



CLINICAL FACULTY & STUDENT HANDBOOK

The Clinical Faculty Handbook is designed to acquaint you with MercyOne Genesis' policies and procedures. It is not intended to be inclusive of all information.

All Clinical Faculty are expected to read this handbook carefully; you are responsible for being familiar with this information. This handbook is intended as a reference and should not be construed as a contract between MercyOne Genesis and the clinical faculty member. This publication supersedes all previous editions of the Clinical Faculty Handbook and will be updated as needed. The policies and procedures described in this handbook are subject to change at the Health System's discretion.

Welcome

Welcome to MercyOne Genesis Health System! We are excited to have you join our team in supporting the development of future healthcare professionals.

As a large and multifaceted organization, we rely on clear policies and collaborative practices to ensure we deliver the highest quality of care. Every individual—regardless of role or responsibility—plays a vital part in our shared mission. Through your work with patients, families, colleagues, and physicians, you help bring our values to life and contribute meaningfully to the care experience.

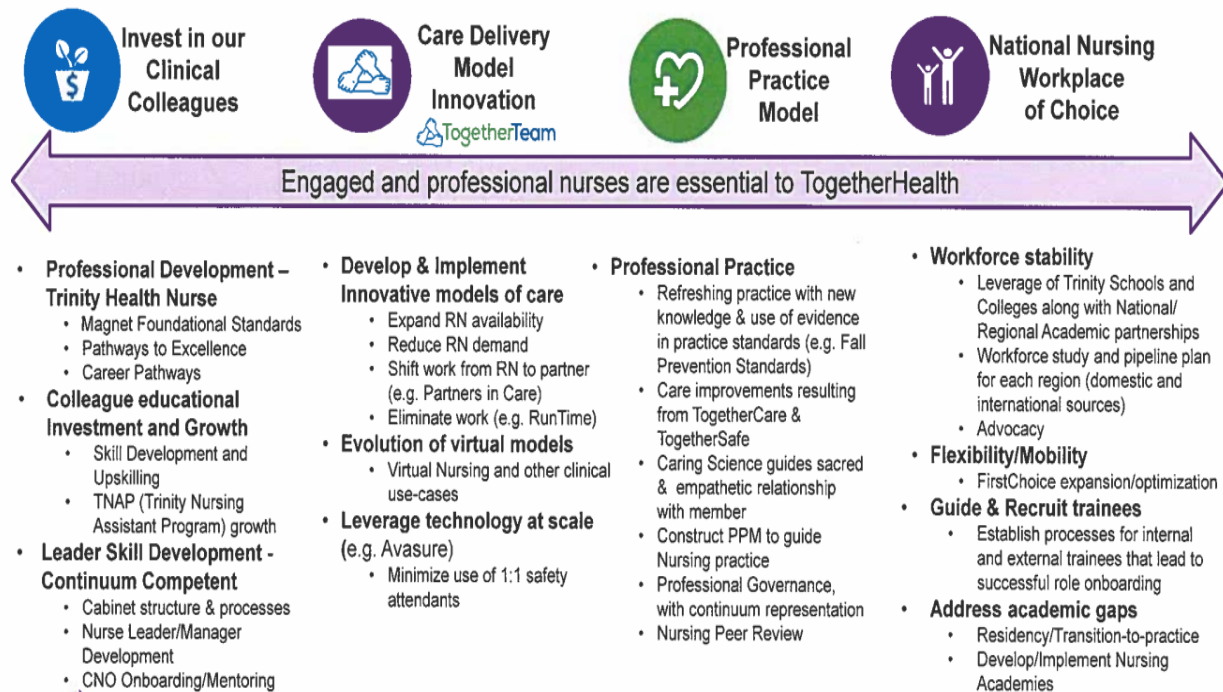
We are delighted you have chosen our health system for your clinical rotation, and we are committed to providing you and your students with a high-quality clinical experience. This handbook is intended to facilitate your orientation process by helping you understand the policies and procedures established to guide conduct and performance. We appreciate your cooperation.

On behalf of MercyOne Genesis health system thank you for your time and commitment to the role of clinical faculty. We hope that your experience is a good one and welcome feedback throughout your clinical rotation. Please let us know how we can best assist you and your students to make this an optimal learning experience.

Nursing-Strategic-Plan-2025- 2027

Nursing Strategic Plan 2024-2025:

Nursing at Trinity Health is a professional practice institute that delivers the safest care with an empathic culture across the health continuum





CLINICAL FACULTY REQUIREMENTS AND INFORMATION

Unit Orientation

At MercyOne Genesis, we believe that a thoughtful orientation helps set the stage for a successful clinical experience—for both faculty and students. It not only provides the essential information needed to carry out clinical responsibilities but also helps ease any uncertainty as you begin your time with us.

We kindly ask that clinical faculty connect with the unit leader **before** the start of the rotation to share details about your student group and to schedule a time for your own orientation to the unit. We recommend structuring this orientation day to include:

- A tour of the unit, including emergency exits, fire exits, and key equipment
- Introductions to unit leaders, charge nurses, and other team members
- A review of unit-specific documentation practices
- Orientation to the electronic medical record (EMR), medication administration record (MAR), and barcode scanning processes
- Locating essential supplies for patient care
- Scheduling a meeting with the unit's clinical educator or manager

This orientation is designed to prepare you to confidently guide your students through their own onboarding, ensuring a consistent and supportive experience for everyone involved.

Computer Training and Access to Electronic Medical Records

System Used: EPIC

At MercyOne Genesis, we use **EPIC** as our electronic medical record (EMR) system across all hospital sites. We're committed to ensuring that clinical faculty and students have the access and support they need to document safely and effectively during their rotation.

EMR Access Overview

- **Account Activation**

- EMR access is granted **per academic year**.
- The academic institution is responsible for requesting account activation for both faculty and students.
- Login credentials will be provided directly to everyone once accounts are created.

- **Student Documentation Permissions**

Students may document in the EMR with the following **restrictions**:

- Cannot place address, or cancel orders
- Cannot enter or modify allergy status
- Cannot enter or modify home medication lists

- **Documentation Oversight**

- The **primary nurse preceptor** is responsible for reviewing and verifying the accuracy of all nursing student documentation in the patient's medical record.

- **EPIC Orientation**

- Orientation to Cerner is available for faculty who would benefit from additional support in navigating the documentation system.
- Please contact Learning & Development to arrange a session if needed

- If students have any information technology (IT) issues, the clinical faculty should contact the IT Help Desk at (563) 421-4357: Option 9.

Application: ClinDoc

Affected Role: Inpatient Nursing Students

Revision Date: 7/15/2024

Epic Version: Feb 2024

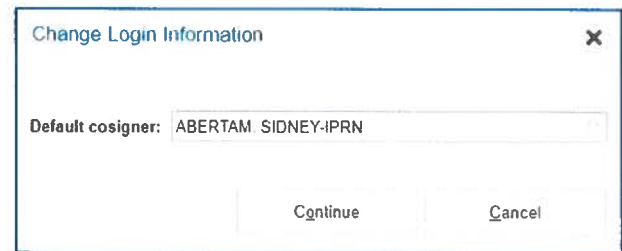
First Section is for Student Nurses to outline how nursing students can document appropriately and assign cosigners as needed.

Second section reviews how the cosigner completes their staff after reviewing student nurse documentation.

Try It Out – Student Nurse

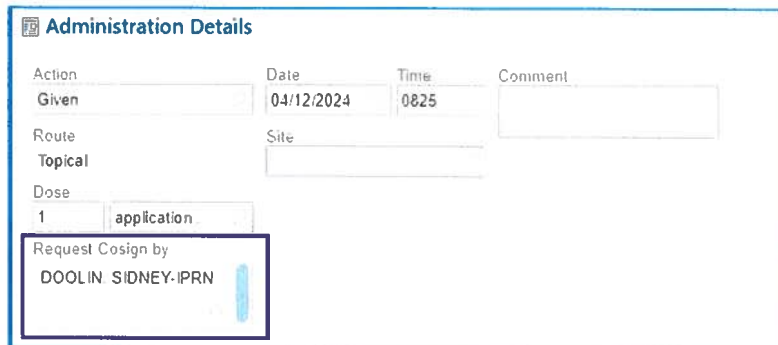
Assign Cosigner at Login

1. Login with your username and password
2. **Department** – complete the department you're working in
3. **Default cosigner** – complete with the name of the nurse supervising you

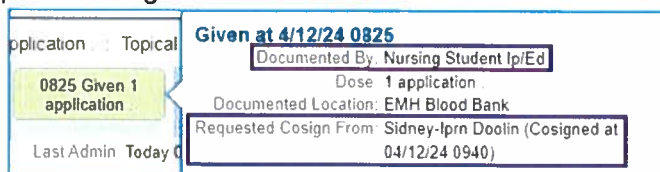


MAR Activity

1. Enter nurse's name into the **Request Cosign by** field.



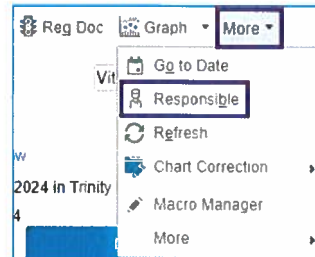
2. Once complete, hover over the given action. The student is listed as documented by and the nurse is listed as Requested Cosign From.



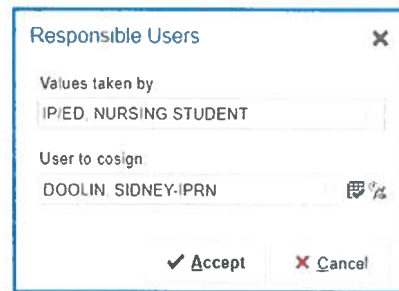
Flowsheets Activity

1. From the action toolbar in Flowsheets click  **Responsible**.

Tip: If unable to see  **Responsible** in the action toolbar click **More** to view additional actions.



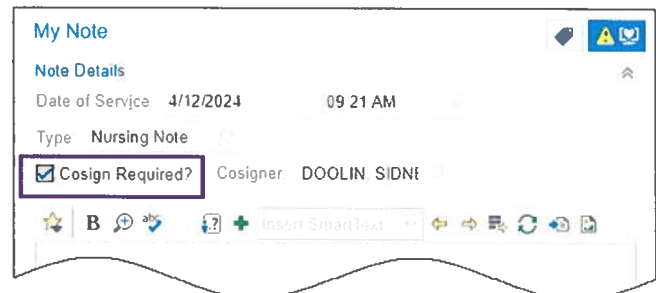
2. In the **User to cosign** field document the appropriate cosigner's name.



Notes Activity

Nurses are not encouraged to write notes. Care Planning notes and the Flowsheets should be the primary source of truth with clinical documentation. However, see below if a short progress note should be written by students.

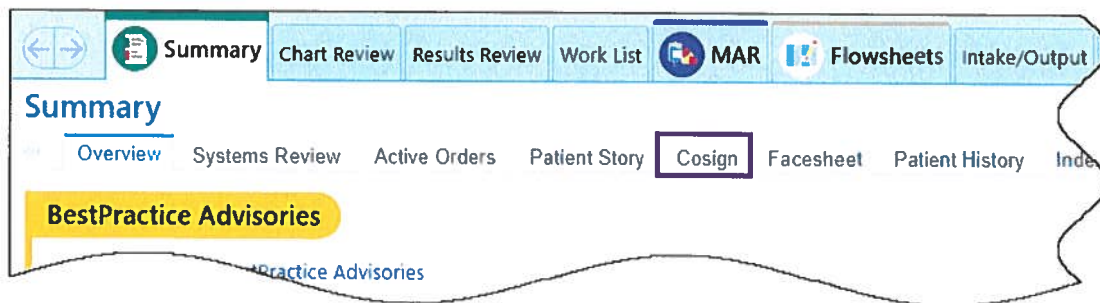
1. Verify Date of Service, add note Type, and add in appropriate cosigner's name.
 - Cosign Required is pre-selected as required.



(Go to next page for Cosigner information)

Try It Out - Cosigner

- Student nurse will enter the name of their clinical faculty or preceptor as the **DefaultCosigner** when logging into Epic.
- Student nurse documentation will be visible immediately to other clinicians in the treatment team, before cosign is complete.
- Cosigner (clinical faculty and/or bedside RN) will review and complete items using the **Summary > Cosign** tab.
 - It will list Administrations with Cosign Requests in addition to All Flowsheet Data needing Cosign.
 - It will list the Cosign Requestor with the Nursing Student name.

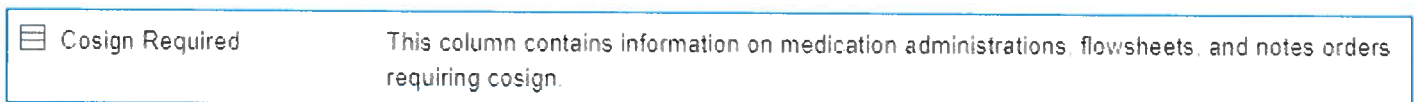


NOTE: Notes must be cosigned in the Notes activity. There will be an alert in the Cosign report that the "Patient has notes to be cosigned. Go to Notes activity to cosign notes".

Adding Cosign Required Column to Patient Lists

The Nurse Instructor may build a column on Patient Lists for quick view of all patients requiring Cosign.

1. In the Sign In window select the patients assigned to your students so they populate to your **My Patients** List.
2. Right click on the **My Patients** List title select **Properties**.
3. In the top section (Available Columns) search for and select **Cosign Required** (as shown in the screen shot below).



4. Click **Add Column** to add it to the Selected Columns section, and then click **Accept**.

Bed Location	Patient Name	Age/Gender	Problem	RN Notifications	Blood Ready?	Orders Mgmt	Expir Order: Primary Contacts	Code Status Isolation	Precaution	SOFA Score Column	Cosign Required
TRN / PCD MED SURG / EMH BLOOD BANK	Abertam, Kingsley-IPRN	25 y o / M	Sepsis (CMS:HCC)				Walt Whitecoat MD - Attending (Tel: 305-888-9999)	Full Code			

NOTE: Refer to document **Inpatient Clinicians - Find Patients and Managing Treatment Team** for further help in creating a column. Refer to the section: **Update your patient list columns**.

The student may be asked to provide additional information or verify the issue/need.

Medication Administration Cabinet

Medication Administration Expectations

To ensure patient safety and compliance with institutional policies, the following guidelines must be followed:

1. Direct Supervision

All medication administration by nursing students must be directly observed by the clinical faculty or the designated primary nurse preceptor. Students may not administer medications independently at any time.

2. Documentation Requirements

Students are not authorized to document medication administration independently. Documentation may be completed by the student only under the **direct observation and guidance** of the supervising faculty or preceptor. The primary nurse preceptor is responsible for reviewing and verifying the accuracy of all student documentation in the patient's electronic medical record.

3. Barcode Scanning and Verification

Most inpatient units utilize barcode scanning technology to ensure safe medication administration. Unit staff may assist with orientation

to the scanning process and provide support as needed. Faculty are encouraged to familiarize themselves with unit-specific workflows to ensure consistent supervision and guidance.

4. **Scope of Student Practice**

Faculty are responsible for ensuring that students operate within the scope of their educational preparation and clinical objectives. Any deviation from approved protocols or unsafe practices must be addressed immediately and reported to the appropriate academic and clinical leadership.

Policies, Procedures, & Guidelines

Access to Policies, Procedures, and Clinical Guidelines

To support safe, evidence-based practice and alignment with institutional standards, clinical faculty are encouraged to utilize available resources that outline Genesis Health System's policies, procedures, and clinical guidelines. These resources are accessible through the following platforms:

- **MercyOne Genesis Nursing SharePoint**
- **Knowledge Center**
- **Lippincott Solutions**
- **View All Policies Portal**

Faculty may request access or assistance in locating specific documents. A member of the nursing staff can provide guidance and references to relevant materials upon request. These resources include—but are not

limited to—guidelines for medication administration, documentation standards, scope of practice, and patient safety protocols.

Faculty are strongly encouraged to review applicable policies prior to the start of clinical rotations and to consult these resources regularly to ensure alignment with current practice standards.

Patient Assignments for Students

Clinical Planning and Student Supervision Expectations

To ensure a safe, organized, and educational clinical experience for nursing students, clinical faculty are expected to engage in proactive planning and adhere to supervision standards as outlined below:

Pre-Clinical Planning

Clinical faculty should visit the assigned unit **prior to the students scheduled clinical day** to coordinate and plan appropriate patient assignments. This visit allows faculty to:

- Familiarize themselves with the unit layout, workflows, and staff.
- Review patient acuity and appropriateness for student learning.
- Identify potential learning opportunities aligned with course objectives.

Best Practice: Faculty should consult with the **charge nurse** before finalizing student assignments to determine if any patients are unsuitable for student care due to complexity, confidentiality concerns, or other clinical factors.

Supervision During Invasive Procedures

For all **invasive nursing procedures**, a **licensed nurse** must be physically present with the student nurse. This ensures patient safety, supports skill development, and complies with institutional and regulatory standards.

Examples of invasive procedures include, but are not limited to:

- **Peripheral IV insertion**
- **Central line care and dressing changes**
- **Foley catheter insertion and removal**
- **Nasogastric (NG) tube placement**
- **Wound care involving sterile technique**
- **Tracheostomy suctioning and care**
- **Administration of medications via IV push or infusion**
- **Blood draws and specimen collection via venipuncture**
- **Chest tube management**

Bedside/Shift Report, Safety Huddles & Rounding

Unit-Based Communication and Patient Rounding Expectations

- Effective communication and consistent patient engagement are essential components of safe, high-quality care. Clinical faculty are expected to model and reinforce these practices during student clinical experiences.
- **Bedside Shift Reporting and Safety Huddles**
- Bedside shift reports and safety huddles are conducted at **varied times across different units**. Faculty should review the **unit profile**

document for department-specific practices and expectations related to shift handoffs and interdisciplinary communication.

- During bedside shift report, faculty should encourage students to:
- Use the **SBAR** format (Situation, Background, Assessment, Recommendation) to structure communication.
- **Update the patient whiteboard** with relevant information such as care team names, daily goals, and scheduled procedures.
- Engage the patient in the report process when appropriate, ensuring clarity and transparency.
- **Patient Rounding Best Practices**
 - During routine rounding, faculty should guide students to incorporate the following safety and comfort checks:
 - **Hand hygiene** before and after patient contact.
 - **Patient identification** using two identifiers (e.g., name and date of birth).
 - Address the **4 Ps of patient rounding**:
 - **Pain** – Assess and address any discomfort.
 - **Potty** – Offer toileting assistance if needed.
 - **Positioning** – Ensure the patient is comfortable and safely positioned.
 - **Possessions** – Confirm essential items are within reach:
 - Call light
 - Tissues
 - Phone
 - TV remote
 - Water
 - Bedside table

- Trash can
- Before leaving the room, students should be encouraged to ask:
“Is there anything else I can do for you before I go?”
- This simple question reinforces patient-centered care and helps build trust.
- **Parenteral nutrition administration**

The licensed nurse may be the clinical faculty member or the designated primary nurse preceptor. Their role is to provide real-time guidance, ensure adherence to safety protocols, and intervene if necessary.

Pre-/Post Clinical Meetings

Pre- and Post-Clinical Meeting Space Considerations

MercyOne Genesis Health System recognizes the importance of pre- and post-clinical meetings for student reflection, preparation, and debriefing. However, **conference rooms and classrooms are not readily available** on most inpatient units for these purposes.

Meeting Space Coordination

Clinical faculty are encouraged to:

- **Speak with the unit charge nurse** prior to the clinical day to determine the availability of appropriate meeting spaces, such as:
 - Staff lounges
 - Empty patient rooms (if permitted)
 - Small conference areas within the unit

Advance coordination helps ensure that meetings do not disrupt unit operations and that space is used respectfully and efficiently.

Use of Public Spaces

If no private space is available, meetings may be held in public areas such as the **cafeteria** or **hospital lobby**. However, faculty must exercise **extreme caution** when using these locations:

- Avoid discussing **any patient-specific information**.
- Refrain from using **names, room numbers, diagnoses, or clinical details**.
- Ensure that conversations remain **general and educational** in nature.
- Remind students of their obligation to maintain **HIPAA compliance** at all times.

The faculty are responsible for modeling and enforcing professional standards related to confidentiality and privacy, especially in public or semi-public settings.

Restricted Nursing Tasks/Duties

Restricted Tasks for Clinical Faculty and Nursing Students

Certain clinical tasks and procedures within MercyOne Genesis Health System require specialized training, competency verification, and/or system access that clinical faculty and nursing students do not possess. To ensure patient safety and compliance with institutional policy, **clinical faculty and students are strictly prohibited from performing the following tasks:**

Procedures Requiring Special Training or Access

- **Accessing Implanted Ports**
Requires specialized training and competency validation due to the risk of infection and complications.
 - **Administration of Blood Products**
Involves complex verification protocols and monitoring requirements that exceed student scope of practice.
 - **Intraosseous (IO) Insertion**
A high-risk emergency procedure requiring advanced clinical training.
 - **Removal of Central Venous Catheters (Central Lines)**
Requires provider-level authorization and competency due to risk of air embolism and infection.
- Laboratory and Vascular Access Restrictions**
- **Glucose Monitoring Tests**
While students may observe, they are not permitted to perform point-of-care testing independently.
 - **Venipuncture and Arterial Blood Gas (ABG) Collection**
These procedures require verified competency and are restricted to licensed personnel.

- **Vascular Access Device (VAD) and Peripherally Inserted Central Catheter (PICC) Dressing Changes**

Involves sterile technique and specialized training; students may observe but not perform.

Medication Administration Restrictions

- **Administration of Chemotherapeutic Agents**

These medications require oncology-specific training and handling protocols due to their cytotoxic nature.

Faculty are responsible for ensuring that students do not engage in any of the above restricted activities. If a learning opportunity arises involving one of these procedures, students may observe under faculty supervision but **must not participate directly**.

Nursing Student Responsibilities

Nursing Student Responsibilities During Clinical Rotations

To promote professionalism, patient-centered care, and active engagement in the clinical environment, nursing students are expected to adhere to the following responsibilities while on-site at MercyOne Genesis Health System facilities:

1. Participation in Unit Communication

- **Bedside Shift Report:** Students should attend bedside shift reports to gain insight into patient care priorities, safety concerns, and interdisciplinary communication.
- **Unit Huddles:** Participation in daily unit huddles is encouraged whenever available. These brief meetings provide updates on staffing, safety alerts, and patient care goals.

2. Purposeful Hourly Rounding

MERCYONESM

SERVICE EXCELLENCE STANDARDS
TEACH TOOLS

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INTRODUCE

CONFIRM & CONNECT

ASK FOR PERMISSION

REDUCE ANXIETY

EXIT WITH REVERENCE

- Say Hello
- State your name and role
- What will you be doing

- Verify name/ date of birth
- Use open-ended question
- Ask “What Matters to You?”

- Ask to start process
- Ask to gather information
- Always ask before touching

- Anticipate needs/ concerns
- Answer questions
- Use simple terms

- Ask is there anything else
- Tell patient next steps
- Thank

Purposeful hourly rounding is a proactive, evidence-based practice designed to anticipate and address patient needs. Students should:

- Round on assigned patients according to unit policy and during periods of downtime.

3. Responding to Patient Needs

- **Answer Call Lights:** Students are expected to respond promptly and respectfully to patient call lights, even if the request falls outside their scope. They should seek assistance from licensed staff when needed.
- **Assist with Basic Care:** When appropriate, students should assist with hygiene, mobility, and comfort measures under supervision.

4. Professional Use of Time

- **Engage in Learning During Downtime:** When patient care needs are minimal, students should review unit-specific resources, clinical guidelines, or assigned textbooks to reinforce learning.
- **Avoid Idleness at the Nurses' Station:** Students should not sit idly or congregate at the nurses' station. This space is reserved for clinical staff performing essential duties. Students should be mindful not to monopolize workstations or interfere with staff workflows.



NURSING PROFESSIONAL PRACTICE

Professional Practice Model & Nursing Theorist

Jean Watson's **Theory of Human Caring**, also known as **Transpersonal Caring Theory**, is a foundational nursing theory that emphasizes the humanistic aspects of nursing combined with scientific knowledge. It's designed to guide nurses in delivering compassionate, holistic care that honors the dignity and interconnectedness of all people.

Core Concepts of Jean Watson's Theory

1. Transpersonal Caring Relationship

- Goes beyond physical care to include emotional, spiritual, and relational dimensions.
- Involves authentic presence, empathy, and deep connection between nurse and patient.

2. Caritas Processes®

Watson developed **10 Caritas Processes** to operationalize caring in nursing practice. These include:

1. **Embrace** loving kindness and equanimity.
2. **Inspire** faith and hope.
3. **Trust** in transpersonal self and others.
4. **Nurture** relationships.
5. **Forgive** and allow expression of feelings.
6. **Deepen** creative self and problem-solving.
7. **Balance** teaching and learning.

8. **Co-create** a healing environment.
9. **Minister** to basic human needs with reverence.
10. **Open** to spiritual mystery and miracles.

3. Caring Moment

- A moment when the nurse and patient connect in a meaningful way.
- These moments are opportunities for healing and transformation.

4. Mind-Body-Spirit Unity

- Watson views health as harmony among the physical, emotional, and spiritual aspects of a person.
- Caring involves nurturing all dimensions of the human experience.

Application in Practice

Watson's theory is used to:

- Foster **compassionate care** in clinical settings.
- Support **nursing leadership** and professional development.
- Enhance **patient outcomes** through holistic approaches.
- Align with models like **Magnet® Recognition** and **Pathway to Excellence®**

Nursing Mission, Vision, and Philosophy

MercyOne Genesis Health System

Mission Statement

We, the community of nurses, support the mission of MercyOne Genesis through our intentional presence in all we do. We uphold excellence in clinical care through evidence-based practice and culturally competent care

in a healing environment. We foster innovation through shared decision-making and research, and we promote a respectful, compassionate environment guided by our Professional Practice Model.

Vision Statement

We will ensure professional excellence by advancing the art and science of nursing. We will respond with agility to evolving patient, professional, and healthcare system needs. Our nursing care will be seamless, outcome-driven, and globally relevant. We will cultivate a practice environment that attracts and retains highly qualified nurses.

Philosophy of Nursing

Our philosophy reflects the mission, vision, and values of MercyOne Genesis. It is grounded in the belief that nursing is both an art and a science, centered on the relationships between the nurse, the patient and family, self, and colleagues.

Alignment of Nursing Philosophy with Jean Watson's Caritas Processes®

Caritas Process	MercyOne Genesis Nursing Philosophy Alignment
Embrace (Loving-Kindness)	Emphasizes compassion and caring relationships as foundational to nursing care.
Inspire (Faith-Hope)	Promotes healing environments and excellent outcomes through trust and hope.
Trust (Transpersonal)	Recognizes the importance of relationships with self and others in care delivery.

Nurture (Relationship)	Places the nurse-patient-family relationship at the heart of care.
Forgive (All)	Encourages respect for social and cultural differences.
Deepen (Creative Self)	Encourage evidence-based practice and thoughtful care planning.
Balance (Learning)	Supports continuous learning and reflection in practice.
Co-create (Caritas Field)	Promotes seamless, consistent care across the health system.
Minister (Humanity)	Advocates for safe, respectful care that honors dignity.
Open (Infinity)	Encourages reflection and openness to the unknown in healing.



PROFESSIONAL CONDUCT

Confidentiality

Confidentiality and Information Security Expectations for Clinical Faculty

As a clinical faculty member affiliated with MercyOne Genesis, you are entrusted with sensitive information concerning patients, families, employees, and the health system. This information must be treated with the highest level of confidentiality. Unauthorized access, use, copying, or disclosure of confidential information—whether to individuals within or outside MercyOne Genesis who are not authorized to receive it—is strictly prohibited.

Your computer access credentials, including signature codes, are confidential and must not be shared. These credentials are unique identifiers that serve as your electronic signature and carry the same legal weight as a handwritten signature. Misuse or disclosure of your access code constitutes a serious breach of professional and legal standards.

Examples of computer access violations include, but are not limited to:

1. View patient, employee, or business information without a legitimate need.
2. Requesting or accessing printouts of confidential data without authorization.
3. Sharing your access code with another individual.

In accordance with the Health Insurance Portability and Accountability Act (HIPAA), clinical faculty—considered contracted employees—are required to maintain the confidentiality of all patient information. To ensure compliance, please exercise caution when handling patient data in any form. This includes:

- Proper disposal of documents containing patient information.
- Leaving voicemail messages with discretion.
- Ensuring emails and faxes are sent securely and to the correct recipients.

- Avoid discussions about patients in public or open areas.

Your commitment to confidentiality is essential to maintaining trust and integrity within the healthcare environment.

Safety Behaviors -

BEHAVIORS	PURPOSE	TOOLS
 Prepare for the Process and Manage the Task	Be prepared — every shift, every location, every procedure, every task	• Daily Huddles • Timeouts/Briefs/Debriefs • Score the Risk
 Support the Team	Mutual support and trust to keep everyone safe	• Peer Checking • Peer Coaching • 200% Accountability
 Communicate Clearly	To make sure we give and receive accurate and complete information	• Three-Way Repeat Back • Share Information Using SBAR • Phonetic/Numeric Clarification
 Questioning Attitude	To detect risks and incorrect assumptions that can lead to error	• Stop the Line • Validate and Verify • Speak up for Safety using ARCC
 Attention to Detail	To ensure accuracy when completing a task	• Self-Check with STAR • Make Things Visible

Professional Appearance

Professional Appearance and Identification Guidelines for Clinical Faculty and Students

Maintaining a professional image—both in appearance and behavior—is essential to fostering trust and confidence among patients, families, and colleagues. Clinical faculty and students are expected to uphold high standards of professionalism while representing their academic institution and participating in clinical experiences at MercyOne Genesis.

Dress Code Expectations:

- Clothing must be clean, pressed, in good condition (free of holes or tears), and appropriately fitted.
- Facial piercings are limited to one small nose stud (maximum 1.5mm in diameter). Piercings of the eyebrows, tongue, lips, or other visible areas are not permitted.
- Tattoos that may be perceived as offensive or hostile must be fully covered.
- Nail enhancements (e.g., acrylics, gels, overlays) are strictly prohibited for individuals providing direct patient care, in alignment with infection control standards.

Clinical faculty and students are expected to follow the dress code policies of their academic institution while also adhering to site-specific requirements.

Identification Requirements:

- Official identification (ID) or name badges must be worn at chest level at all times during clinical rotations, including pre- and post-clinical meetings.
- Badges must clearly display the individual's name and role to ensure easy identification by patients, visitors, physicians, and staff.

Adherence to these guidelines reflects a commitment to professionalism, safety, and respect for the clinical environment.

Personal Communication Devices/Phone Calls & Personal Items

Use of Personal Communication Devices and Management of Personal Items

To maintain a safe, respectful, and distraction-free clinical environment, the following guidelines apply to the use of personal communication devices and personal belongings during clinical experiences at MercyOne Genesis:

Telephone and Cell Phone Use:

- MercyOne Genesis telephones are reserved for professional use only. Personal calls—whether incoming or outgoing—are not permitted except in cases of emergency.
- If a personal call is necessary for non-emergency reasons, it should be made during scheduled breaks or outside of clinical hours.
- Personal cell phones are not permitted in patient care areas and should not be used during clinical hours. Use of mobile devices should be limited to designated break areas and only during appropriate times.

Personal Belongings:

- Personal items should be kept to a minimum due to limited secure storage space within clinical units.
- Faculty and students are advised to consult the charge nurse on their assigned unit to identify appropriate and secure locations for storing personal items and outerwear.

Adhering to these expectations supports a professional atmosphere and ensures compliance with patient privacy and safety standards.

Elevators

Elevator Access and Use Guidelines

Certain elevators within MercyOne Genesis facilities may require employee badge access and are restricted to authorized personnel. Clinical faculty and students may not have access to these elevators and should plan accordingly.

Recommendations for Elevator Use:

- **Primary Recommendation:** Faculty and students are encouraged to use stairwells whenever feasible. This not only supports efficient movement throughout the facility but also promotes health and wellness.
- **Visitor Elevators:** If elevator use is necessary due to physical limitations, transporting equipment, or navigating to upper floors, faculty and students should utilize designated visitor elevators. These elevators are accessible to non-badged personnel and are appropriate for clinical education use.

- **Respecting Restricted Access:** Under no circumstances should faculty or students attempt to bypass badge-restricted elevators or request staff to provide unauthorized access. Doing so may violate facility policies and compromise safety protocols.

Faculty and students should familiarize themselves with the layout of the clinical site during orientation and ask unit staff for guidance if unsure about elevator access or stairwell locations.

Tobacco-Free Facility

Tobacco-Free and Vape-Free Environment

To promote a healthier and safer environment for patients, employees, and visitors, MercyOne Genesis is a **tobacco-free and vape-free health care organization**. This policy is part of the Health System's commitment to wellness, safety, and public health.

Policy Overview:

- The use of **tobacco products**, including cigarettes, cigars, smokeless tobacco, and **electronic nicotine delivery systems** (e.g., e-cigarettes, vapes), is strictly prohibited.
- This prohibition applies to **all Health System property**, including:
 - Indoor and outdoor areas
 - Parking lots and garages
 - Sidewalks adjacent to facility entrances
 - Health System-owned vehicles
 - Personal vehicles parked on Health System property

Expectations for Clinical Faculty and Students:

- Faculty and students must adhere to this policy at all times while on-site for clinical experiences.
- Use of tobacco or vaping products during clinical hours, including during breaks on Health System property, is not permitted.
- Violations of this policy may result in disciplinary action and could impact clinical placement status.

By respecting this policy, faculty and students contribute to a healing environment and model professional behavior consistent with the values of the nursing profession.

Corporate Compliance

Integrity & Compliance Line

An essential component of the MercyOne Genesis Compliance Program is the **Integrity & Compliance Line**—a confidential reporting system available **24 hours a day, 7 days a week, 365 days a year**.

As clinical faculty and students, you are expected to be familiar with this resource and understand when and how to use it. The Integrity & Compliance Line is managed by an independent third-party agency to ensure confidentiality and objectivity. It is designed to support individuals who:

- Have concerns that have not been adequately addressed through local or supervisory channels.
- Wish to report a concern or ask a question **anonymously**.
- Need guidance on ethical or compliance-related matters.

Accessing the Integrity & Compliance Line:

- **By phone:** 866-477-4661
- **Online:** www.mycompliancereport.com
 - **Access Code:** THO

All reports are taken seriously and reviewed in accordance with MercyOne Genesis policies and procedures. Using this resource appropriately reflects your commitment to ethical practice and accountability in the clinical environment.



GENERAL INFORMATION
&
MISCELLANEOUS
RESOURCES

Safe Moving Equipment & Red Outlets

Safe Patient Handling and Equipment Use

MercyOne Genesis is committed to ensuring the safety of both patients and healthcare personnel through the consistent use of **safe moving equipment** and **lifting aids** in all patient handling situations.

Mechanical Lift Equipment:

- Clinical faculty and students are expected to utilize mechanical lifts and approved transfer devices whenever assisting with patient movement.
- Before initiating any transfer, always consult with the **primary nurse** to determine the patient's mobility status and specific transfer needs.
- Proper use of equipment not only protects the patient but also reduces the risk of injury to staff and students.

Electrical Safety and Red Outlets:

- **Red electrical outlets** are connected to the facility's emergency backup power system and remain operational during power outages.

- All **critical equipment**—including life-sustaining devices and essential monitoring tools—must be plugged into red outlets to ensure uninterrupted function during electrical disturbances.
- Faculty and students should verify that necessary equipment is properly connected and report any concerns to the unit staff immediately.

By following these guidelines, clinical faculty and students contribute to a culture of safety, professionalism, and high-quality patient care.

Chapels

Spiritual Care and Chaplain Services

MercyOne Genesis recognizes the importance of spiritual support in the healing process and is committed to providing compassionate care for the whole person—body, mind, and spirit.

Chapel Access:

- Chapels are available on all MercyOne Genesis campuses and are open **24 hours a day** for quiet reflection, prayer, and spiritual renewal.
- All faculty, students, staff, patients, and visitors are welcome to use these spaces regardless of religious affiliation.

Chaplain Services:

- Professional chaplain services are available to support patients, families, and staff during times of emotional, spiritual, or ethical need.

- If a faculty member or student would like to speak with a chaplain, please contact the **unit leader or charge nurse** to request the **chaplain on call**.

Access to spiritual care is an integral part of the holistic approach to healthcare at MercyOne Genesis. Faculty and students are encouraged to utilize these resources when needed and to support patients in accessing spiritual services as appropriate.

Parking

Parking Policy for Clinical Faculty and Students at MercyOne Genesis

To ensure a safe, accessible, and patient-centered environment, MercyOne Genesis is committed to providing adequate and secure parking for all individuals visiting or working at our facilities. As part of this commitment, **clinical faculty and students are required to park in designated “employee parking areas.”**

This policy is designed to prioritize convenient access for our patients and their families, many of whom face mobility challenges or time-sensitive medical needs. By reserving patient parking areas exclusively for those receiving care, we help maintain a welcoming and efficient experience for everyone.

Important Guidelines:

- Faculty and students must use only the clearly marked employee parking zones.
- Parking in patient or visitor areas is strictly prohibited.
- Individuals who park improperly will receive a formal notification.

- Continued violations may result in towing at the vehicle owner's expense.

We appreciate your cooperation in upholding this policy and supporting our mission to deliver compassionate, high-quality care.

Emergency Codes

Emergency Codes and Alerts – MercyOne Genesis

Security & Safety Alerts

- **Armed Intruder**
- **Infant Abduction / Child Abduction**
- **Missing Patient (Adult)**
- **Code Search** – Bomb Threat

Medical Emergencies

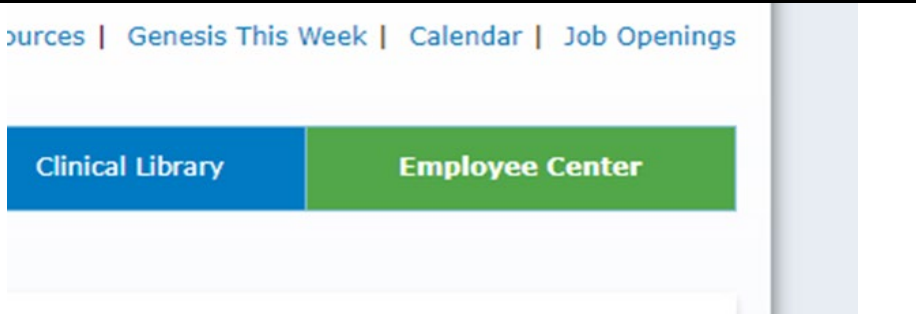
- **Code Blue** – Adult Cardiac Arrest
- **Code Pink** – Pediatric Cardiac Arrest
- **Rapid Response Team (RRT)** – Urgent Clinical Intervention
- **Code Green** – Patient Behavioral Event
- **Stroke Alert**- symptoms of stroke
- **Sepsis Alert**- symptoms of sepsis

Disaster & Environmental Alerts

- **Disaster Alert (Mass Casualty)**

- **Disaster Alert “GAMMA”** – Radiation Incident
- **Tornado Watch** – Conditions Favorable for Tornadoes
- **Tornado Warning** – Tornado Sighted

Standard Work: Needlestick Blood Borne Exposure Procedure

1	Go to GenNet and find the Employee Center	 The screenshot shows a navigation bar with links: Sources Genesis This Week Calendar Job Openings. Below these links are two buttons: Clinical Library (blue) and Employee Center (green).
2	Find Healthcare worker Incident/exposure report and click on it	 The screenshot shows a list of forms under the heading 'Employee Health Forms': Healthcare Worker Incident/Exposure Report, GMC Davenport Ethical Issue Form, and GMC DeWitt Ethical Issue Form.

3	Select the Healthcare Worker Bloodborne Exposure form	• Injury Report • Incident (Non-Injury) Report • Other Exposure - Respiratory, Chemical, Communicable Disease Report • Health Care Worker Bloodborne Exposure (Needle stick & Mucus Membrane - includes splash/spray) Report
4	Complete this form in its entirety, must fill in required fields	Health Care Worker Bloodborne Exposure (Needle stick & Mucus Membrane - includes splash/spray) Report * - required field Date: 7/6/2022 Are you an employee of Genesis Health System? * ☐ Yes ☐ No Employer Name/School: Employee ID: * E-mail Address: * Employee Date of Birth: *
6	Once the form is completed hit the submit button at the bottom, you can print this form and give it to your leader as notification of your needlestick.	7/6/2022 Name of organization or individual receiving test results Date Submit Employee: Please print 2 copies of this form. Give one to your direct leader and retain the other for your records.

7	After submitting this screen will open. PRINT the lab requisition. As previously mentioned in the above step you can print this report and give it to your leader as notification of your needlestick.	Genesis Health System Health Care Worker Bloodborne Exposure (Needle stick & Mucus Membrane - includes splash/spray) Report Confirmation Page  Because your exposure was a significant exposure, you are required to do the following - Step 1: Have blood work completed. Print Lab Req - Step 2: Please print (2) two copies of this page. Give (1) one copy to your leader.
	This will serve as your order to get the employee and the source patient's blood drawn. Notify lab that there is an exposure and that labwork needs to be done.	7/6/22, 2:30 PM Lab Requisition Employee Health Services - Lab Requisition Employee Health Hours: 7:30 am - 4:00 pm M - F *** Take this form to your lab to initiate blood work. After hours you must register in the Emergency Department before going to the Lab. Please provide these results to: 
	You will be notified of rapid results either by your supervisor on call or Employee Health staff depending on the time of day the incident occurred.	You should not leave the facility until rapid results are obtained.
	If Rapid Result comes back positive or if No	Present to the emergency Dept where they will evaluate, counsel and offer prophylactic treatment if deemed necessary. For Genesis employees notify ED that this is a work event and follow the internal/work comp process.

	Source was available to draw, Go to ED after hours, otherwise call Employee Health for direction.	
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