Froedtert Learning Center: [Learning Center](#)
*Exception: Froedtert Health staff members do not need to complete modules completed as a staff member.

Computer Training

- Attend Epic Computer Class

Clinical Orientation

- At least 8 hours on the unit (on the shift the instructor will have students) with a preceptor taking patients.
- To be arranged with the Unit Nurse Educator/PDC

Educator responsibilities:

- Unit Introductions - Director, Manager, Nurse Educator, unit staff
- Unit routine/report - days/pms/nights
- Patient assignments including patients not to take
- Who to contact off hours
- Tour of unit/scavenger hunt (supply rooms, nurse servers, clipboards, etc.)
- Equipment - beds, pumps, SCDs, gait belts/transfer equipment, etc.
- Review Unit
- Population Specific documentation
- Other students on the floor

Nursing Instructor Responsibilities

- Contact information - provide home/cell phone, pager, and email. Notify unit staff and Education Coordinator of any changes.
- Provide dates and times students will be on unit including prep times
- Provide template or complete information on what students can/cannot do
- Introduce self and students to Director, Manager, Nurse Educator, and both weeks of staff
- Meet with Nurse Educator and/or Manager - at least weekly to discuss issues/concerns
- Complete Evaluation of clinical experience - at the end of the semester/clinical experience. Students should complete also.
- Complete unit specific education

CNA Nursing Instructor Orientation (orientation must be completed prior to start of clinical):

- Complete enrollment in verification system
- **Complete assigned online modules** prior to attending new instructor orientation (exception: epic, Alaris pump, Kangaroo Tube Feeding Pump modules)
- Meet with System Education Coordinator RN
- Attend 2 hour Epic Training
- Clinical orientation on the unit to be determined by Nurse Educator on Unit
- Obtain ID Badge (cost is \$5.00) & return to the Security Office at the end of clinical experience(s)

Nursing Instructors Who Teach Onsite Programs - Orientation (orientation must be completed prior to start of class):

- Complete enrollment in verification system
- **Complete assigned online modules** (exception: epic, Alaris pump, Kangaroo Tube Feeding Pump modules)
- Meet with System Education Coordinator RN
- Obtain ID Badge (cost is \$5.00) & return to the Security Office at the end of class(es)

**Precepted Nursing Instructor/Coordinator Orientation
& Ongoing Orientation Instructors/Coordinators**

- Verification System - All clinical instructors who are on site are required to enroll every semester. Refer to handout on website.
- Preceptor Packet (precepted coordinators only) - provide to student and Director/Nurse Manager/Nurse Educator
- Evaluation of clinical experience - complete and have students complete at the end of the semester/clinical experience. An email will be sent with the evaluation link.
- Complete assigned online modules
- Glucometer - (Froedtert Hospital clinical instructors only) complete annual blood glucose meter competency and Glucometer QC test level 1 (low) and level 3 (high) every 6 months.
- **Computer training (clinical instructors only):**
 - For specific information on computer classes and online modules contact System Education Coordinator
 - Updates/changes are communicated via email
- Inservices - instructors/students are invited to all unless otherwise indicated on the flyer.