North Memorial Health Care
Nursing Student Clinical Experience – Minnesota Nursing Programs

Checklist for Nursing Instructors Preparing Students for:
Preceptored/Capstone/Leadership Experience – July 2014

The following checklist is to assist you in preparation for sending students to North Memorial who will be preceptored/mentored 1:1 by a North Memorial RN

Prior to Student Arrival – Please ensure the below listed items have been done prior to sending students to North Memorial for their clinical experience.

____  Background Clearance – Students have obtained background clearance and are eligible to have direct contact with patients

____  Health Requirements – Immunizations – Students are in compliance with North Memorial health policies (see attached list)

____  Orientation for Students and Faculty to North Memorial – Students have reviewed North Memorial orientation materials

  Note: The Power Point presentation of North Memorial orientation materials is available on the TCCP site in the Database Toolbox - See Student Preparation for Clinicals and Faculty Preparation for Clinicals.

3 Weeks Prior to Student Arrival – Complete Steps 1 - 3

____  Step 1 - Epic Access

  a. Epic Training Materials

  ____  Students have reviewed Epic training materials

  Note: In April 2013, your program was sent updated Epic training materials, an Epic assessment/test, answer key, and the IT Acknowledgment and Consent form. If you do not have these materials, contact The Center for Clinical Excellence at 763-581-4745.

  ____  Students have tested out on materials

  b. IT Acknowledgement and Consent Form

  ____  The following has been done:

  • Student’s Epic test score has been placed on the IT Acknowledgement and Consent Form
  • Student has signed the form
  • The student’s full name has been printed in large letters at the top of the form prior to faxing. Note: This is important as some faxed forms received by the IT department are difficult to read.
  • The form has been faxed to 763-520-4322

  c. Service-now Request

  ____  A Service-now request has been submitted to North Memorial. The Service-now request provides information enabling the North Memorial IT Department to set up student(s) with Epic access – (https://northmemorial.service-now.com/)

  Directions for using Service-now can be found on the TCCP website, in the Database Toolbox. – See Faculty Preparation for Clinicals.

  Note: Even after the IT Department has set up a student with Epic access, that access will not be “activated” until the IT Acknowledgement and Consent form has been faxed.
3 Weeks Prior to Student Arrival – Complete Steps 1 – 3 (continued)

**Student Epic Access # (S#) and Login Information**

The individual at the school responsible for submitting the Service-now request will receive the student’s Epic access number and Epic login information from the IT Department.

Prior to Student Start Date: It is critical to give each student his/her personal Epic access number (S#) and login information prior to the start of the clinical experience. The IT Service Desk is not able to provide login information to students. The temporary password that should be provided to student’s is: S# + last name + first initial of first name (e.g. S00000doej)

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**Step 2 - Contact has been made with North Memorial Nurse Manager**

A Nurse Manager contact list has been sent to your Dean/Department Chair; it has also been posted on the TCCP website in the Database Toolbox – See Faculty Preparation for Clinicals

Note: The Nurse Manager will select a mentor for your student. It is important to make contact with the Nurse Manager a few weeks prior to the start of the clinical experience to ensure all details/questions are addressed.

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**Step 3 Communication to North Memorial Departments:**

The following information has been e-mailed to:

- Louann.Setter@northmemorial.com - #763-581-4745 - The Center for Clinical Excellence
- IDBadgeRequests@northmemorial.com - #763-581-2289 - ID Badge Office

- List of student names
- Faculty/Instructor name
- Contact person @ school (person who can answer questions/provide clarification)
- School name
- Start and end date of clinical rotation
- Nursing unit for clinical rotation

What Students Need to Know Prior to the First Day of Clinical Experience

See Next Page
**What Students Need to Know Prior to the First Day of Clinical Experience**

_____ **North Memorial Student ID Badge** - Students have been informed a North Memorial student ID badge is required and that the ID badge must be turned into the ID Badge Office at the completion of their clinical rotation.

ID Badge Office Hours: *Call to confirm office hours prior to coming in for the ID Badge*

ID Badge Office #: 763-581-2289

_____ **Parking – Where to Park** – Students have been given parking information

Note: Your students will work the same hours as their mentors, even if that means overnights and/or off-shifts.

Parking during the day:
Students should park at the Terrace Mall and take the shuttle bus up to the hospital. Students can wait in the glass bus shelter located in the parking lot or, if the weather is bad, students may wish to wait inside the entrance of the North Memorial Outpatient Center. Shuttle bus pick-up times are every 15 minutes between 5:30 a.m. and 5:30 p.m.

Parking on evening or night shifts:
If students will be working the evening and/or night shift, students should contact the North Memorial Safety and Security Department and make arrangements to park in the parking ramp. The phone number for the Safety and Security Office is: 763-581-2160.

**What Students should bring on their first day:**

_____ **The Unit Safety Checklist for Students and On-Site Faculty**
Upon arrival, the student's mentor will review the checklist with student, have student sign, interoffice mail to Lou Ann Setter in the Center for Clinical Excellence *(see attached document)*.

_____ **The student’s personal Epic access number (S#) - login information assigned by the North Memorial IT Department**

Note: The North Memorial IT Service Desk extension is 54321 or 12580. This number should be called if the student is unable to access Epic with their personal Epic access number.
Remember, the temporary password for all student’s is: S# + last name + first initial of first name (e.g. S00000doej)
North Memorial Health Policies for Student and Faculty

Health requirements for or faculty and students who provide direct care or interact with staff in patient areas:

- rubella and rubeola immunity
- negative tuberculin test (mantoux) within the last 12 months or if history of positive mantoux, a negative chest x-ray within the last 12 months. (Should a student convert to a positive mantoux during his/her clinical experience, the COLLEGE must immediately report test result to AGENCY’S Employee Health).
- inoculation for tetanus within the last ten years
- annual influenza vaccine administered during the CDC identified flu season which runs October 1 – March 31 (written declaration signed by a medical doctor accepted only in cases of medical contraindications).
- completed Hepatitis B series (or written declination)
- history of chicken pox (varicella) after the student's first birthday, and

"other medical information that is job related and consistent with business necessity. Such information includes, but is not limited to, information that Agency deems necessary to (1) protect against a direct threat to safety or health of the participant, patients, employees, or others, (2) determine whether the individual is able to perform the essential functions of the position or assignment, with or without reasonable accommodation, and (3) comply with applicable state or federal law".
UNIT SAFETY ORIENTATION CHECKLIST
FOR STUDENTS AND ON-SITE FACULTY

S#: __________________________

NAME: __________________________

SCHOOL: __________________________

ACADEMIC PROGRAM: __________________________

UNIT: __________________________

Please return this completed document to:
The Center for Clinical Excellence

I have reviewed the following required North Memorial Student Orientation materials:

☐ Student  ☐ On-Site Faculty  Signature: __________________________

The below checklist was designed to assist students and their department managers (or designees) or a practicing faculty member on site in reviewing important department information, safety expectations, and unit specific routines.

WORK IN TEAMS FOR SAFETY AND REMARKABLE PATIENT CARE

1. Socialization to the Unit/Department
   - Introductions and work assignments
   - Breaks
   - Personal Appearance

2. Expectations for collaboration and team work

3. Work assignment process

COMMUNICATE EFFECTIVELY FOR SAFETY AND REMARKABLE PATIENT CARE

1. Handoff process

MANAGE SAFETY RISKS FOR REMARKABLE PATIENT CARE

1. Emergency Management
   - Location of emergency equipment

2. Life Safety
   - Location of fire extinguishers
   - Location of pull stations
   - Annunciator panel
   - Equipment for evacuation

3. Infection Control Issues
   - Importance of hand washing
   - Cleaning of equipment
   - Contact precautions

4. Role in reducing security risks
   - Management of patient valuables
   - Storage of personal valuables in the department/unit (e.g. purse)

5. Patient/Customer Identification Process  2 IDs (name and date of birth)

6. Preventing Patient/Customer Harm (e.g. fall prevention)

OPTIMIZE HUMAN & ENVIRONMENTAL FACTORS FOR SAFETY

1. Environmental factors
   - Organization of work areas
   - Maintenance of equipment

All of the above items have been reviewed:

Manager/Supervisor or Designee Signature: __________________________

☐ Student  ☐ On-Site Faculty  Signature: __________________________