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.