Instructors are to schedule orientation on the unit with the educator at least 1 week prior to the start of the clinical.

Checklist for instructor orientation

* A 4-hour virtual training session for Epic – Tuesday’s from 1pm – 5pm. Contact Epic coordinator to be placed on the schedule so that you will receive zoom link.
* Omnicell Access
* Badge information
* Glucometer access
* Locate and review the following
  + Emergency exits
  + Fire extinguishers
  + Crash cart
  + Med/supply room
  + Nutrition
  + Call light system in patient rooms
  + Orientation to patient room
  + Assignment sheets and recommend practices for making assignments, including communication of student assignment
  + Resources personnel (ie Manger, Unit Clerk, Charge Nurse)
  + IV pumps
  + Contact charge nurse if canceling clinical
* Shadow RN on unit
  + For new instructors to teaching the recommendation is 24 hours
  + For instructors new to Mercy the recommendation is 12 hours.
  + For instructors not new Mercy, but new to the unit the recommendation is 4 hours.
  + Please schedule the amount of time to help you be successful with your students.