

ELLIOT HOSPITAL

GUIDELINES FOR AFFILIATING FACULTY

New faculty members are responsible for the following:

Orientation

- All new faculty are required to review the material contained in the Elliot Hospital Student orientation packet pertaining to Environment of Care, Infection Control, Latex Allergy and HIPAA/Confidentiality, and complete the post test. All new faculty are responsible for contacting the Clinical Nurse Manager of those departments in which they will be supervising students to schedule a minimum of (8) hours of orientation. Additional orientation may be required of a new faculty member at the discretion of the Clinical Nurse Manager.
 - Whenever possible, a two week notice is requested prior to scheduling orientation. Advance notice helps to ensure appropriate resources to provide the faculty member with an effective orientation experience.

Licensure and Credentials

- All new faculty are required to submit copies of the following to the Dept. of Nursing Practice, Education & Research prior to the start of any clinical rotation:
 - Curriculum Vitae
 - Liability Insurance
 - BLS Authorization

All ***new and returning faculty*** are responsible for:

- Liability insurance as renewals occur.
- Scheduling refresher orientations as appropriate in order to maintain competency in departments where they will be supervising students.

Affiliating students must be oriented to Environment of Care, Infection Control, Latex Allergy and Confidentiality as above utilizing self-study packets. Each student must complete a post-test and faculty will be responsible for remediation of all incorrect responses. **Instructors with clinical groups are asked to submit the *Nursing Students in Clinical Groups Information* sheet.** Each student must sign both a HIPAA/Confidentiality Agreement.

Each student and new clinical instructor must complete EPIC access forms* prior to the start of their clinical rotations, in order to have appropriate security privileges for patient documentation, in a timely fashion. Clinical instructors and students will have received training on the EPIC system prior to the start of their rotation, from the designated trainers at their schools.

**Returning students do not need to complete new access forms. Instructors are asked to send a list of the student names and dates of the rotations; IT will re-activate the student accounts.*

If students have had a previous rotation at the Elliot Hospital within the last year, this orientation may be waived at the discretion of the Dept. of Nursing Practice, Education & Research in collaboration with the Instructor.

Documentation of student orientation must be submitted to the Dept. of Nursing Practice, Education & Research prior to the end of each rotation of students

It is the faculty's responsibility to make arrangements for dates, times, space and equipment necessary for student orientation. Contact Janelle Chapdelaine (663-2264) for assistance. Hospital business may pre-empt and/or cancel previously assigned rooms, equipment, etc.

Internal observational experiences for students must be scheduled with the Dept. of Nursing Practice, Education & Research who will prioritize and coordinate the requests with the respective Clinical Nurse Manager responsible for the area to be utilized. Students need to be able to articulate their learning objectives. Selection for observation will be based on student's level of interest and available slots.

Faculty will be responsible for all materials borrowed from the Health Science Library or Dept. of Nursing Practice, Education & Research, including cost for replacement.

Faculty must be familiar with the present IV Access System, Venous Access Devices and method of Medication Administration in order to provide supervision to students for these experiences. Seek assistance from the Dept. of Nursing Practice, Education & Research to obtain security access to AcuDose-Rx.

All instructors and students are required to have photo ID's for security reasons. Submit student names as early as possible to the Dept. of Nursing Practice, Education & Research to expedite the process.

PARKING:

Students on the day shift during the weekdays will utilize St. Pius X Church parking lot on Candia Road. Emergency transportation to St. Pius can be obtained by calling x2546.

The shuttle van schedule and directions can be found with the orientation packets.

Students on the 3-11 or weekend shifts will utilize the parking facility on Massabesic Street directly behind the parking garage.

It is recommended that students on the 3-11 shift who have an opportunity during supper or evening break, move their car to a closer vicinity. Students are encouraged to notify the Security Department for escort if they feel the need when coming off a late shift. Leaving the hospital in groups, to the parking lot, is also recommended.



THE HOURS
FOR ISSUING NEW AND REPLACEMENT IDENTIFICATION BADGES IN SECURITY
ARE:

MONDAY – FRIDAY

7:45 am – 10:00am

and

1:30pm – 3:00pm

**CLOSED SATURDAY –
SUNDAY**

Please email blupien@elliott-hs.org with the names of the students, dates of clinical, and indicate if they will be in Maternity or Pediatrics prior to the students arriving for their photos.