



Nursing Student Orientation Social Distancing Protocols due to Coronavirus

The Children's Nursing Student Orientation process has been updated to abide by social distancing protocols. School coordinators, instructors, and students should review this document carefully and thoroughly to ensure a safe and efficient orientation experience.

The goal of the Nursing Student Orientation is to ensure that the student has the necessary identification, network access, and Epic documentation knowledge to be productive on the first day of their pediatric clinical rotation at Children's. **It involves both independent work on the part of the student and Clinical Instructor guidance.** Each instructor is to implement this orientation in a manner that works for their relationship with their students. **Coordinators and instructors, please note that if the entire student group is larger than 50-60, school coordinators/instructors need to plan with their students to spread their badge office appointments and phone calls to the Service Desk across 2-3 days in efforts to reduce wait times.**

□ **STEP ONE: Student Clearance with Lawson ID**

- When the student group has received clearance from Student Services, the Children's coordinator / Program Assistant (Ginger or Sana) will send the student list with Lawson IDs to the Clinical Instructor group.
 - The school coordinator or instructor will communicate the Lawson ID to each student
 - i. The student will need this information when they call the Service Desk for their login information. The student should memorize or write down this number for the entire semester. They will need this number if they need to call the Service Desk in the future.
 - If your student is not on this list, they most likely have not received clearance and will not have network/Epic access or an ID badge
 - i. Reach out to NursingStudentPaperwork@Childrens.com for more information on why this student did not receive clearance
 - If a student is on this list and they have dropped the course, please ensure that you communicate this to the Children's coordinator as soon as possible
 - Precepted students will receive their Lawson ID, instructions to call Service Desk, and instructions for Badge office in the introductory email from Nursing Student Request when they receive their preceptor. The instructor will be copied on this email. The instructor can guide this process with the group of precepted students or allow the students to be more independent and complete these tasks on their own.

□ **STEP TWO (A): Badge Office Appointments**— can only be done AFTER student has Lawson ID and is cleared by Student Services

- After clearance has been sent, the student is cleared to receive a badge
- Instructors to call the Badge Office to create 30-minute appointments for student groups **no larger than 10 students**
 - Dallas Badge Office: 214-456-1370
 - Plano Badge Office: 469-303-1370
 - Groups that have been placed at Plano location, may use the Plano badge office to receive a badge

- Refer to the Student handbook (located at Childrens.com/NursingStudents) for details on Badge Office locations and hours
- School coordinators must work with instructors and oversee that appointments are scheduled across the entire business day
 - The Badge Office can handle a maximum of 50-60 students per day. If your student group is larger than 60, then appointments must be spread over 2-3 days
- Social Distancing Protocol:
 - Students will need to wear masks and maintain social distance in the hall
 - Only 1 person is allowed in the badge office at a time
 - If there is someone in the badge office, the student should wait outside until s/he is able to enter
 - Once all photos have been taken and badges have been printed, the Badge Office will take the badges out to the hallway for the instructor to pass out
 - Student groups **MUST** have an appointment and arrive at the scheduled time. We cannot have groups arrive early or late as it could cause overcrowding in the hallway
 - The preferred method is to have students go to the badge office with their instructor group. However, if a student is unable to attend with the group for any reason, s/he may call the Badge Office to set up an individual appointment.
- **Prior to the student's Badge Office appointment, student must have:**
 - Government Issued ID (driver's license).

□ **STEP TWO (B): Obtaining Network/Epic and Cornerstone Login Information from the Service Desk**—can only be done AFTER student has Lawson ID and is cleared by Student Services

- After clearance has been sent, the student is cleared to receive a network/Epic login from the IS Service Desk (this should be done from school or from the student's home)
- Student to call the Help Desk at 214-456-4357
 - When prompted, select **Option 1** for the IS Service Desk
 - When prompted again, select **Option 9** for the Nursing Student queue
 - The student and the service desk will work together to do the following:
 - Obtain student network username and reset password
 - Verify that student can login
 - Enable self-service security questions
 - Set up Duo (the app should be installed prior to calling the Service Desk)
 - Validate Cornerstone Access
 - Student to make note of the Cornerstone external web address
 - Verify on their transcript that they have a student assignment. If no program is assigned, check the completed transcript in case they completed it already. If there is not a program assigned nor already completed, search for the module with the key words of Student Epic. Choose **CH - EPIC Inpatient- Student Nurse Curriculum**.

- **The IS Service Desk is available 24 hours a day, 7 days a week.** School coordinators and instructors must work with students to ensure that calls to the Service Desk are spread across the entire day
- **Prior to calling the IS Service Desk, the student must have:**
 - Lawson ID (can be found on the clearance list sent to instructors)
 - Computer with internet access
 - SSN or F1 status if international
 - DUO (from the App store) installed to their phone



- **STEP THREE: The student then completes the Epic training program (curricula) independently (at home or at school)**
 - The instructor will ensure that all students have completed the program with a passing score prior to the first day on the unit assigned to patients. The instructor can have the student send them a screen shot or picture of the certificate of completion of the course. The student can click on the view certificate button that accompanies the course.
 - The instructor will send an email to NursingStudentRequest@childrens.com to indicate their students are complete with training. The instructor does not need to forward these certificates to Children's.
 - If a student has previously completed the Student Epic Curricula because they were a previous student at Children's, **it is up to the Instructor** if the student repeats the curricula. If the student is to repeat the curricula, it will be found on their completed transcript and they can re-take the modules.
- **STEP FOUR: The instructor** is responsible to "orient" the student to the Children's Health standards of care and the location. The website <https://www.childrens.com/nursingstudents> has resources for Clinical Instructors, resources for Student Epic Class (PowerPoint), and the Student Handbooks. A PowerPoint presentation is available on this site to guide the instructor through the information to share.