



## CLINICAL INSTRUCTOR GUIDE (Children's Employee and Non-Employee Instructors)

Thank you for choosing to be a nursing student instructor at Children's Health! While you are here as instructor with your pediatric nursing students, we want you to have an enjoyable and educational experience.

This guide is meant to be used by both employees and non-employees who are new instructors as they walk through the steps to become an instructor at Children's. The process should start **at least 6 weeks** before rotations begin in order to give you time to complete the requirements. As an instructor, you are required to complete training online, attend scheduled classes, and complete orientation on the assigned unit all prior to starting with your students. Training and orientation can take up to 20 hours to complete so please ensure that you plan accordingly to ensure you are able to start your student's rotation on time.

Instructors and students must have met all requirements before students will be cleared to start their clinical rotation.

The website <https://www.childrens.com/NursingStudents> is available for your reference and has many resources for you. There are two email boxes for nursing student communication.

[NursingStudentRequest@childrens.com](mailto:NursingStudentRequest@childrens.com) is for any requests or questions regarding students.

[NursingStudentPaperwork@childrens.com](mailto:NursingStudentPaperwork@childrens.com) is for sending nursing student paperwork and requirements for clearance.

In addition to this guide and website, other instructors from your school can be very helpful to you since they have already been through this process. If you have questions after reading this guide and talking to your peers, please feel free to contact me.

Thank you for choosing Children's for your pediatric nursing rotation.



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## Mission

To make life better for children

## Vision

Children's Health will be among the very best medical centers in the nation

## Values



### SELFLESS SERVICE

*Serving others with an enthusiastic spirit*

- Transcends the ordinary and exceeds expectations
- Engages with all in a respectful, non-judgmental manner
- Treats others with kindness, humility and dedication
- Recognizes and celebrates the contributions of others



### PASSIONATE ADVOCACY

*Standing as champions for children*

- Acts courageously on behalf of children
- Educates the community about the needs of children
- Understands and honors different perspectives and expectations



### COMMITMENT TO EXCELLENCE

*Driving innovation and quality care to maximize outcomes*

- Collaborates to achieve exceptional quality, safety and continuous improvement
- Innovates to transform possibilities into realities
- Advances knowledge, applies evidence-based best practices and takes ownership of professional development
- Continuously seeks opportunities to be better stewards of the organization's resources



### UNWAVERING INTEGRITY

*Creating an environment of trust through honesty, transparency and authenticity*

- Does the right thing even when no one is looking and regardless of the personal impact
- Willingly shares information with others
- Speaks up with ideas and concerns
- Holds oneself and others accountable for decisions, behaviors, actions and results

## What is in this Guide?

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# Coordinators

*This section is here so you know what the school coordinators have already done for you and your students.*

## Requesting Clinical Rotations

All placement requests are made using an online system called CCPS (cohort groups and precepted)

- Placement requests will be accepted prior to each semester by dates supplied by CCPS
- Student orientation/Epic course date requests are entered in the comments field of the request
- Historical placements will be honored before new requests

## Affiliation Requirements

Schools must have:

- Current affiliation with Children's that will not expire during rotation
- Current copy of liability insurance policy as stated in contract must be on file

## Student Requirements for Clinical Rotations

Student Paperwork must be submitted for processing **at least 3 weeks prior to start date of rotation**

- All paperwork and communication about student requirements is processed from the email address of [NursingStudentPaperwork@childrens.com](mailto:NursingStudentPaperwork@childrens.com)
- Paperwork must be submitted in the spreadsheet format that is available on the website
- Before submitting student paperwork, please review Children's requirements
  1. Student Paperwork includes:
    - ✓ Health form for all students
    - ✓ Confidentiality Agreement
    - ✓ School attestation letter on school letterhead using template provided

*Clinical rotation clearance will not be granted until all forms have been received and approved.*

*Rotations will be delayed or canceled if paperwork is not returned in timely fashion.*

## New Instructor Onboarding

*Instructors are expected to read the Student Handbook. During student orientation, the instructor will review information from the Student Handbook with the students.*

This checklist is for nursing clinical instructors that provide an instructor-led clinical for cohorts of undergraduate nursing students. This is not for clinical instructors that monitor the progress of preceptor-led students. **Instructor onboarding can sometimes take 6 calendar weeks** depending on approval of student information and class schedules. **Start early, all requirements must be complete prior to the student orientation.**

### Initial Instructor Checklist:

- Determine Instructor, send resume to [NursingStudentRequest@childrens.com](mailto:NursingStudentRequest@childrens.com)
- When approved, complete Instructor Request Form (from website) and send to [NursingStudentRequest@childrens.com](mailto:NursingStudentRequest@childrens.com)
- Begin clearance of instructor with Student Services –
  - Student Services will communicate via email with Clinical Instructor to gather documents
  - All requested paperwork for the instructor is sent to [NursingStudentPaperwork@childrens.com](mailto:NursingStudentPaperwork@childrens.com)
  - Instructor is conditionally cleared to begin with online modules
- Complete online training
  - Children’s Annual Required Training (CART) (3hr)
  - Nursing Instructor Initial Curricula (2hr)
- Clearance obtained from Student Services
- Instructor Badge issued at badge office
- Attend student Epic 101 course (offered every other week on Thursday morning 0800-1000)
- Instructor training & initial competency on unit
  - time on unit to understand the unit workflow
  - complete orientation competency (acknowledge competency in LAWSON system)
- Instructor facilitates student Epic training (via CBT module) for their students – Refer to Nursing Student Orientation document found on website for process

### Topics to Cover during Instructor Orientation to the Unit

- Nursing competency
- What time is the charge nurse meeting on the unit
- What time are Care Progression Huddles/Rounds
- What time are assignments ready
- Are there any new nurses being precepted
- Are there any capstone students assigned to the unit

### Ongoing Instructor Checklist:

Annually, in January, before clinical groups are brought to Children’s, the clinical instructor will complete the following: **\*If an instructor is gone for more than a year they are considered a new instructor**

- Annual CART
- Annual On-going Instructor Competency
- Instructors must also annually review and pass the **Standard Hospital Student Orientation** available from the Dallas - Ft. Worth Hospital Council

- Any substitute instructor must complete the same requirements as regular instructors
- Instructors should wear both the school ID badge and Children’s ID badge when on unit with students

## **Student Orientation (SMARTbar)**

- Instructors will be sent the student roster with Children’s Health Lawson IDs just as soon as the students are cleared from Student Services
  - If the student has difficulty accessing Children’s systems after the initial online training, they can call the Service Desk at 214-456-4357. The student will need to provide their name, last 4 of SSN, DOB, and Lawson ID. If they don’t remember the Lawson ID, they should first ask their instructor before contacting Student Services.
- The instructor will coordinate the student orientation according to the *Nursing Student Orientation* document. There are options for students getting student login information and picking up the student badge

## **Epic Student Training**

- Epic online curricula in Cornerstone is required training; students who have not met this requirement will not be allowed to start clinical rotation
- Training consists of completing online training and passing test
- Instructors will support their students by giving directions to students on how to complete Epic CBT
  - Students must pass test with a score of at least 80%
  - Provide remediation for students who do not achieve a passing test score. Student can re-take the test

## **Assignments**

- Student assignments should be spread out evenly between the nurses on the unit
- If student assignments are made the night before, assignments may need to be adjusted after the day shift assignments are made
  - Be open to assignment modifications based on changes to the nurses’ assignments
- Be sure to ask the charge nurse if there are precepted nurses or capstone students on the unit that might affect your student assignments

## **Supervision**

- Instructors must monitor the care provided by the student, interact with their students, and be available on the unit at all times during their shift
- Cosign all student documentation (resource available on website if needed)
- Communicate with RNs regarding what the students will be doing that shift
  - Meds (if applicable)
  - VS
  - ADLs
  - Procedures
- Communicate with HUC and PCTs regarding the student assignments

- Communicate with assigned RNs as well as the charge nurse when the students are leaving the unit for lunch and post conference. All students will give *Handoff report* to the nurse when they leave the unit
- Ensure all students seek out applicable resources to answer their questions regarding patient diagnoses, meds, etc.
  - The student should access online resources first, then seek out their instructor to assist prior to asking questions of the primary RN

## **End of Rotation**

Instructor and Clinical Educator on the unit will ensure that the evaluations are completed in Survey Monkey

- Instructor
- Students
- Staff

Instructor will return all student badges to the badge office at the end of the semester. Instructor may keep their badge if they plan to return the following semester.

*If previous semester badges are not turned in, Badge Office will not issue new semester badges*