Faculty Expectations

Orientation

It is an expectation that faculty or adjunct instructors who are new to the role of clinical instructor or to a new department at MercyOne:

- Contact the Academic Affiliation Coordinator four weeks in advance of their first clinical day to attend New Instructor Orientation
- Contact the site unit educator or manager for unit/department orientation a minimum of two weeks prior to the first day of clinical. There must be documentation on the Department Orientation Checklist about the orientation which is submitted to the MercyOne Academic Affiliations Coordinator
- The instructor is strongly encouraged to complete a shadow experience prior to the first day of clinical.
- Additional responsibilities for all faculty prior to the first day of clinical include:
  - Review roles and responsibilities of faculty, students, and staff on the unit
  - Overview of department and facility tour
  - Become familiar with the documentation procedures at your site.
  - Orient to Automated Medication Dispensing Unit (ADU, Pyxis, etc.) and obtain access code. (Do not share your access code with your students, per policy)
  - Arrangements should be made for instruction and competency in the use of the glucose meter or other if applicable equipment. Become familiar with the policy on the assigned unit regarding student use of the glucose meter or equipment.
  - Common equipment to become familiar with on the assigned unit includes: automatic blood pressure cuffs; pulse oximeter; tube feeding pumps; IV pumps, sequential compression devices, lift equipment, and other as applicable to the unit.
  - Become familiar with the unit policy regarding students and blood transfusions and medication administration.
  - Locate policies and procedures on the intranet.
  - Be familiar with Emergency Response Policies and Procedures.
  - Contact the unit educator or manager to verify start date, clinical times and number of students.

Nursing Student Orientation/Conferences

- The faculty member will be responsible for ensuring his/her students have completed the online orientation to MercyOne. Each student should document confirmation of the online orientation electronically on the website.
- The faculty member will be responsible for orienting their students to the department prior or during the first clinical day. There must be documentation on the Department Orientation Checklist (printable version available on the website) of department orientation. Return the document to the MercyOne Academic Affiliations Coordinator within two weeks. Each group must submit a Departmental Orientation sheet for every student in the group. Additionally, the instructor will submit a Departmental Orientation form for each unit worked and once yearly to demonstrate competency.
- The faculty member will contact the Clinical Development to secure meeting rooms.
Clinical Assignment

- Post and/or provide patient assignments to the assigned unit contact person.
- Faculty is responsible for communicating student performance expectations with the unit/department prior to the student experience.
- We allow a maximum of eight students per instructor on a clinical unit or department unless otherwise negotiated with the site or department.
- Students will communicate with the primary licensed professional or preceptor (i.e. RN/LPN, therapist, etc.) assigned to the patient with which the student has contact regarding patient condition and plan of care. The primary licensed professional, the student and faculty member/mentor should negotiate all patient care interventions. Even though the student will provide one or more aspects of patient care, the primary licensed professional will retain responsibility for the patient.

Medication Administration

- Student will document all medications administered in the electronic medical record or on the Medication Administration Record (MAR) if applicable. The faculty member/mentor will co-sign all medications.
- Oral medications (PO): Students will prepare oral medication utilizing the "Rights of Medication Administration." The faculty member/mentor will verify the oral medication against the Physician Orders. Once verified, the student will administer the oral medications utilizing two patient identifiers (per site policy).
- Parenteral Medications: The faculty member/mentor is present at all times for the administration of IV, IM, SQ, and ID medications. Student will follow the "rights of medication administration" and utilize two patient identifiers (per site policy).
- Automatic Dispensing Unit (ADU): Faculty members will be given access to the ADU if applicable. At the discretion of the site, unit manager, and the faculty member, in limited situations students may be given limited access to the ADU (no narcotics) based on educational preparation and demonstrated competence which is verified by the faculty member. Students are not to delivery any medication independently.
- Students may set up and operate a PCA pump under direct supervision of the faculty member/mentor or primary RN. Students may not set up or operate any pump for regional analgesic purposes. (ex. Epidural pump)

Supervision/Delegation

Student participation is always supervised and directed by faculty or a mentor/preceptor and involves delegation and one or more aspects of supervision by qualified faculty or staff who are responsible for applying the following criteria:

- Instructs students in the proper method/technique before providing any aspect of direct patient care and/or procedures in the clinical setting.
- Delegates tasks that are commensurate with the educational preparation and demonstrated abilities of the person supervised. Some student experiences may require direct supervision depending on the students' demonstrated competency in the specific task or activity.
- Provides direction and assistance to those supervised.
- Observes and monitors the activities of those supervised.
- Assures students safely perform care procedures according to the policies, procedures and standards of practice for MercyOne.
- Evaluates the effectiveness of acts performed under supervision.
• If colleagues or managers become concerned about behavior/practice/patient safety of student or faculty, the involved individual(s) may be informed that they no longer can be at MercyOne in the role of student or faculty. Every effort will be made to resolve issues to avoid such action yet MercyOne will not hesitate to exercise our rights to refuse access to our facility by particular students or faculty should their behavior/practice warrant such action.
• Faculty is responsible to model professional behavior and customer service

Documentation
• All clinical group students and faculty must attend Electronic Health Record training provided by a MercyOne Clinical Informatics coach. (Individual students may be trained on the job via preceptor)
• Contact Val Bovy, Clinical Informatics, at 319-272-7360 or valerie.bovy@mercyhealth.com to schedule training sessions
• The faculty member or preceptor is responsible for verifying and co-signing all student charting.
  • The faculty member or preceptor will co-sign to approve or amend student documentation if not in agreement with the student’s assessment. The primary licensed professional, student, and faculty member/preceptor discuss all variances of assessment data.
  • Documentation should follow the site/organization’s procedures and policies.

Evaluation
Following each clinical experience, instructors and students are required to provide a completed Evaluation via the instructor/student website.

SHADOW/ OBSERVATIONAL EXPERIENCES
The faculty member is responsible for the arrangements of observational experiences outside of normal clinical experiences. Faculty will contact unit leader to discuss if an observational experience will be able to be accommodated.

Please Note: Prior to the first day of clinical, any changes in a student/group clinical assignment must be communicated to iva.ruehs@mercyhealth.com for tracking and access purposes.

Please direct questions to Clinical Development
Iva Ruehs at 319-272-5156 or iva.ruehs@mercyhealth.com
or Jennifer Bigler at 319-272-8239, jennifer.bigler@mercyhealth.com