**Hennepin Healthcare Required Safety Information for On-site Nursing Academic Faculty**

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| **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Unit**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *I have reviewed the Hennepin Healthcare checklist of required safety information with the clinical instructor.*    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Hennepin Healthcare employee doing training Date  **Instructors should return completed form to Rose Wahlberg, (NAS O3.330) prior to bringing students to Hennepin Healthcare** |

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| Date completed | **Unit information** |
|  | 1. Tour of unit 2. Location of locker/area to leave belongings (purse, backpack) 3. Student assignments process    * Check in with Charge Nurse to determine which patients should not be assigned to a student    * Instructor availability to students    * Student to staff nurse ratios |
|  | **Unit Emergency** |
|  | 1. Location of code cart/emergency equipment 2. Location of fire extinguishers and fire pulls 3. Location of emergency exits |
|  | **Safety Equipment** (as appropriate to the patient and used on the unit) |
|  | 1. Locate and operate mobile lift 2. Locate and operate ceiling lift 3. Locate and use sliding board or sliding sheet 4. Locate and use specific unit based patient handling equipment |
|  | **Medication and feeding administration** |
|  | 1. Demonstrate use of large volume infusion pump (Sigma Spectrum pump)  2. Demonstrate use of PCA pump and programming as appropriate  3. Demonstrate set up of feeding pump and titration of feedings  4. Omnicell access   * Use your network ID# (m#/h# same as EPIC) for Omnicell. Email pharmacy @ms.omnicell if access not working. |
|  | **Electronic Health record (EPIC)** |
|  | 1. Review of expectations for student documentation & review of documentation changes as needed. |

10.2012, 10/2013, 10/2014, 7.2015, 7.2016

Welcome Nursing Students to Hennepin Healthcare

*Nursing students should be prepared for their clinical experience based on the requirements of their program. In addition, here are the minimum expectations that we hold as a clinical site:*

**General Expectations:**

* Our first priority is to provide excellent care for our patients. While hands on learning is most effective, there may be some very busy shifts when nursing students might need to observe and shadow the nurse versus participating in a hands-on manner.
* Students must be available and ready to enter patients’ rooms with the nurse. We do our best to foster learning, but will not have time to search for students prior to providing care.
* Attire should be professional with clothing in good repair. No open toed shoes, cropped pants or shorts, halters, bare midriff, or exercise clothing. Artificial nails may not be worn for infection prevention reasons. The only substance allowed on the natural nail is intact nail polish.
* Instructors should be present on the unit and available to assist students throughout the shift.

**Shift Preparation**

* Nursing students should arrive prior to the start of the shift, giving themselves enough time to learn their assignment and look up the patient information in the electronic health record. This will include the patient’s problem list, pertinent lab results, MAR, notes, etc. Computers are busy at change of shift so be creative and consider using computers in empty patients’ rooms and in the library.
* Nursing students should be ready to participate in bedside shift report (TOCC) at the start of the shift.
* Nursing students are responsible for understanding the purpose and side effects of medications and the 8 rights of medication safety.

**Shift Expectations**

* In order to maximize time, nursing students should provide their nurse with the following information:
  + What year of nursing school they are in/where they are at in their program.
  + What tasks they plan on doing: vital signs, medications, wound care, transporting to procedures, charting, etc.
  + What tasks they are not allowed to do, such as administering IV Push medications.
* Communication
  + Please be available for bedside shift report.
  + Your nurse and healthcare assistant (HCA) will use Vocera badges to communicate. Due to low supply, student nurses will not use Vocera badges. Instead, their instructor will show them how to contact their nurse or HCA.
  + Keep your patients’ Care Boards up-to-date with date, diet, pain meds, your name, etc.
  + Students should notify their assigned nurse when leaving the unit and report out at the end of their shift.
* Documentation
  + Keep current with your documentation.
  + A Care Plan DARP note is the preferred progress note for nursing. Your instructor will show you this.
  + The flowsheets that need to be documented on each shift include: VS/Infusion/Pain, I&O/Drains, Adult PCS and IV Lines and other pertinent flow sheets.
  + Complete intentional rounds and document appropriately.
  + Documentation of patient education should be completed.

**Parking**

* Parking in our busy, growing part of the metro area has become increasingly difficult. We encourage all staff and students to carpool or use public transportation if possible.
* Prepaid-discounted parking validation tickets can be purchased in advance for the **Hennepin Healthcare (HCMC)** **Parking Ramp** (615 S. 6th Street) and the **Parkside ‘Hospital’ Parking Ramp** (8th Street & Chicago Ave.).

These validated tickets can be purchased in packs of 5 in the Parking Office (RL.150, Red Lower Level) for $40 as long as you have a Hennepin Healthcare student ID. The Parking Office hours are Monday – Friday from 7:00AM – 4:30PM. Without the validated tickets, parking is $15/day.

\*Note: The Parking Office is closed on Wednesday from 11:30am-2pm.

**Hennepin Healthcare is a scent free environment. Perfume or other scented body products are strictly prohibited.**