Faculty Nursing Information and Unit Based Orientation Guidelines

Welcome to Inova and thank you for helping teach a new generation of nurses! To ensure a safe and positive experience for both clinical faculty and students, please review the following requirements carefully. Allow 3-4 weeks prior to the start of the clinical rotation to complete these requirements.

☐ Contact Information

Provide your contact information to the School of Nursing Clinical Coordinator, including: full name, location of clinical rotation, email address, last 4 digits of your SS , DOB- month/day, (example September 7, 0907), cell number, approximate start date, and Epic training dates you would like to attend.

☐ Registration for Epic training

Your Clinical Coordinator will email your contact information and requested orientation date to Inova and request access, you will be copied on the email. You will be contacted via email to confirm the date and time of your orientation and to provide any additional information.

☐ eLearning/Medication Safety Assessment

Once you have successfully registered for EPIC, you will be provided instructions on how to access your eLearning. The eLearning will be available on Inova's online learning management system, HealthStream. All assigned eLearning must be completed prior to attending orientation on the unit assigned, with an exception to the online Medication Safety Assessment for Nurses which must be completed prior to Epic training, if not, epic training will be postponed.   Your Clinical Coordinator is your contact person for any questions pertaining to access and use of HealthStream.

☐ Epic Information

Epic Training takes 16 hours (two full days/virtual) for new faculty *or* for faculty that has prior experience with Epic; a one-day class is an option after successfully completing an in-person mandatory online learning HealthStream competency assessment. Your Clinical Coordinator will provide you with the schedule/options and then will contact Inova to provide dates desired. You will be emailed a confirmation letter that includes the dates of training.

☐ Documentation of Compliance

A Document of Compliance must be submitted for all faculty members and clinical students by your Clinical Coordinator two weeks prior to start date. ** **Documentation of Compliance submitted late will cause a delay in the rotation(s) start date.**

☐ Faculty/Badges and Parking

Badges and parking permits are distributed at each hospital's Security Office on weekdays only; if your rotation starts on a Saturday, you must get your badge the week prior. Security will know whether you are eligible to obtain your ID badge based on the Faculty Listing which is generated after all prerequisites have been completed. Please bring information about your car, including make, model and license plate number.

☐ Student/Badges and Parking

Faculty need to accompany their clinical students who are obtaining badges. To obtain student badges, the faculty instructor must complete the Student ID Authorization Form (which should be obtained from the school's Clinical Coordinator) and submit it to security. Ensure students have two forms of identification to obtain a student badge, one of which must be a picture ID. For those facilities that provide parking permits, please make sure the student has information pertaining to their car, including make, model, color and license plate number. Ask you clinical coordinator for specific details for the Inova facility in which you are assigned. Some facilities have specific hours to retrieve student badges.

☐Inova Faculty Dress Code:

One of the following options:
- Solid navy blue scrub pants and navy blue scrub top;
- Solid navy blue scrub pants and white scrub top;
- Scrub dress in either navy or white.
- A solid navy blue or white short or long-sleeved shirt may be worn under the scrub top.
- Navy blue or white scrub jacket or lab coat is permitted.
- Business attire with short white lab coat.
- Hospital ID indicating clinical faculty status

☐ Inova Student Dress Code

One of the following options:
- A solid red scrub shirt with a school patch or embroidery identifying school.
- A solid white short or long sleeve shirt may be worn under the scrub shirt.
- A red scrub jacket is permitted over the red scrub top.
- Current school uniform with red overlay with school patch or embroidery identifying   school and either a solid red pinafore or solid red scrub jacket.
- For clinical rotations/ preceptorships in Behavioral Health units, students shall wear their   school uniforms, with school logo, not the Inova required red scrub top.
- **Hospital ID indicating student status**

Inova

Unit Based Orientation Guidelines
To ensure a safe and positive experience for both clinical faculty and students, please review the following guidelines carefully:

☐ Unit/Facility Based Orientation

Clinical Faculty (new to the unit)

Email or call the unit's nursing leader (the Clinical Director or the Nurse Manager) to arrange a time to visit the unit prior to bringing the students to the unit, **this is mandatory**:

- **When the faculty instructor is new to the unit,**
  OR
- **It has been more than a year since the faculty instructor has had a clinical group of students on the unit**

Information regarding the name of the unit's nursing leader can be obtained from your Clinical Coordinator. Provide the nursing leader with objectives and goals for the clinical rotation.

In order to have a productive first day on the unit follow the below suggestions prior to bringing students to the unit:

- You should plan on spending approximately 2-3 hours on the unit observing a direct care nurse
- Obtain faculty ID during this visit as you will need to have your ID prior to escorting students to security for their individual ID
- Complete the Student ID Authorization Form prior to arriving to security with your students
- Schedule visit in the AM, 0645 is suggested timeframe. This will ensure that you can observe shift change and safety huddle. These are important components of the clinical day and you will want to observe and understand how the unit flows so you can orient your students to the unit's schedule.
- Become familiar with unit schedule of vital signs, unit layout, supply closet, emergency equipment, and room set-up
- Inquire about how the unit prefers for you to make patient assignments for students
- Receive any access codes to locked rooms (i.e. pantry, locker room, storage closets)
- Inquire about unit's preference of computer usage for students
- Ensure that your Epic log-in ID is working
- Arrange for Omnicell access, this needs to be done electronically, please reach out reach out to Maureen.DeSena@inova.org or Jacqueline.domingo@inova.org for access/

- Reserve conference rooms for post conference
- Inquire about where you and your students can store personal belongings during the clinical day

Clinical Faculty (returning to the same clinical unit)

All returning faculty need to email or call the units nursing leader prior to bringing students to the unit. Information regarding the name of the units nursing leader can be obtained from your school's clinical coordinator. This should be done approximately two weeks prior to the start date. At that time provide the nursing leader with objectives and goals for the clinical rotation.

In order to have a productive first day on the unit follow the below suggestions prior to bringing students to the unit:

- Obtain faculty ID, you will need to have obtained your ID prior to escorting students to security for their individual ID
- Complete the Student ID Authorization Form prior to arriving to security with your students
- Verify that there haven't been any changes or updates on the unit that will affect student assignments
- Ensure your Epic log- in ID is working
- Ensure that access to Omnicell is active, you will need to reach out to christinajohnson2@inova.org or Jacqueline.domingo@inova.org for access.

For all Returning and New Clinical Faculty

It is the responsibility of clinical faculty to be properly oriented to the unit because it is your responsibility to orient your student group to the unit. Inova employees/unit managers are not responsible for orienting nursing students to the units assigned. In addition to the orientation to the unit provided by you, all students will be provided Inova's annual education that needs to be administered each academic year. Each school receives access to Inova's Online Learning management system and the education is to be reviewed with all students on an annual basis. The school may assign each clinical faculty member to review with students or the school may present the material in a classroom setting with all students.