Beaumont

Clinical Instructor Information:

1. Meet with the Clinical Nursing Student Coordinator:

If you are a new instructor at Beaumont Hospital, Troy you will need to e-mail Donna Wright, the Troy Clinical Nursing Student Coordinator, at Donna.Wright@beaumont.org.

2. Contact the Unit Manager:

If you are new to the unit, you must contact the unit manager.

3. Spend time on the unit:

If you are new to the unit or need a refresher, please take the time to spend a few hours on the unit. Get to know the equipment and the routines of the unit.

4. Instructor Badge:

As an instructor you will need a Beaumont Health System, Troy hospital Identification (ID) badge need to be worn and visible. You can obtain the ID badge from the Security Department located by the Learning Center on the ground floor. If you are a Beaumont employee you **MAY NOT** use your Beaumont ID badge. Students **DO NOT** require a Beaumont Health System ID badge, they are required to wear their student institution ID badge instead.

5. PYXIS Access:

Medications are stored in the Pyxis machines. Only the instructors of a nursing student group will have access to the Pyxis. Students will not have pyxis access. Without Pyxis access for the instructor, students will be unable to pass medications. Pyxis access will be granted only for the duration of the clinical rotation and will be set up through the Clinical Nursing Student Coordinator.
Directions on how to use the Pyxis: Username = EPIC User ID Password = EPIC Password, you should then be prompted to register your fingerprint.

6. OB Clinical Rotation Only: Scrub Pyxis Access & Secured Entry:

Instructors and students on the obstetrics rotations will receive access to the Scrub Pyxis. You will be shown how to use the machine when you are on the unit. The Instructor's Beaumont Hospital, Troy Identification (ID) badge will be coded for secure entrance onto the OB unit. Please advise your students to enter through the main entrance of the OB unit where the OB Clerk will let them in.

7. Electronic Medical Record Training - Mandatory Compliance Modules Specific to Beaumont

Beaumont Health System requires completion of Computer Based training modules by you and your students. Computer Based Training modules (CBTs) for the *oneChart* Electronic Medical Records system will be assigned to you and your students – these modules only need to be completed once.

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In addition to the exams that you completed in Ace Passport, Beaumont Health System requires each student and instructor to complete online **Mandatory Compliance Modules specific to Beaumont**. These modules **MUST** be completed prior patient contact or accessing EPIC. Once these mandatory modules have been completed, they are good for one calendar year i.e. January to December - Therefore, if a second rotation is to be completed within the same calendar year at any of the Beaumont Health System, these courses will not need to be completed again. nursingstudents@beaumont.edu will e-mail you the *username* that you and your students are to use to complete these modules in addition to instructions on how to access the mandatory courses.

9. Electronic Medical Record - Setting Up Password:

You and your students will be required to set up a password in order to complete the mandatory compliance modules / CBTs, and to access the *oneChart* (Epic) Documentation system - Instructions along with the *username* that you and your students are to use when setting up a password will be emailed to you by nursingstudents@beaumont.edu
Passwords can be set up on any computer i.e. does not have to be a Beaumont computer.

10. Post-Conference Room Reservation:

If you are in need of a room for post-conference with your students, please e-mail Krystal Garbarino at Krystal.Garbarino@beaumont.org and CC: Donna Wright at Donna.Wright@beaumont.org with a list of dates, times, and the number of participants. Every effort will be made to accommodate your post-conference needs as room scheduling permits.

11. Nursing Student Experience Guideline:

Please complete the "RESPONSIBILITIES FOR NURSING STUDENT EXPERIENCE GUIDELINES" form which addresses what your students will be allowed to do during their clinical rotation on the unit. At the start of your rotation please give this form and review it with the Manager or Assistant Nurse Manager. They will then post the form on their unit so that the nursing staff is aware of what the student(s) can and cannot do.

12. Student Nurse Assignment:

The clinical instructor will need to post a list with student names, patients they are assigned to, and what they will be responsible for. There is a form on the Troy Nursing Student webpage-
http://www.beaumont.edu/education/nursing-students/nursing-students-troy/ that can be utilized.

13. Instructor & Student Evaluations:

After completion of the clinical rotation students and the instructor will receive a request to complete an online evaluation of their clinical experience.