

September 2019 – Updates for Nursing Instructors at NCH

*The 2019-2020 academic year has begun and hopefully we will see some fall weather soon. In October I will be attending the 2019 ANCC National Magnet Conference along with more than 10,000 nurses. At the conference Nationwide Children's Hospital will be recognized for our **Fourth Magnet Recognition**. Only eight percent of the more than 6,000 hospitals across our nation receive this recognition. And of that number, only seven percent have received the recognition four times. I'm proud to be part of this wonderful organization and grateful for our partnership with all of you! Best wishes for a safe and happy Fall term ~ 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 flu vaccine for all students and faculty that will be on campus **on or after 11/30/2019**. This information can be listed on the Health and Safety form routinely used for immunization documentation. Include the form with the student orientation documents or email it to Kimberly.Kelly@NationwideChildrens.org.

GREAT BADGE AUDIT OF 2019! The badges used by students and faculty allow access to secure areas at Nationwide Children's Hospital. The loss of a badge poses a safety risk to our patients, families, staff and students. Please keep in mind the following:

- All Nursing Instructor and Student Access Badges must be accounted for at all times
- Student Access Badges are purchased by the school but must be tracked by Nationwide Children's Hospital
- Clinical Instructor Badges are NOT purchased by the school but are issued directly to the instructor
- Clinical Instructor Badges must be returned to Nationwide Children's Hospital when the instructor chooses to stop teaching

The Safety and Security department has requested an accounting for all badges. If you have not done so already, please send a list of all Nationwide Children's Hospital badge numbers to Kim Kelly. The number needed is located on the back near the hole for the badge clip (the number should NOT have the letter A with it...we need the other number). Please include all student badges and instructor badges. You may have badges lying around that no one remembers to whom they belong or are no longer working. Please include those numbers as well with any known details. Badges may need to be re-assigned to current faculty or replaced if they are no longer working. Please send all badge numbers by October 31, 2019. **All badges not accounted for will be deactivated on November 1, 2019.**

While you're at it...please send the names of people no longer with your program. And for anyone new to your program please send the person's name, credentials, title, email address and phone number to Kim Kelly.

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. Canceling a clinical assignment does not result in the automatic loss of that clinical assignment in the future.

The website continues to be a struggle to get updated. Thank you for your continued patience. Please email Kim Kelly if you need any forms or information.

2019-2020 Important dates for Schools of Nursing are attached. This includes the dates for New Faculty Orientation. Please be sure to have your new instructors register through the website...that part is working!

There are quite a few new Clinical Coordinators among our various Academic Partners. Many questions arise regarding the process of requesting clinical assignments and student accounts and for coordinating student paperwork. If you are interested in attending a class to review these processes please let Kim Kelly know. This would be scheduled sometime before the deadline for the 2020-2021 clinical requests.

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Follow-up from Faculty Development Day: In our HIPAA discussion the question was raised about documentation required when reviewing an assigned patient's chart for educational purposes. This question was forwarded to our Privacy Officers and our Legal Services department. It has been determined that there should be **NO note placed in the chart** stating a student reviewed it for educational purposes. Instead, the clinical instructor (having assigned the patient to the student) should be prepared to vouch for the student's presence in the chart if it is audited. **Please note:** a student **should NOT access** a patient's chart unless the patient has been assigned to them by their clinical instructor. If it is found that a student has accessed a patient chart inappropriately, that student will not be allowed to participate in further clinical activities.

Details for the 2020 Summer Nurse Extern program are attached. Selection criteria and application dates are included.

Interested in learning more about pediatric assessments or development? Classes offered to Nationwide Children's Hospital employees are available to clinical instructors free of charge. A flyer for our upcoming Pediatric Assessment Series is attached. If you are an employee, please register for the class in Lawson. If you are a non-employee instructor please contact Kim Kelly to register for the class.

A quick reminder to instructors to check in with your School of Nursing contact or unit leadership prior to the beginning of each clinical group.