

## October 2018 – Updates for Nursing Instructors at NCH

*The 2018-2019 academic year has begun and we are seeing glimpses of fall weather. The next few months promise to be busy ones. In December, we will be relocating to a new office space. In addition, in January 2019 we say good-bye to our director, Cheryl Boyd, as she retires. Which means we will also be welcoming a new leader. And then there are the holidays – Halloween, Thanksgiving, Christmas – oh my, I'm tired already! Best wishes for a safe and happy holiday season - Kim Kelly, BSN, RN, CPN*

**!The deadline to receive this season's flu vaccine** is November 30. Please be sure to send verification of the vaccine for all students and faculty that will be on campus on or after 11/30/2018. This information can be listed on the Health and Safety form routinely used for immunization documentation. Email the form to [Sharon.Dalton@NationwideChildrens.org](mailto:Sharon.Dalton@NationwideChildrens.org).

**!Student orientation materials have been updated including** the addition of a **new HIPAA Compliance requirement**. The new PowerPoint entitled *HIPAA Compliance 2018* should be included with your next group of students. The form entitled *Nursing Student HIPAA Compliance Agreement* must be signed and included with the rest of the student orientation forms. This new piece of orientation has been added due to a recent trend in student-related HIPAA concerns. The updated orientation PowerPoints and forms will be emailed to instructors in several emails as the content is too large to send in one email.

**Please send the names of the instructors assigned** to each clinical for fall semester. If you will not be using a clinical assignment, please communicate that to Kim Kelly, as well. Members of unit leadership need to know who to expect on their unit.

**Tired of taking your students to the IS Depot for fingerprinting?** Now you can help your student self-enroll their fingerprints. Step-by-step instructions are included with this Update. This can be a time saver but if you prefer to take the students to the IS Depot for fingerprinting that remains an option. Thank you to Tamara Moyer from COTC for her work on this project. In addition, thank you to Sherry Francies (Chamberlain) and Shannon Coy (Ohio University) for trialing the process and offering their feedback.

**The website will be updated within the next two weeks.** The broken links should be operational after the update. Please continue to report any problems as we transition to the new system. Thank you for your patience.

**Please provide the Observation dates needed for** spring semester by **November 30**. To participate in Observational Experiences groups must spend greater than 24 hours per term at Nationwide Children's. **One person** per school requests 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 cannot be accommodated.

- To request observations: email the **specific dates and shifts** and **how many observations** are needed for each 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

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**Professional Development is moving** in December to the Near East Office Building that is nearing completion at this time. Located at the corner of South 18<sup>th</sup> Street and East Fulton, Professional Development will be on the first floor in the Southeast corner of the building. The street address is 431 South 18<sup>th</sup> Street, Columbus, OH 43205. The mailing address will not change. Please continue to use 700 Children’s Drive, Columbus, OH 43205-2664. Address mail Attention: Kim Kelly, Professional Development Department.

