



Ascension Southeast Michigan

Dear Faculty,

Welcome to Ascension! Our organization values your arrangements with teaching facilities to promote the education of future professional nurses. We hope our hospitals will provide you and the students a pleasant and educational experience. Listed below are key reference information.

1. Affiliate Contact Information

Ann DePetrus: Ann.Depetrus@ascension.org 248.849.8540

Lori Hamm: Lori.Hamm@ascension.org please use email

IMPORTANT NUMBERS- Please fill in the site information for your clinical rotation site:

Security phone number: _____

Unit Manager: _____ Number: _____

Unit Phone Number: _____

2. ID badges, Computer and Pyxis Access

- Faculty and students must obtain and wear an Ascension badge.
- Faculty and students must also wear their school ID badges. Badges must be visible and above the waist.
- Computer IDs and badging information will be emailed to the faculty's school email address once all faculty and student requirements have been met and the roster is set/sent in ACEMAPP.

3. Parking and Maps

- We have limited visitor parking and do not want to inconvenience patients or other visitors. You will not be given a parking pass or sticker. You should park in designated areas only. **If you are found to be parking in an area that is indicated for visitors, physicians or for emergency patients, you may forfeit your clinical rotation.** The parking lots/garages are video monitored for your safety. Refer to maps in ACEMAPP for site specific parking.

4. Lockers-

- Not available for students at any of the hospital locations- please have students limit belongings.

5. Call-Ins

- If the entire group is not going to be on the unit as previously scheduled, the instructor should notify the unit/unit manager.
- Individual student call-ins should be made directly to their instructor or as directed.
- If a student needs to leave an emergency phone number with their family, they should use their unit phone number to where they are assigned.

6. Observational Experiences

- You may arrange for your students to observe in specialty area i.e.: ED, Cath lab, ICU, Special Procedures, etc. Please call the specialty manager for availability to arrange for the observational experience. Behavioral objectives of each observation should be submitted to the appropriate director or manager. An observational shadow form is to be completed. The form is found ACEMAPP.

7. Reminders:

- Policies are found in Policy Stat on the Ascension homepage, accessed through the icon '*MIDET Popular Links*'.
- Blood Glucose Monitoring-Students and faculty may **not** perform blood glucose monitoring on patients. This is to be performed by the PCT/CNA, LPN, or RN employed on the unit; students are not staff who are checked off and entered into the system by the Point of care Team.
- No lobby areas may be used for pre or post conference.
- Evaluations will be available on ACEMAPP at the end of the clinical rotation; students and faculty are asked to complete an evaluation of the clinical experience, this does not evaluate faculty but rather the unit, hospital, staff, etc.

We hope your clinical rotation with Ascension Southeast Michigan is a pleasant and enjoyable learning experience. Please do not hesitate to contact us at any time if you have questions or concerns.

Thank you,

Ann DePetrakis and Lori Hamm
Ascension Southeast Michigan Affiliate Team