



Clinical Instructor Orientation

Mission and Vision

- Mission
 - Extending the Healing Ministry of Christ
- Vision
 - We have the capacity and resources to become an organization that is widely respected as a customer-focused organization that engages individuals in their health by delivering Christ-centered, wholistic, best practice care across a connected, comprehensive continuum of services. With Christ as our example, AdventHealth cares for and nurtures people: our employees, our communities, our healthcare professionals, and those who trust us for care and healing.

Contact Information for Students

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Orientation Instructions

- In addition to the Instructor orientation presentation, please read the Contingent Healthcare Worker Manual and Patient Experience presentations, and the Information Security Sanctions policy.
- Also, please complete the following forms:
 - Student Faculty Request Form
 - Student's Initial Attestation Form
 - Student's Initial Attestation Form Part 2 (to be kept on file at the school)
 - Pyxis Access Form (Nursing Instructors only)
- Instructors will be required to submit these forms, and those of the students in your clinical groups, to the Student Coordinator 3 weeks prior to the start of clinical rotations.

Orientation Instructions

- Badge Access
 - Please see the Education Department to coordinate obtaining an Instructor Badge. You must wear your school issued badge along with the hospital issued badge. You will be responsible for ensuring your students wear their badges visibly at all times in the facility.
 - All student badges are to be returned at the end of each clinical rotation.

Orientation Instructions

- Parking
 - Please park in the employee/student designated parking locations for each campus.
 - Please see parking map for instructions.
 - Student will NOT park in visitor parking areas.
 - Students and instructors may be required to obtain a temporary parking pass from the Education Department. *Check with the Education Department at the campus where you will be doing your rotations.*

Campus Orientation Requirements

- On the initial day on site of your student's clinical rotation you will be required to have a group orientation. Please coordinate with the Education Department at the hospital site.

Instructor Expectations

- As the site clinical instructor, you are responsible for ensuring that the students and clinical group follow all facility guidelines, regulations and requirements as well as any and all applicable policies pertaining to students and their privileges on site. All policies can be accessed through the facility home page.
- Instructors will model professionalism while on campus including cooperation with requests from campus leadership to discuss care or unanticipated outcomes (should they occur) in accordance with school Affiliation Agreements.
- Contact your facility Education Team at any time with any questions, concerns or issues.

Instructor Expectations, cont'd

- Instructor must be present if the student is performing an invasive skill on a patient (ie: starting an IV or inserting a foley).
- Unless rounding on student shadowing on specialty units, the instructor must be always be present and available with each clinical group. The instructor will let the ANM or manager know if they need to step away from the unit.

Required Communication

- Each shift you are responsible for ensuring your clinical group communicates:
 - Your presence on the unit with the unit leadership.
 - Care or interaction you and students plan on providing with specific patients with the patient's assigned nurse on the unit.
 - Any pertinent clinical or assessment information regarding patient with that patient's assigned staff nurse or care team.
- Student Skills Assessment & Communication Tool (used at Deland)
 - Each shift the Student Skills Assessment sheet and communication tool must be completed detailing the skill set of each student on the unit and patient, room number, and staff nurse assigned to each student.
 - This form must be shared with the unit leadership each shift and displayed in tandem with the staff assignment board on the unit.

Instructor Documentation

- As the site clinical instructor, you are required to complete Epic training. Prior to students or clinical group reporting to nursing units you must conduct training on the EMR for the students and clinical groups.
- Contact your facility Education Team at any time with any questions, concerns or issues.

Instructor Documentation

- Upon signing into Epic, students will have to designate a co-signer for documentation during their clinical shift. The clinical instructor will be the designated co-signer and must co-sign all student documentation by the end of each clinical shift.
- Process of co-signing:
 - Type “cosign” on top right side of patient’s chart.
 - A new tab found under Patient Summary (co-sign) will appear.
 - Co-signers must review all student documentation and promptly address any corrections to documentation.
 - Once verified, co-signer presses “Co-Sign All” for final verification into the EMR.

Instructor Documentation

- All medication administration must be coordinated through instructor and also communicated to staff nurse assigned to that patient. Required Pyxis access request forms must be completed, submitted and approved prior to access being granted. Only instructors, not students, are eligible to be granted Pyxis access.
- All required EMR processes are to be followed and all documentation must be completed and co-signed in the EMR pertaining to medication administration.

Thank you!

- Thank you for completing this on-line orientation.
- We are excited to have you complete your clinical rotation at AdventHealth.
- Please make sure to complete the required paperwork and submit it to the Education Department.