

AGENDA

Nursing Faculty Orientation to Clinical Department

Team Members: Clinical Manager, Professional Development Nurse, Assigned Clinical Faculty

Meeting Purpose/Outcome: Decrease variance in the onboarding and support of students and provide a culture that offers an exceptional opportunity for learning

Timekeeper: 30-45 minutes

Ground Rules:

- Start/end on time
- Silence electronic devices
- One conversation at a time

Time	Topic	Discussion	Action Items
15 min	Role of CM, PDN, CNL, CN in relation to students	<p>(reference Roles/Responsibility grid as needed)</p> <p>Clinical Manager</p> <ul style="list-style-type: none"> • Follows-up with student, student preceptor, and faculty regarding experience prior to course completion • Follows-up with faculty as needed for student and student preceptor concerns • Assists in student recruitment including student check-ins and provide faculty with awareness of Nurse Intern program • Explains unit initiatives/routines • Supports CN role with scheduling • Assists with set-up of 4- hour shadow on unit w/ bedside RN <p>Professional Development Nurse</p> <ul style="list-style-type: none"> • Emails staff regarding welcoming students to the department which includes student expectations • Reviews resources related to students including Student Supervision Standards, Undergraduate Nursing Alternative Clinical Experience Plan related to specific department • Shows Preceptor Binder w/ faculty and student information • Explains student preceptor expectations • Follow-ups with faculty as needed for student and student preceptor concerns <p>Clinical Nurse Leader</p> <ul style="list-style-type: none"> • Explains primary role on unit • Recruit students by making contacts, and engaging them in discussion when connecting with student preceptors regarding patients 	

		Charge Nurse <ul style="list-style-type: none"> • Completes student assignments as appropriate prior to scheduled clinical shift • Provides flexibility in staff assignments • Follows-up with CM related to student preceptor concerns • Rounds on students and student preceptors 	
10 min	Faculty and Student Clinical Expectations	Faculty/Student <ul style="list-style-type: none"> • Provides primary contact information • Describes student orientation day plan • Explains clinical course details <ul style="list-style-type: none"> ○ Rotation dates, shift start/end times ○ Course learning objectives/outcomes ○ Skills that students are expected to perform ○ Minimal expectations to faculty presence ○ Plan for check-ins with students and student preceptors • Provides plan for shadowing bedside RN for 4 hours • Provides plan for student attendance changes 	
5 min	Communication	<ul style="list-style-type: none"> • Discuss process for addressing concerns regarding student learning experiences <ul style="list-style-type: none"> ○ Challenging learning opportunities ○ Student preceptor concerns 	
10 min	Questions/Tour	<ul style="list-style-type: none"> • Provides tour of unit and primary location of resources including student assignments and Preceptor Binder 	