



Nursing Instructor Requirements and Expectations

Inspire health. Serve with compassion. Be the difference.

I, an approved Prisma Health Nursing Instructor, agree to comply with the following Nursing Instructor requirements and expectations while engaged in my defined Nursing Instructor role within any Prisma Health facility. Should I be found in non-compliance, I acknowledge that my non-compliance can result in postponement of my clinical start date, removal from my assigned clinical site until compliance is up-to-date, or termination from the Nursing Instructor role within Prisma Health.

1. Nursing Instructor Onboarding Requirements

Nursing Instructor clearance requirements, for my designated program/role (i.e., Learning Hub, myClinicalExchange), are checked frequently throughout the semester and are up-to-date and on file with Prisma Health as noted within my nursing instructor myClinicalExchange account to which includes, but not limited to, credentialing, immunizations, certifications/licensure, online learning, and skills competencies.

2. Support Nursing Academic Goals and Initiatives:

Goals - Promote bi-directional communication; Develop strong relationships; Increase clinical instructor compliance; Improve Clinical Instructor engagement and awareness

Initiatives - Improve quality and safety; Improve access and growth; Improve experience

3. Agree to communicate with the appropriate departments and identify myself as faculty when sending emails in relation to inquiries/issues.

Student Affairs: Creation of mCE account, review and approval of Prisma Health Instructor and Scholar Pre-Onboarding Checklist

Nursing Academics: Clinical Orientation, Epic Class, Learning Hub account, review, and sign **Unit Rotation Checklist** items (BLS, Nursing License, and NA Checklist section)

IT Service Center: Epic Username, account claim or password reset instructions

4. Agree to perform and act as a role model for patients' experiences best practices (i.e., AIDET, hourly rounding). Promote and monitor student compliance.

5. Active engagement in the assigned Nursing Instructor role:

Nursing Instructor - CLINICAL

Active engagement with Students/Unit Staff:

- Actively engage with supervised students and unit staff to support student skills development, student active learning and student involvement/participation.
- Actively encourage and support staff engagement with students.

Clinical Assignment Arrangements / Expectations:

- Prior to the clinical start time and at a time most convenient for the unit, collaborate with the Charge RN or Manager to create the student-patient or student-staff assignment.
- Student – Patient Assignment Sheet
Pertains to Programs: CNA, PCT, PN, RN Complete form and post within Nursing Station. Form becomes record for unit and a copy for clinical instructor records.
**Form is in myClinicalExchange faculty checklist documents*
- Students should attend Bedside Shift Report (BSSR) – arrival coordinated for student to participate in BSSR
Pertains to Programs: CNA, PCT, PN, RN
- Students should participate in Hourly Rounding in collaboration with staff.
Pertains to Programs: CNA, PCT, PN, RN

Pre-Rotation Unit Specific Orientation: Clinical Student and/or Student Group

Pertains to Programs: CNA, PCT, PN, RN

- Pre-Rotation Unit Specific Orientation: Clinical Student Group Form
 - **Complete** the 2-page form on first clinical day, scan and email to NursingAcademics@PrismaHealth.org for record keeping at least 24 -48 hours after first clinical day.
**Form is in myClinicalExchange faculty checklist documents.*

Nursing Instructor - ROUNDING

Active engagement with Students, Preceptors, and Unit Management:

- Nursing instructors functioning in a “Rounding” capacity will actively round on all assigned students and ensure both student and student preceptors have adequate support for an optimal student learning experience.
- Maintain active communication with the student, preceptor, and unit management throughout the entire student experience.

For students engaged in Community Health or Critical Care Experiences:

- Prior to the clinical start date or morning of and at a time most convenient for the receiving clinical site, collaborate with the Charge RN, Supervisor or Manager to create the student-staff assignment.
- Pro-active notification to unit (staff/management) of upcoming clinical rotation on unit: minimum 1-week advance notification to share the following:
 - Advance notification of upcoming student rotation under your clinical instructor supervision
 - Clinical objectives and expectations for clinical experience, to include skill level

Pre-Rotation Unit Specific Orientation: For students engaged in Community Health or Critical Care Experiences

- Pre-Rotation Unit Specific Orientation: Clinical Student Group Form
 - **Complete** the 2-page form on first clinical day, scan and email to NursingAcademics@PrismaHealth.org for record keeping at least 24 -48 hours after first clinical day.
**Form is in myClinicalExchange faculty checklist documents.*

- Reinforce Unit Initiatives

Clinical Unit – Student / Clinical Instructor Access off Assigned Unit:

Pertains to Student Group Rotations

- Student: remain on their assigned unit unless rotating off for a prescheduled clinical enhancement rotation experience pre-arranged through Lead Faculty and Nursing Academics or the student's preceptor will accompany the student off the unit and back to the unit.
- Clinical Instructor: ***always remain on the assigned unit without departure to maintain supervision of assigned students.*** The clinical instructor should be the last on unit for cycling off for lunch and at end of clinical day. Should there be an emergent need to depart the unit, instructor must communicate with unit staff and/or nursing leadership and/or lead faculty, depending on the emergent need.

Clinical Unit – Notification of Upcoming Clinical Rotation and Student Skill Level

Pertains to Student Group Rotations

- Pro-active notification to unit (staff/management) of upcoming clinical rotation on unit: minimum 1-week advance notification to share the following:
 - Upcoming student rotation under your clinical instructor supervision
 - Clinical objectives and expectations for clinical experience, to include skill level

- Reinforce Unit Initiatives

- Students are to be engaged in the following:

Specific to Programs RN and PN

- Bedside Shift Report (BSSR) – Student arrival is coordinated for student to participate in Bedside Shift Report.
- Hourly Rounding – Students are to participate in hourly rounding in collaboration with Staff.

6. Pre-Rotation Expectations:

- a. Clinical Instructors must ensure students are assigned to their rotation in mCE and cleared (green thumb) before entering the clinical learning environment
- b. Students that are not listed under your rotation and students that are not cleared in mCE **should not** enter the clinical learning environment (CLE)
- c. Clinical Instructors must ensure the clinical unit and start date are accurate in mCE
- d. Please update your school coordinator if your start date is incorrect and email nursingacademics@prismahealth.org for awareness.

7. Medication Administration:

Undergraduate nursing and PN students are to be supervised throughout the entire medication administration process by a licensed RN (Clinical Instructor or Staff RN).

8. EPIC Access:

- a. Students function under the Epic ID of the licensed RN (Clinical Instructor or Staff RN)
- b. Co-Signature: Student documentation requires co-signature by Clinical Instructor or Staff RN
- c. Student notes are shared at time of cosign or attestation (Cares Act)
- d. Students have view-only access for: medications and orders
- e. Recommendation for student documentation: clinical instructor reviews student documentation on paper before allowing student to document in Epic.

Please contact NursingAcademics@PrismaHealth.org with computer and medication pyxis issues as soon as possible.

9. Student or Faculty Incident Expectations:

Immediate Communication with Staff RN, Charge, Supervisor and/or Manager, and Nursing Academics.

- a. Hard Copy documentation may be required by Nurse Manager and Event Report should be completed by Staff
- b. Ensure Reporter in the Reporting System selects notification to go to Brandi Bennett (Upstate) or Nakesha Rivers (Midlands)
- c. Provide a brief description of the incident (DO NOT communicate full incident) to Brandi Bennett (Upstate) or Nakesha Rivers (Midlands) at:

Brandi.bennett3@prismahealth.org or 864-455-1129 (office)

Nakesha.rivers@prismahealth.org or 803-592-4040 (mobile)

10. Pre/Post Conference

- a. Location Requirements: Room that is private (i.e., conference room, empty patient room, supply room). If a private location is not able to be obtained, then the conference must be held off-site. Clinical unit can provide guidance should there be available spaces near the unit.
- b. Conference room scheduling:
 - Greenville Memorial Hospital (conference rooms- Support Tower, CC, MSA): Email request to: Wes.Cotton@PrismaHealth.org and Rick.Littleton@prismahealth.org
 - All other Prisma Health hospitals manage their own conference rooms. Contact the Nurse Manager for assistance with spaces near the unit and/or schedulercontact information.

11. Dress Code

Instructors are encouraged to wear school-colored scrubs with lab coat/vest or professional attire with lab coat to distinguish you as faculty.

12. Prisma Health Identification Badge:

Nursing Instructor issued by Prisma Health Badge Security, is required, and must always be worn within the clinical setting when functioning in the role of a Nursing Instructor.

13. Student Belongings

Only carry into the clinical setting what they can carry in their pockets, except for jackets and lunch bag. Textbooks limit to 1 for clinical group reference.

14. Resources

Student Affairs Newsletter, Student Handbook, PolicyTech, Lippincott, and Prisma Health Student Onboarding website

15. Student Skills

- a. **Review and retain** printed copy of Appendix A – Clinical Student Skills document located in PolicyTech (access from Connect)
- b. Promote and support student capability to perform skills with appropriate supervision, as noted in the policy, whether with Clinical Instructor (Faculty) or with Prisma Health Employed Staff who have documented skill competencies and is not functioning in the role of Faculty.
- c. Support of Staff:

Nursing Instructor – ROUNDING

Students with Clinical Instructors stationed in the facility that are rounding for the entire clinical day: Direct students to seek you, as Clinical Instructor, should they need or require additional/extensive instruction on a skill and/or topic to best support the assigned preceptor managing both their patient load and a student.

Nursing Instructor – CLINICAL

Direct students to seek you, as Clinical Instructor, should they have need or require additional/extensive instruction on a skill and/or topic.