

August 2017 – Updates for Nursing Instructors at NCH

Fall semester is underway. This past summer marked my fifth year in the role of school coordinator. Many of you regularly share your knowledge and wisdom with me. In addition, many of you offer your talents for the enrichment of all students and faculty members. Thank you to all of you for your commitment and hard work as we strive to give nursing students the best possible pediatric experience. ~ Kim Kelly, BSN, RN, CPN

***The 2017 Flu Vaccination deadline is November 30, 2017.** All students and faculty members must provide a record of their flu vaccine if they will be at the hospital on or after November 30. Waivers are acceptable for health reasons only. A letter from a physician must accompany the waiver.

***A new form to document Faculty Orientation to the Unit** was developed with input from clinical instructors and unit leadership. The new unit orientation form is skills driven and intended to standardize the orientation of all nursing instructors at Nationwide Children's. It includes space for unit specific information as well as an area for medication administration approval. **ALL NEW** instructors will begin using this form immediately when they orient to a unit. To ensure standardization we are asking **ALL CURRENT** clinical instructors to have this form completed for each unit they are assigned. This can be done during your clinical hours and placed in the drop box on H10 in the student conference room. The new form is attached. Unit leadership may request a copy for their records.

***Observational Experiences are available for clinical** groups spending greater than 24 hours per term at Nationwide Children's. **One person** per school needs to request the observations needed for all clinical groups from their school. That same person will receive the assignments for their school and is then **responsible to share** the assignments with fellow instructors from their school. Requests from individual instructors are unable to be accommodated.

- To request observations: email the **specific dates** and **how many observations** needed for each date to Kim Kelly
- A faculty person must be on Nationwide Children's Hospital property at all times when students are in Observational Experiences
- Students must know how to reach their supervising faculty member
- ***Observations have already been assigned for fall semester. Please email requests for spring semester by Dec. 1, 2017.**

A few things to note are:

- HIM Security is requesting a new Confidentiality and Technology Agreement be signed every year. This means precepted students will need to sign the form when they return.
- Organization-wide changes are coming to the website this fall. It is to be more user-friendly. It will be kept as up to date as possible during the transition.
- ***Multiple units have requested instructors NOT show up with a group of students to tour the area. If you would like to tour a specific area with your students please contact a Clinical Leader or Unit Educator to make arrangements.**
- ***Students have been parking in patient/family parking areas. Please remind your students they are to only park in the assigned student lots. Please see attached map. Note:** if a student is an employee of the hospital, they can park in their normally assigned parking area.
- A new "Tap in" program has been initiated allowing staff to sign onto a computer by scanning their Employee Badges. When someone logs in, they may be prompted to scan their badge and then register it to themselves. Because students have temporary badges, they must not log in with or link themselves to the student badge.

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Please send Instructor Names and the units they are assigned for fall semester to Kim Kelly ASAP. Many of you have done this – Thank you! This information will be conveyed to the individual units so they know whom to expect on their unit. This will also help the units know who may still need to be oriented to their unit or provided with unit updates.

The annual Deans, Directors and Faculty meeting was done electronically this year. All faculty members should have received several PowerPoints with the annual updates. If you did not receive the information, or have questions regarding it, please email Kim Kelly.

Kudos to all of you! 100% of the student documentation turned in so far for fall has included the required cover sheet! Also, August was the first month in several years there were NO PENDED NOTES. Undergraduate students have held that distinction for quite a while. This past month the graduate students joined them. Thank you, thank you, thank you!

*** Please pay special attention to items with an asterisk ***