

HENRY FORD HEALTH
Nursing Professional Development & Education

June 1, 2022

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. The Faculty and Student modules have been updated for the Winter semester.
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 HFH employee and have already taken the exam. Employees of Henry Ford Health will need a dual ID sign on for EPIC.
3. **Instructors** If this is your first time as an instructor, you will receive your Corporate ID & Password from me or Jackie Underwood.
4. **All forms** (listed on the check list) 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 HFH 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.

Reminder - All students and faculty are required to wear surgical masks and practice social distancing at Henry Ford Hospital. In addition to universal masking, protective eyewear is required for direct patient care. Please also ensure all students complete HFH Employee Health Screening app prior to each clinical day. In addition to wearing surgical masks and practicing social distancing, protective eyewear is required during direct patient care.

Thank you,

Mary Kravutske, PhD, RN
Nursing Administrator

