## **August 2012 - Updates for Nursing Instructors at NCH**

Many thanks for all the well wishes in my new position and for all of your patience as I learn the ins and outs of this challenging responsibility. I hope together we can provide the future generation of nurses with a positive and rewarding experience during their Pediatric rotations. ~ Kim Kelly, RN, BSN, CPN

<u>Please send Instructor names</u> for each clinical so we have a record of the location of each instructor.

Please send the names of Precepting Students so we have a record of which students will be where.

The new Student Account and Fingerprinting request process is up and running. After feedback from the IS Help Desk we do have a couple of requests. First, make sure you are giving your students their login IDs before coming to the IS Depot to be fingerprinted. Second, when requesting the student accounts, please try to submit the data approximately a week before it is needed. A 2-day turnaround was the initial goal and can be done, but a week's notice would allow for any unplanned difficulties. Third, when sending your email to the Help Desk, put something like "Fingerprint Request" in the body of the email to make it clear to anyone unfamiliar with the process exactly what is being requested. Finally, there is a new version of the student roster form on the website as of 8/20/2012 so please make sure you have downloaded the latest version before your next use. Thanks for your help and patience with this new process!

**The Observation Book** will be placed on the Schools of Nursing website on Friday August 24, 2012.

<u>Student Access Badges</u> are being prepared as we speak. The goal is to have them ready the week before you begin your clinicals. You will be notified when they are ready to be picked up. Reminders: pick them up in Safety and Security in the HR building on 18<sup>th</sup> St. across from the OCC; bring a check with you when you pick up the badges; keep a record of what student has which badge number and make sure to collect them all by the end of the term because you will be using the same badges for the next clinical group.

If you have not previously taught on a unit or in the new hospital, you must orient to that area before your first clinical with students. Speak with the Program Manager, Clinical Leaders or Unit Educators to arrange your orientation. Reminder: if you are assigned to the Pulmonary or Surgery unit you must arrange a meeting with their Nurse Educator before beginning **each** new clinical group. Contact Gretchen Firchau (722-8592) for Pulmonary or Michelle Roark (722-9531) for Surgery.

<u>Graduate Nursing Student placements</u> have increased dramatically over the past year. Please be sure to get your placement requests in as early as possible.

<u>We are PURGING!</u> In an effort to become more efficient and effective we are doing a lot of reorganizing which requires a good old fashioned Spring Cleaning Purge, even if it's not Spring! If you have had any changes to your email address, contact phone numbers, licenses, certifications, or job titles (including teaching for a different school), please let us know. If you don't remember what contact information you gave us...give it to us again. We want to get everything as up-to-date as possible. You can reply to this email or you can send it to <a href="mailto:Kimberly.kelly@nationwidechildrens.org">Kimberly.kelly@nationwidechildrens.org</a> or to <a href="mailto:NCHSchoolsofNursing@nationwidechildrens.org">NCHSchoolsofNursing@nationwidechildrens.org</a> and we will get you updated.