

**Observation Request form**

**(must Fill out a separate form for each Instructor; all forms for 1 school program to be sent at the same time)**

Name of Instructor: Click here to enter text. Choose School: Choose an item. Assigned Unit/Day: Click here to enter text.

1. Instructors at each school will download form from website and fill in form with student names and date for observation shifts.
2. School Coordinator, or 1 instructor acting as the coordinator, will coordinate **all** the observation requests for their school and collect forms from all instructors to submit to Children’s. **Forms without the names of students will not be processed**
3. School Coordinator will submit request for their group to Angie Chelf at Angela.Chelf@childrens.com , the Observation Coordinator. Requests will be honored on a first come, first served basis.
4. Unit Educators will review the observation requests and process them at the unit level.
5. School Coordinators will receive a response confirming or denying the observation requests.
6. It is extremely important to be thoughtful in completing this observation request form taking into account the student desires. Once the semester starts, **changes to the observation shifts will be minimal, if at all. There will be NO swapping of students at the last minute (ie. Student A is scheduled to observe in O.R. today but Student B is going to observe instead). 2 weeks’ notice is required to process any name changes for observations.**
7. **Instructors:** Please be mindful if your student requires special accommodations in the observation area. The O.R. area requires that all persons change and wear scrubs provided. If there are special size considerations, please notify in advance.

|  |
| --- |
| **Dallas Campus** |
| **Observation Area** | **Educator** | **Student Occupancy Restrictions** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** |
| **Ambulatory****M-F DAYS ONLY** | *Lindsay Adkins**214-456-1805* | 1 per clinic, per day |  |  |  |  |  |  |  |
| **CCBD** | *Sarah Kennedy**214-456-5140* | 1 per shift |  |  |  |  |  |  |  |
| **ED** | *Angie Chelf**214-456-1880* | 1 per shift |  |  |  |  |  |  |  |
| **NICU** | *Kristen Masters**214-456-6464* | 1 per shift |  |  |  |  |  |  |  |
| **~~OR,~~****~~GI Lab~~****~~M-F DAYS ONLY~~** | *~~Laurie Ham~~**~~214-456-2833~~* | ~~Total 1 per shift;~~~~GI Lab & CVOR by special request; 2 week notice~~  | Not available due to use of N95 masks for all  |  |  |  |  |  |  |
| **Peri-Anesthesia, Radiology****M-F DAYS ONLY** | Shannon Williams214-456-3652 | 2 per shift |  |  |  |  |  |  |  |
| **PICU, TICU, CVICU** | *Kendel Richards**214-456-7881* *Kelsey Schuetze**214-456-7519* | *1 per area per shift, max of 4 times a week per area* |  |  |  |  |  |  |  |
| **PICC Team****M-F DAYS ONLY** | *Lonny LaBarge**214-456-8581* | 1 per shift, weekdays |  |  |  |  |  |  |  |
| **Inpatient Psych B5** | *Jennifer Brown 214-456-5928* | Limited Availability |  |  |  |  |  |  |  |
| **OCH** | *Jill Hesler**214-867-6776* | Limited Availability |  |  |  |  |  |  |  |

***This request is not confirmed until you RECEIVE a confirmation email***

|  |
| --- |
| **Dallas Campus – COVID Mitigation Plan – Additional areas for Student Observation** |
| **Observation Area** | **Educator** | **Student Occupancy Restrictions** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** |
| **D9****Pulmonology Inpatient Unit** | *Martha Shaw**214-456- 2614* | Total 1 per day, 3 days a week |  |  |  |  |  |  |  |

|  |
| --- |
| **Plano Campus** |
| **Observation Area** | **Educator** | **Student Occupancy Restrictions** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** | **Date Requested/****Student Names** |
| **Andrew’s Institute****M-F DAYS ONLY** | *Jennifer James**214-456-1805* | 1 per day, 2 days per week |  |  |  |  |  |  |  |
| **OR****M-F DAYS ONLY** | *Jennifer James**214-456-1805* | Total 1 per shift\*(no procedures requiring an N95 mask) |  |  |  |  |  |  |  |
| **Radiology****M-F DAYS ONLY** | *Jennifer James**214-456-1805* | 2 per shift |  |  |  |  |  |  |  |
| **PICU** | *Kendel Richards**214-456-7881* *Kelsey Schuetze**214-456-7519* | 2 per shift,  |  |  |  |  |  |  |  |
| **ED** | *Angie Chelf**214-456-1880* | 1 per shift |  |  |  |  |  |  |  |
| **Eating Disorders Clinic****On rare occasions** | Jennifer Brown214-456-5928 | 1 per shiftRare occasions – only if student is interested in area |  |  |  |  |  |  |  |

*\*students are not allowed to participate in the care of patients or in procedures that require an N95 mask. The Dallas O.R. is currently using an N95 mask for all caregivers in all patients/procedures all shift long. The Plano O.R. is using N95 masks during aerosol generating procedures (AGP). The student would need to be out of the room for intubation, for 16 min following intubation, and extubation.*

***This request is not confirmed until you RECEIVE a confirmation email***

***Disclaimer:*** *A request for an area does not guarantee an observation placement for that area. While we do our best to accommodate requests, this might not be possible due to student volumes and organizational needs for onboarding staff.  We strive to provide students with an optimal learning environment and a positive experience. Observation requests are processed on a first come, first served basis.*

The Children’s Nursing Student Website is <https://Childrens.com/NursingStudents>

Under the section “Resources for School Coordinators and Clinical Instructors” is this document and a document that directs the student to each location if they have been assigned an observation shift for the day.