**Clermont Hospital Student and Faculty Information**

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| Assignment/Report | Patient assignments should be made prior to the clinical times and posted in the areas designated by the nurse manager of the unit. ALL units have Bedside shift report between shifts. Prior to leaving the unit the student MUST give report to the nurse caring for that patient. |
| Cafeteria | The Cafeteria is located on the first floor next to patient/visitor elevators. The hours of operations are posted. Instructors and students are encouraged to eat in the Cafeteria.  No food or drinks are allowed outside on the Nursing units. |
| Calling in | If a student is unable to attend their assigned clinical, they need to contact their instructor (Preceptor for those in Role Transition). The instructor can then make the determination to call the hospital to cancel a clinical assignment. |
| Charting/ EPIC  Jennifer LaCortiglia  [JRLacortiglia@mercy.com](mailto:JRLacortiglia@mercy.com) | * Each instructor must complete the “EPIC” form for their students, and submit to Jennifer at least 3-4 week prior to the start of the scheduled clinical rotation. If these forms are not submitted on time, Jennifer cannot build the student accounts. * If an instructor is new to Mercy Health, they are required to attend a 4 hour EPIC course |
| Dress Code | The approved Dress Code of your school applies to clinical patient area in this hospital. This includes your identification. Hair (including facial hair) must be neat, clean and trimmed. No facial piercing or visible tattoos.  Shoes that do not protect an employee/student from occupational exposure, such as “Crocs” with any holes, flip-flops, or mesh running shoes, are not acceptable.  No hooded jackets, sweaters, etc. No artificial nails. |
| Fire Extinguishers | All students must be able to correctly use a portable fire extinguisher. All emergency code information must be shared with the students. Please include this in general orientation to nursing and hospitals. |
| General Information Form on all Students | Prior to the start of any clinical rotation, the mandatory forms must be completed and returned to Sarah Roberts [SRoberts0@mercy.com](mailto:SRoberts0@mercy.com) |
| Glucometers | * In order to obtain access to glucometer testing, each instructor needs to contact the NPDA of their assigned unit.   The individual students will not have glucometer access. The instructors will use their access to work with their students on obtaining blood sugars. |
| Nursing Administration Office | Located on the first floor of the hospital across from the X-ray/Radiology department. |
| Parking | Faculty and students are requested to park in the front hospital parking lot in the designated “Blue lines” for employees. Remember to lock your vehicle. Carpooling is recommended |
| Student Identification | Student identification must be worn above the waist in the clinical areas at all times.  If students come to the clinical areas to review patient charts at times other that their clinical times, they must wear a white lab coat over appropriate street clothes (no shorts, halter tops, Capri pants, etc.) with their student ID visible. They should report to the Charge Nurse of the area prior to beginning chart work or patient contact. They may not perform any nursing care unless their instructor is present. |
| NPDA: Nursing Professional Development Associate | All instructors will receive a list of and Managers and NPDAs. When an instructor needs an orientation to the unit they are assigned to work, contact the unit NPDA.  Please contact the NPDA for any questions related to your clinical rotation or role transitions. |