Clinical Instructor Orientation
Wegmans School of Nursing
St. John Fisher College
Fall 2013
Welcome

Thanks for your time and talent...

We could not do the program without you!
What you bring to the students...

- Clinical expertise
- Confidence
- Role model for professional behavior
- Patience for coaching anxious students
- Cueing to connect the dots and help the “lights turn on”
- Understanding of the “big picture”
- Ability to reassure & support
- Challenge to increase knowledge & skills → priceless
Updates & Reminders

- Update on the WSON
  - Programs
  - Enrollment
  - Building Addition → Open fall 2013
  - Adjunct Office: in new annex
  - Social Media Policy for faculty & students
  - Website updates

- Contracts: complete HR paperwork STAT if new

- Clinical Instructor Files → items to Carolyn Martin, Dean’s Suite 201E
  - Health form with annual update
  - Annual PPD
  - Flu Shot
  - Medication Administration Competency Test Scores
  - CPR
  - NYS RN License
  - Current Resume
  - Must be complete before payroll starts checks

- Instructor uniform guidelines on units
  - SJFC name tags for instructors must be worn at clinical sites
  - Lab coat over uniform or business dress

- Adjunct instructor & student mail folders in WSON LRC 208
Clinical Instructor Role

- **Clinical Instructor Handbook:**
  - Commitment to specific clinical day(s) per week for 14 week semester (9/3/13 to 12/7/13)
    - WSON orientation
    - Hospital orientation + e-records
    - Unit orientation: attestation on Clinical Instructor drop down on website:
  - Labs for each course at the beginning of the semester—on campus or in hospital
    - Present some topics (already prepped)
    - Supervise skills practice
  - Orientation day on the unit
    - Get/give everyone’s cell numbers
  - Regular clinical day routine—make expectations CLEAR
Specific Reminders

- No IV push meds
- No blood product administration
- No chemotherapy
- No phlebotomy or IV insertion
- Only SJFC instructors (YOU) supervise med administration
  - Other supervision like dressing changes etc. can be delegated to staff if appropriate
- Students cannot be on the patient unit unless instructor is present
- Instructors & students must be clearly identified as SJFC to patients & families—no Employee ID visible
Any agency incident report submitted → do SJFC WSON Incident report and return to Clinical Course Coordinator same/next day

Coming soon: Matrix for process at each agency for student follow-up e.g. needle stick, injury, illness.
Special Notes on Clinical Schedule

- All clinical & lab dates now on schedules
- Semester recess day off **only if** no scheduled clinical
- If holiday starts at 5pm→
  - Day (7am–4pm) clinicals are on
  - No evening (2–10pm) clinicals
- No “extra time” for students with you on unscheduled days or during school breaks to make-up time or for more experience
→ insurance issue
Guidelines

- Students & Instructors should not
  - Use unit phones for personal calls
  - Have phones visible or use cell phones on units for personal calls while providing care
  - Use unit computers for personal use (email, Facebook etc)
  - Download any patient specific information onto PDAs etc.
  - Post any information about clinical assignments, experiences, students or instructors on any social networking sites.
Key Competencies Need Reinforcement

- Professional appearance & behavior
- On time & prepared
- Communication with faculty & staff
  - Use of SBAR
  - Reinforce TeamSTEPPS® strategies
  - Process for “presenting” a patient
- “Eyeball” patient immediately after report
- Basic comprehensive care at all levels
  - ADLs, glasses, dentures, mouth care, hair, skin care, nutrition, hydration, elimination, I & O, documentation
- Report on & off: concise, relevant, prioritized
Students are responsible for following these guidelines in ALL Professional Settings.

- **Jewelry:**
  - No rings except a single wedding band.
  - One pair of small earrings or earring posts only.
  - No other jewelry i.e. bracelets, necklaces, chains.
  - No facial or tongue piercing.

- Any offensive tattoo that is visible while the student is in uniform or professional dress must be covered during all clinical experiences.

- NO scrub pants, denim, jeans, sweat pants, stretch pants, tight-fitting, low cut, bare midriff or torn clothing.

- NO open toes or sling-back shoes, crocs or clogs.
PROFESSIONAL APPEARANCE GUIDELINES

- Personal grooming:
  - Hair should be traditional/natural color(s) only, clean, neat, and short or secured above the collar.
  - Men must be clean shaven or have a mustache/beard that is groomed and trimmed to a short length.
  - Nails must be clean and trimmed to prevent injury to clients. No nail polish or artificial nails per hospital policy.
  - Any makeup should be minimal and conservative.
  - Strict personal hygiene is expected. (No perfumes, colognes or scented after shave lotion should be used. Many people have allergies to fragrances.)
  - No gum chewing (inappropriate in any professional setting).
Students must follow the clinical facility’s no smoking policies during clinical assignments.

Student’s uniforms must be free of odor of tobacco smoke.

Consumption of alcohol while in the St. John Fisher College student nurse uniform is strictly forbidden.
Please note that the nursing student uniform is a **uniform only** and no part of this uniform should be worn for any purpose that is not related to clinical. The student uniform is expected to be clean, pressed and professional in appearance at all times.

- White uniform top with SJFC logo on the left sleeve.
- Standardized name pin that is ordered with the uniform top.
- Only all white shirts may be worn under the uniform.
UNIFORM POLICY

- White/maroon uniform pants or skirts (acceptable length for care activities).
- Clean white shoes with adequate support should be part of the uniform and not for every day wear.
- Skin tone/white stockings or white socks are required.
- A plain white or navy blue sweater or white lab coat may be worn over the uniform shirt.
- Students should carry a note pad, pen, stethoscope and bandage scissors with them.
- A watch with a second hand should be worn.
UNIFORM POLICY

- SJFC NAME PIN
  - Worn on the front side opposite the chest pocket. The location of the name pin may change with the clinical setting for patient considerations.
COMMUNITY HEALTH UNIFORM & MENTAL HEALTH SETTING UNIFORM

- All Professional Appearance Guidelines as noted above.
- WSON name tag must be worn at all times i.e. must be clearly identified as a nursing student.

- Professional attire (attire that you would wear to a professional interview) and name pin should be worn.
  - Dress pants or business style skirts only (i.e. no short/tight/miniskirts, jeans, denims or cargo pants)
  - Collared shirt. No logos, no graphics, no T-shirts, no low cut, sleeveless or revealing shirts (i.e. no tank tops, camisoles)
  - Flat footwear (i.e. no high heels, no sandals, no flip flops)

- Students are expected to adhere to the WSON dress code and role model appropriate dress for clients.
Are clinical days ever cancelled?

- If the college closes because of a snow day—it is on the college website and announced on local radio/TV stations
  - Issue is you may already be at clinical and it is safer to stay there—travel later in day is usually safe
  - You need to judge—do not travel if your safety is at stake
- If you are ill→ notify your students & the unit ASAP
  - Need for make-up time has been scheduled for some courses—discuss with Clinical Course Coordinator & Chair
Students should **not attend** clinical if:

- Have a fever (temp > 100 F or 38 C)
  - Free of fever for a full 24 hours before returning to clinical
- Have an open wound
  - N.B. Students in OB → no clinical if any cold sores or other herpes infections that are exposed
- Have vomiting &/or diarrhea
- On antibiotics for < 24 hr for communicable bacterial infection
- Have an undiagnosed rash on exposed skin
- Are on medications that cause significant drowsiness or make them unsafe to drive
Do students need a note from a health care provider if they miss clinical?

- **One clinical day** → NO
- **More than one clinical day** → YES
  - Health care need that develops after enrollment in the nursing program, prior to, or during the clinical experience i.e. illness, surgery, injury → absent for more than one day
  - Submit written medical approval to Judy Martz from a health care provider in order to return to clinical practice.
  - Document student's ability to function as a student nurse, at full capacity, in the acute care or community health setting. (WSON UG Handbook)

- Report all clinical absences each week to Clinical Course Coordinator so this can be tracked
Evaluation

- Midterm and Final student evaluations
  - Include narrative summary
  - Do not use clinical day for these meetings
  - Adjunct office available on campus—contact Judy Martz 385-8241 or jmartz@sjfc.edu
  - Use of “at risk” at midterm with remediation plan (available on website) & let Clinical Coordinator know

- Evaluation of clinical setting
  - Done by students & clinical instructors
  - On BB→ shared with hospitals

- Evaluation of Clinical Instructors
  - Done by students on BB
  - Results sent to each instructor after each semester
M. Dollinger provided high quality care to a 2–3 patient assignment of acutely ill patients on 5–3600 (orthopedics) at SMH

**Demonstrated safe medication administration**

Time management and organizational skills improved over the semester

Works well with student team, instructor and other healthcare providers on the unit

Continue to focus on integration of knowledge of drugs, labs and pathophysiology while determining priorities of care and effective nursing interventions

**Demonstrated clinical curiosity and seeks new learning experiences**

Treats patients and families with respect and works effectively with those from diverse backgrounds
Resources

- UG Student handbook on web
- Clinical Adjunct Handbook
- Clinical Course Coordinator
- Chair of UG Program
- LRC: Kathy Shea (kshea@sjfc.edu) & Teresa Brache (tbrache@sjfc.edu) available for student remediation
- BlackBoard access for course materials