**Mercy Fairfield Information for Students and Faculty**

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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. |
| Badges and Omnicell | * Mercy issued badges will only be given to instructors * Omnicell access will only be given to the instructor, students must pull medications with preceptor or instructor |
| Cafe | The cafe is located on the LEVEL 1. The hours of operations are posted. Instructors and students are encouraged to eat in the Café.  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. |
| EPIC | **Epic Training: Instructors**   All instructors new to Mercy Heath must attend a 4-hour virtual training session prior to arriving on campus for first rotation. Epic accounts will be unlocked after completion of training.   Instructors returning within 6 months and/or those employed by Mercy Health, not need to attend.   Training sessions are virtual.   Instructor classes are offered every Tuesday from 1 – 5 pm. Please coordinate with the Nursing Informatics, Ellen Hensler ([EEHensler@mercy.com](mailto:EEHensler@mercy.com)) for preferred date to ensure an invite.   Instructors must have completed training before students will be granted access.  **Epic Training: Students**   All students must attend a 1.5-hour virtual training session prior to arriving on campus for first rotation.   Attendance will be taken in the virtual classroom and enforcement of attendance belongs to the nursing school/instructors.   Training sessions are virtual.   Classes are offered at varied times every weekday and students can pick which class they wish to attend. There is no need to sign up in advance.  **All:**   Onsite classroom time must be arranged with the Nursing Informatics – Ellen Hensler (EEHensler@mercy.com)  o Please allow 30 minutes on site for students and instructors to change passwords and log in to EPIC for account set up. Tip sheets will be provided.  o Efforts will be made to arrange time in a classroom to align with first clinical day but cannot be guaranteed. |
| 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 offensive 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. Nails must be neat and trimmed, without chipped polish. No artificial nails allowed d/t infection risk. |
| Emergency Codes | Reviewed by Faculty in the general orientation to the unit. All students must be able to use a portable fire extinguisher. All emergency code information must be shared with students. |
| Glucometers | Glucometer access for instructors may be obtained at special request, please reach out to student placement coordinator, Laura Davis. |
| Observation Experiences | All instructors are expected to arrange their own observation experiences. Please contact the nursing professional development coordinator of that service line. Ex: OR observations = periop NPDC, ED Obs = ED NPDC |
| Parking | Faculty and students are requested to park in the front lot in the spots behind row “F”. Remember if you feel the need our Security officers can escort you to your vehicle. Remember to lock your vehicle. The hospital is not responsible for lost or stolen items. |
| Student Identification | Student identification must always be worn, above the waste. |