Clinical Instructor Orientation

- Reviewed 3.2025

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

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Orientation Instructions

- Badge Access
  - Please see the Nursing Professional Development (NPD) 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 their last semester at AdventHealth

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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 NPD Department. *Check with the NPD Department at the campus where you will be doing your rotations*

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Campus Orientation Requirements

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

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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 via PolicyTech

- 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 NPD Team at any time with any questions, concerns or issues

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Instructor Expectations, cont'd

- 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

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Procedures and Skills <u>NOT</u> to be Performed by RN Nursing Students

- Check or hang blood and/or blood products
- Accept verbal or telephone orders
- Witness consents
- Remove central venous access devices
- Discontinue arterial lines
- Insert post pyloric enteral feeding tubes

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Procedures and Skills <u>NOT</u> to be Performed by LPN Nursing Students

- Phlebotomy or blood draws from venous access device
- Check or hang blood and/or blood products
- Accept verbal or telephone orders
- Witness consents
- Remove central venous access devices
- Discontinue arterial lines
- Insert feeding tubes, urinary catheter, or intravenous catheters
- Tracheostomy or naso-oral suctioning
- Irrigation of any tubes, catheters, lines, drains, or orifices
- Obtain specimen from urinary or intravenous catheters

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Instructor Documentation

- As the site clinical instructor, you are required to complete Epic training. Prior to students or clinical groups reporting to the nursing units they must conduct training on the EMR via the learning management system

- Contact your facility NPD Team at any time with any questions, concerns or issues

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Instructor Documentation, cont'd

- 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

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Nursing Students Shall <u>NOT</u> Document

- Admission Height and Weight
- Allergies
- Medication History
- Continuous Infusions
- Orders
- Nurse Review of Medication

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Medication Administration

- All medication administration must be coordinated through instructor followed, 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

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Medication Administration Restrictions

- Nursing Students are restricted from administering the following medications:
  - Continuous narcotic / opiate infusions
  - Patient Controlled Analgesia (PCA)
  - Oncologic agents
  - Epidural or intrathecal infusions
  - Total Parenteral Nutrition (TPN)
  - Intravenous infusions of thrombolytics / fibrinolytics
  - Peritoneal / hemodialysis solutions
  - Glycoprotein IIb / IIIa inhibitors
  - Investigational medications

- In addition to the above restrictions, LPN students are restricted from administering any IV route medication or fluid

- Nursing Students may observe but not participate in the two (2) nurse verification process required for high-risk medications

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Student Policies

- Please refer the following policies/SOPs for further information regarding students
  - Student Nurse Privileges and Data Access EFD.EDU 008
  - Nursing Student Electronic Record Documentation EFD.EDU.SOP 010
  - Medication Administration by Nursing Students EFD.EDU.SOP 011

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Thank you!

- Thank you for completing this online orientation

- We are excited to have you complete your clinical rotation at AdventHealth

- Please don't hesitate to reach out with any questions

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