

## August 2014 – Updates for Nursing Instructors at NCH

*The annual Deans, Directors, and Faculty meeting was the end of July, so you know what that means...Fall Semester is rapidly approaching. Lots of updates were shared at the meeting and so this will be a lengthy update with lots of attachments for your reading enjoyment! I will be on vacation the last two weeks of August, so if you have any questions or needs please contact me quick! Enjoy the last bit of summer...I know I will as I soak up the sun on the beach! ~ Kim Kelly, RN, BSN, CPN*

**There are several NEW changes** for the 2014-2015 academic year:

1. **Observational Experiences have been pre-assigned** for Fall Semester. School assignments were passed out at the meeting, each school will need to divide the assignments up among their clinical groups. We will not be taking requests for changes or additions throughout the term, only cancellations. The process has become too labor intensive. The calendars will look the same on the website. If you have a cancellation please email [NCHSchoolsofNursing@NationwideChildrens.org](mailto:NCHSchoolsofNursing@NationwideChildrens.org). Clinical groups bringing their students for 24 hours or less per term are not assigned Observational Experiences.
2. There is a **new Confidentiality and Technology Use form** for the students. It is attached with this update and will be available on the website this week. Please use the new form beginning immediately. There have been some Social Media issues with students this past year. Please review the attached PowerPoint presentation and utilize the HIPAA handout with your students.
3. Tired of driving to 255 E. Main St. to drop off student forms? There is a new **"In Box"** located in the Teaching Conference Room on H10B. Drop off anything needing to come to Sharon Dalton or Kim Kelly in Professional Development. The In Box will be checked frequently throughout the week.
4. The **Student Nurse EBP Projects** begin Fall Semester. Each school will determine how their EBP projects are done. NCH requires that the EBP project be shared at the unit level and a log of all projects be maintained and submitted to Professional Development at the end of each term. There are two different EBP logs available and attached, only one is required, use the one you prefer. They will both be uploaded to the website this week.
5. There are **new request dates** for group clinicals and both grad and undergrad preceptor placements. Group clinical requests for 2015-2016 academic year will be accepted from 1/1/15 to 2/28/15, assignments will be made by 5/1/15. Requests for preceptors (grad and undergrad) will be broken down by term with dates as follows: Spring 2015 – requests accepted 8/1/14 to 9/30/14, assignments made by 11/14/14; Summer 2015 – requests accepted 1/1/15 to 2/28/15, assignments made by 4/17/15; Fall 2015 – requests accepted 4/1/15 to 5/31/15, assignments made by 7/17/15. A list of important dates has been attached for your convenience.
6. There will be several **changes to the website** including an EBP section.
7. Save the Date! There will be a **Course Coordinator Class** on 12/12/14. This class is for those people who have to fill out on-line requests for clinical groups, preceptors, student user IDs and fingerprinting.

**Parking has NOT changed** but there have been changes to the shuttles that went into effect on **July 7, 2014**. A parking map, the Purple shuttle route, and shuttle schedule are attached for you to copy for your students. Please note: the overflow lot is **only** to be used if the 430 E. Mound St. location is full. Students will need to walk to 515 E. Main St. and catch the Orange shuttle. When/if a student is riding the Orange shuttle they are to give priority to employees as this is the Business Route shuttle and is geared toward getting employees to their meetings and workplaces in a timely manner. ***Giving employees priority means they allow employees to board the shuttle first and they exit to give an employee a seat if the shuttle fills while en route.*** Thank you in advance for helping your students adhere to these guidelines.

**It's all about the badges!** ***Student Badges*** - Please be sure nursing students are wearing their school's photo ID AND the student access badge containing the name of their school. As a reminder: It is up to each instructor to know which student has which badge at all times; if a badge is lost it should be reported to Kim Kelly or Security immediately so it can be deactivated. ***Instructor Badges*** – If you have an older instructor badge floating around please return it to Kim Kelly or Sharon Dalton. ***Badge Inventory for Everyone*** – Please email a list of the numbers of all the Student Access Badges and Instructor Badges in your possession to [Kimberly.Kelly@NationwideChildrens.org](mailto:Kimberly.Kelly@NationwideChildrens.org). The correct number to send is the one located on the back of the badge beside the hole for a badge holder. The *incorrect* number is 62452A as that number is on every single badge!

**The New Faculty Orientation** dates for 2014-2015 are 11/13/14, 12/11/14, 1/15/15, 4/16/15, 5/21/15, 6/25/15, and 7/30/15. Remember, all new clinical instructors must go through this one-time training class before independently supervising students at NCH. Anyone desiring a refresher course is also welcome. Most new clinical instructors come by way of referral from current instructors, so be sure to remind anyone you recruit to sign up for the class through the website.

**The Ohio Chapter of the Society of Pediatric Nurses** or OSPN is holding their annual conference on September 26, 2014 from 9:30 am to 5:00 pm at Nationwide Children's Hospital. The theme is *Facing the Challenge of Pediatric Nursing*. This is a very affordable conference especially for nursing students interested in pediatrics...their cost is only \$15. The brochure is attached to share with colleagues and students.

**Please Note:** If all of the promised attachments will not go through they will be sent separately by subject!