

Dear School of Nursing Faculty,

Welcome to Providence. We hope your time here with your students will be pleasant and productive. We've put together some information & resources to ease your way.

Computer access

There are consistent issues with students having difficulty accessing their Providence Network/Epic login & password using the provided codes. In looking into the problem, it has been identified that the majority of these issues stem from a breakdown in communication between the nursing school's clinical coordinator and the students/faculty. For any problems with accessing Epic, please contact the clinical coordinator at your school. They should be able to help. In addition, I've attached a one page tutorial for changing passwords & updating personal identification questions (used anytime the Help Desk is contacted).

Hospital Scrubs

If your students need access to the hospital scrub machine, please ensure student access and passwords are requested at least one week prior to the students attending clinical from the nursing administration at each facility.

Medication Administration

- Nursing students may not administer IV medications without supervision.
- Junior nursing students do not have access to Pyxis and administer oral medications under the direct one to one supervision of their instructor.
- Senior nursing students have access to Pyxis and administer medications under the direct supervision of their precepting nurse.
- Students may not be supervised by agency or per diem staff.
- You will be provided access to most drugs in Pyxis, but neither you nor the student will have access to controlled substances.
 - If a patient for whom the senior nursing student is caring requires a controlled substance, a Providence RN must remove the controlled substance from Pyxis and the substance must be in the RN's view at all times.
 - With direct RN supervision, the senior nursing student may co-waste (waste with a 2nd RN while 1st RN is observing), administer, and document the controlled substance, but the precepting RN must co-sign indicating that it was witnessed.

Note: in order to be in compliance with the Drug Enforcement Administration (DEA) the documentation must show that the Providence RN has clear, unbroken chain of custody of the controlled substance (from sign out to co-signature on medication administration record).

New Faculty Orientation

We offer (and expect you to attend) a minimum of 4 hours of orientation prior to bringing students to a clinical site that is new to you. If you are new to the ministry, please contact the Providence Student Coordinator at that site to coordinate the experience. Orientation includes:

- Meeting with the PH&S-OR Clinical Education Coordinator (or designee) to review pertinent facility and unit information as well as the establishment of clinical competencies including (but not limited to):
 - Key equipment (e.g. how to credential on IV pump, point of care testing equipment, restraints etc.)
 - Parking

- Conference Room scheduling procedures
- Dress code and Electronic Device Usage for students and faculty
- Obtaining PH&S-OR ID badges
- Expectations of faculty and nursing staff
- Supervision of students

Preparing the clinical site for students

- Prior to bringing students to a clinical site, it is the expectation that you:
 - Meet with the Nurse Manager (or designee) to review clinical goals and learning objectives for the students.
 - Provide a list of student names and contact numbers to the Clinical Education Coordinator.
 - Verify that students' regulatory requirements are complete prior to allowing the student to attend clinicals. This includes current BLS certification, safety education, HIPAA/confidentiality information, immunizations, health information, health screening (TB) and criminal background check verification.
 - Coordinate getting the students a PH&S-OR ID badge.

Student Badges

- Student badges in hospitals are obtained by nursing education (typically M-F 8:30-4:30). Students must wear their providence badge & school photo-ID at all times at shoulder level when at a Providence facility for their clinical placement and clinical preparation.
 - Retrieving and returning badges for cohort placements (where one instructor remains on campus with up to 8 students): The instructor will do the following:
 - At least two business days before placement, during business hours, in person: obtain badges at the Nursing Education Department, sign for the actual badges received, receive a receipt, and distribute the badges to the students for the length of that specific clinical rotation
 - Within 1 week after the start of the placement: provide a list to the Nursing Education Department of which student is assigned which badge
 - Within 5 business days after the end of the rotation, during business hours, in person: return all badges to Nursing Education, and receive a receipt.

Lost Badges

- Lost badges must be reported immediately to Security Dispatch at 503-215-6548 (all days, all hours) so the badge can be deactivated.
- Schools will be fined \$100 per missing badge. The Nursing Education Department will bill the school for each missing badge. The school may charge the student and/or pursue disciplinary action. Nursing Education is unable to accept reimbursement directly from students.
- Any student who has lost their badge must go to Security to obtain a daily visitor badge each day prior to starting the shift until the lost badge is found or until their school has paid the missing badge fee. They should arrive 15-30 minutes early to get the badge so they can begin their clinical rotation at the scheduled time. The student will need to inform Security what unit they are on and what access they need (med rooms, staff lounge, scrubs closets, etc). Visitor badge will require holding the individual's state-issued identification. This will be returned when the badge is returned at the end of the shift.

First day of clinicals at the site

- Ensure students have been cleared through our on-boarding verification procedure by verifying that all students received a clearance e-mail from Providence HR.
- Ensure students are oriented to the unit and complete the orientation checklist (below).
 - Return completed orientation checklist to the School of Nursing files. Regulators may ask to see this orientation checklist during surveys, so it must be easily retrievable.

Ongoing clinical supervision:

- Provide supervision of the students during the clinical rotation.
- Monitor behavior of students & address any issues as needed.
 - Provide availability to students and unit via pager or cell phone number.
 - Communicate with the Nurse Manager when necessary regarding student concerns.
 - Make the student assignments in coordination with unit leadership-typically the charge nurse.
 - Supervise no more than 8 students on site per clinical instructor (OSBN requirement).
 - Communicate with the Clinical Education Coordinator regarding student placement requests, concerns or questions.

Note: Instructors may not negotiate student placement with managers or staff. Any negotiations regarding student placement are to be through the facility designated clinical education coordinator.

Glucose Meter Access

- Before students/instructors can use a Providence glucose meter, they must be trained by faculty from your school.
- Trainers must attend an initial Providence POCT Super User class. Super User trainers must then attend renewal training annually.
- To sign up for POCT Super User classes, contact Sarah Ganje (sarah.ganje@providence.org 503-216-7519) to get a link for sign up.
- For more information, talk to your local student coordinator to get the latest Providence Accu-Chek Inform II Nursing Student Guidelines

New Students and Instructors must activate their account by first claiming their account

- [SailPoint - How to Claim an Account](#)
- [Claim your account here](#)

This should be all you have to do 😊

For **EXISTING Student/Instructor**, they can use their existing login and password if not expired. If they do not remember their password they should call the Help Desk.

Help Desk (503-216-2800) can reset passwords; however, they will ask for Security PIDs.

Student Nurse Safety Orientation Checklist

Inpatient Units

Welcome to Providence. Please review the information on this checklist with your faculty or a staff member from the unit before you start your clinical assignment. Turn the completed checklist in to your school for filing. Regulatory agencies may require proof or orientation to the unit, if this happens we will need your school to fax us this proof of orientation.

First Day Safety Orientation (required)	Staff/Faculty Initial	Staff/Faculty Initial
Nurses Station: Call Light System, Wall Boards,		Patient charts (Location/Contents) Copy/Fax/Scanner
Clean Utility, Linen Storage, & Soiled Utility Room		How to identify the Charge RN
Unit Specific Signage (e.g. fall risk, fetal demise, infection risk, etc.)		Bed Operations (lock-out/bed alarms/clearing scale)
Location of bag-valve masks		Operation of call button & TV controls
Rapid Response Team		Communication Tools: White Boards, Speak up for Safety, STAR, SBAR, CUS, Phonetic alphabet
Code designations (blue, orange, gray, etc) & how to call a code (phone or bedside buttons)		Isolation Protective Supplies
Fire Drill procedure/Evacuation Route: Extinguishers and alarm boxes		Phone/Pagers
Sharps disposal		Medication wasting
Extended Unit Orientation (optional)		
Unit Specific Routines		Reporting Errors to Preceptor
Location of code blue cart		Handover Routine
Medication Room: IV supplies, respiratory supplies, Pyxis, med frig		HIPAA Compliance Printed Pt information
Staff Lounge (Bathroom & refrigerator)		Role and How to Communicate with:
Use of Pt Phone (dial 9)		• Unit clerk & CNA (delegation)
EPIC		• Hospitalists & Residents
Disposal of Red bag Infectious Waste		• Nursing Supervisor
Suction set-up & Vacuum gauge		

I was oriented to this unit as noted above:

Student Signature _____ Student Name _____
Print

Facility/Unit: _____ Date _____

Staff/Faculty Orienting Student: _____
Print & Sign

Toolbox for everyone

With our collective commitment to safety and reliability, we serve our mission and achieve our vision.

Our Mission

As people of Providence, we reveal God's love for all, especially the poor and vulnerable, through our compassionate service.

Our Promise

Together, we answer the call of every person we serve: know me, care for me, ease my way.®

Our Vision

Simplify health for everyone

Core Values

Respect, Compassion, Justice, Excellence, Stewardship

CARING RELIABLY

Be Compassionate. Be Safe. Be Reliable.

Tones for respect of others at all times

Smile and greet others; say "Hello"

Introduce using preferred names and explain roles

Listen with empathy and intent to understand

Communicate positive intent of our actions

Provide opportunities for others to ask questions

Universal behaviors and tools



PAY ATTENTION TO DETAIL

- Self-check using STAR (Stop, Think, Act, Review)
- Peer check



HAVE A QUESTIONING ATTITUDE

- Validate and verify
- Know why and comply



COMMUNICATE CLEARLY

- SBAR (Situation, Background, Assessment, Recommendation)
- Three-way repeat-back and read-back
- Phonetic and numeric clarification
- Clarifying questions



OPERATE AS A TEAM

- Brief, execute and debrief



SPEAK UP FOR SAFETY

- Escalation using CUS (Concerned, Uncomfortable, Stop) and chain of command
- Event reporting systems (UOR)