

Henry Ford Hospital

Nursing Professional Development & Education (NPD&E)

August 2023

Greetings Faculty,

Welcome to a new semester at Henry Ford Hospital (HFH)! Please review the following information carefully as there are some updates.

1. **The HFH orientation materials are in ACEMAPP.** Please review the faculty check list as it provides step-by-step directions for preparing to start your clinical rotation at HFH.
2. **All new faculty are required to take the Pharmacology exam and be checked off on the glucometer.** The only exception is if you are a HFHS employee and have already taken the exam.
 - a. Employees of Henry Ford Health System will need a dual ID signon for EPIC.
3. **Instructors** If this is your first time as an instructor, you will receive your Corporate ID & Password from me or Shay Briston (sbristo1@hfhs.org)
4. **All forms** (listed on the check list below) and other requested documents must be returned to the HFH Nursing Professional Development & Education office before any clinical can be conducted. If the forms are not returned to the office the clinical rotation will be stopped or suspended until the forms are returned.
5. **Badge deposits are \$10 dollars (cash) every semester.** You are required to have a HFHS badge in the clinical setting. Faculty and students will receive their \$10 dollar deposits back when the entire badge is returned.
6. **Parking continues to change** at HFH campus so please review the parking instructions carefully in ACEMAPP. The map will be updated as changes occur over the semester.
7. **Pyxis login process** is outlined in the tip sheet on ACEMAPP. A request for the instructors to have their badge activated for Pyxis & Alcove Medication Access will be submitted.
8. **Student EPIC Classes** – the student EPIC classes will be virtual for this semester and are scheduled for the first day of HFH clinical day, unless you are working on Saturdays, which classes are not offered, and you will have to attend one of the Monday-Friday class. Your students will receive an email and you will be copied on it from the EPIC Training Request Mailbox with their Corporate ID & Password. It will be sent 24-48 hours before the class. Faculty are to attend the class with their clinical groups.
9. **EPIC class for faculty** - The RN EPIC Clinical Documentation class (12 hours) is required for EPIC IPD RN access. This needs to be completed before the start of the clinical rotation. Please email myself (sbrown19@hfhs.org) or Shay Briston (sbristo1@hfhs.org) for available dates & times for faculty Epic course. The faculty course is also virtual.

Thank you,

Staci Brown, MSN-ed, RN, CCRN, NPD-BC
Nursing Education Specialist
Affiliating Schools Clinical Coordinator



HFH Nursing Clinical Faculty Check List

30 days prior to first day

- Review the **Faculty Orientation** and **Pharmacology Study Guide** (available in ACEMAPP)
- Contact NPD&E to register/schedule the following:
- Pharmacology Exam (New Faculty Only). *Note: If you are unsuccessful in completing the exam(s) you will be required to re-take the exam(s) after 24 hours but within one week after the first attempt.*
- Glucometer check-off (must be completed annually) *Note: If you are unsuccessful in completing the check-off you will be required to re-take it after 24 hours but within one week after the first attempt.*
- Faculty 12-hr EPIC class (New Faculty Only) **Note: EPIC Clinic Doc class is required for EPIC IPD RN access**
- Compare your school student roster to HFH/ACEMAPP student roster and resolve discrepancies (students not in ACEMAPP system are not allowed to attend).
- Verify EPIC class date/time for Student Orientation. *Note: EPIC student class is virtual*
- Send photo of self to NPD&E for photo ID badge (returning faculty do not need to resubmit photo) *Note: You are required to have a badge to access the Pyxis machine and Glucometer.*
- Contact NPD&E to schedule an appointment to drop off completed form and pick up badges (sbristo1@hfhs.org)

On the First Day

- Attend Student EPIC class with student(s) - this is a requirement for all faculty.
- Print and complete the following:
- RN Clinical Instructor Information Form** (print and submit to NPD&E).
- Review Missing Person or Child/Infant abduction Emergency Alert. (OB Faculty and students only)
- Collect \$10 deposit from each student and from self for badges (must attend EPIC class and Orientation first) *Note: Students cannot attend clinical without a badge. Replacement badge is available for an additional fee. Badge processing is 5 business days. See HFH New Faculty Badge Process for details.*

On the Last Day

- Collect badge, clip and badge buddy from each student. *Note: Students cannot return badges individually. Please return badges collectively.*
- Return all badges to NPD&E and return deposit to students (schedule a date/time with NPD&E for returns). *Note: Deposits will be forfeited for lost, damaged or unreturned badges.*

Faculty Name: _____ Date: _____

Affiliated School: _____