

NURSING INSTRUCTOR CHECKLIST & INFORMATION

- FOR INSTRUCTORS ONLY:** CERNER electronic documentation training classes. See the Cerner Training Schedule for class dates/times & the 'Cerner Training Tip Sheet' for instructions. Prior to attending these classes, complete the Inspira Health Confidentiality form (see below). **(These classes are attended initially, HOWEVER, if Cerner is not accessed for one year, access will be denied until the training classes are once again attended.)**
- FOR INSTRUCTORS ONLY: Confidentiality form for INSTRUCTORS** – Instructors must complete this form prior to attending the Cerner classes, and **EVERY SEMESTER** prior to having access reinstated. **Complete and email or fax the form as listed below.**
- FOR INSTRUCTORS ONLY: INSPIRA HEALTH ID Badge Authorization Form for INSTRUCTORS** – (Students must wear their **SCHOOL** ID badge when in our facilities.)
 - **FOR RETURNING INSTRUCTORS** - The **ID Badge Authorization form** needs to be **completed each semester**. Indicate on the form that you are 'Reactivating' your badge. **Complete and email or fax the form as listed below.** Once your badge request has been processed, your badge will be reactivated.
 - **FOR NEW INSTRUCTORS** - Indicate on the form that you are a 'New' instructor. **Complete and email or fax the form as listed below.** Allow 48 hours for the form to be processed, then contact your clinical location below to have your picture taken & obtain your badge.
 - **Inspira Vineland (for Bridgeton, Elmer & Vineland) (856) 641-7768**- The Employment Connection is located within the Medical Office Building, Suite 1G (closest to College Drive) (M-F 8:30a – 4:00p).
 - **Inspira Mullica Hill (856) 508-1000 x82170**, – In order to obtain a badge from Inspira Medical Center Mullica Hill, 700 Mullica Hill Road, contact **Holly Jones** in Human Resources to schedule a date/time.
- FOR INSTRUCTORS ONLY:** Access to Inspira's **Omniceil Medication System** will be done on the assigned unit. The Nurse Manager/designee will complete the Confidentiality form along with the Instructor and submit it to Pharmacy to obtain Omnicell access.
- FOR INSTRUCTORS ONLY: Call Daisy Flitcraft at (856) 641-7536 before** starting a semester to confirm your schedule and ensure that you have completed all requirements for yourself and your students. Additional expectations include:
 - **Instructors must be ON-SITE** in the same facility as their students including any observation rotations that are scheduled.
 - **Observation in 'specialty units'** should be scheduled when the initial Clinical Request form is submitted by the school. **INSTRUCTORS ARE NOT TO CALL UNITS AND MAKE THEIR OWN OBSERVATION ARRANGMENTS!** If an additional observation is needed, you must contact one of the Education personnel listed below. If you are sending your students to a scheduled 'specialty' area, **make sure that you (the instructor) take the student to the unit**, identify yourself to the Charge Nurse/Nurse Manager, and **check on your student throughout the day**. Students must have your contact information should a need arise to contact you immediately.
 - **For MULLICA HILL Surgical Services observations ONLY**, please contact Kathleen Williams at 856-508-1000 x81258 to schedule a quick orientation for the students that will be attending the observation
 - **Nursing students are NOT to perform the following functions:** IV initiation & IV Push medication administration, taking and noting physician orders and those skills for which the student has not yet received formal instruction or training.
 - Orient students to the physical environment and location of safety equipment on the unit.
 - Facilitate students learning experiences, including medication administration, treatments and patient care. Notify primary nurse of what opportunities/experiences you will be doing with the patients and supervise students when they provide patient care treatment and services.

NURSING INSTRUCTOR CHECKLIST & INFORMATION

- Please remember, it is not the role of the primary nurse to observe or provide instruction for the nursing student. That is the role of the clinical nursing instructor. If they just want students to shadow, they are more than welcome to do that.
- All Nursing students **should be supervised by the Instructor** when giving medications.
- Nursing students will wear their school uniform, or scrubs if required by a specialty unit, and their school ID badge will be visible at all times. (see Inspira Dress Code policy for further information)
- Please do **NOT** schedule your nursing students for lunch during peak lunch time.
- Cell phones / cameras / personal electronic devices are **NOT** permitted in patient care areas.
- **PARKING:** Car-pooling is encouraged as parking is limited. **If students do not park in their designated area, their car may be booted or towed!**
 - **Vineland** - Students must park in the Cumberland County College lot – **J only**. Use the walking path and enter through the ER entrance at the Vineland
 - **Elmer** - Enter driveway nearest Maternity entrance; follow the driveway to the employee parking at the right rear area and park in the last row by the helipad; overflow parking is alongside the picnic pavilion (unpaved...stone)
 - **Bridgeton** - Enter Irving Avenue parking lot from Manheim Avenue; lobby entrance (doors are open 7:30a-4:30p) is across the street. Wait for your instructor if the doors are locked.
 - **Mullica Hill** - Enter main visitor parking lot and park in the last few rows, do not park in yellow spaces. You will enter through the main lobby.

FOR BOTH STUDENTS & INSTRUCTORS: ALL INSTRUCTORS AND STUDENTS must complete the Healthstream Orientation Modules online **BEFORE** beginning their Clinical rotation. It is the **responsibility of the Instructor** to verify that their students have completed their Healthstream assignments **PRIOR** to their first clinical day. Your student should provide **YOU** with a copy of his/her Healthstream transcript which should show that they completed eight (8) lessons. There is also a brief **EVALUATION** that should be completed at the end of their semester. **Please distribute the Healthstream Log In instructions to your students.**

FOR STUDENTS ONLY: Confidentiality form for STUDENTS – Students must complete this form prior to being given access to Cerner '**VIEW ONLY**' privileges. Please provide a copy of this form to your students to complete, then ***the Instructor should print their name & sign the bottom of the form as 'Manager'.*** **Complete and email or fax the form as listed below.**

FOR STUDENTS ONLY: Nursing Student Cerner Tip Sheet – Student tip sheet for accessing Cerner Powerchart for the first time. Students will not have access until the Confidentiality form has been processed.

Email: EducationStudents@ihn.org

or

Fax: (856) 497-5085

We look forward to assisting you in making your nursing student clinical experience a good one. Please let us know if you have any questions.

Monica Peterson
Education Specialist
petersonm@ihn.org
(856) 641-7546

Cheryl Baker
Education Coordinator
bakerc1@ihn.org
(856) 508-1000 x80384

Daisy Flitcraft
Education Adm. Secretary
flitcraftd@ihn.org
(856) 641-7536

Kathy Pflieger
Education Outcomes Mgr.
pflegerk@ihn.org
(856) 508-1000 x 80383