Jewish Hospital Student and Faculty Information



A Catholic healthcare ministry serving Ohio and

Kentucky

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| Administration Offices | Located on 2nd floor, near the B entrance. |
| Assignment/Report | Patient assignments are made prior to clinical times and posted in 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 near the emergency department. Hours of operation are posted. No food or drinks are allowed in patient care areas. |
| Calling in | School faculty should be notified when a student is unable to attend clinical. (Preceptor for those in Role Transition).  Faculty makes the determination to call the hospital to cancel a clinical assignment. |
| Electronic Medical Record Access  Maria Phillips  [MAPhillips11@mercy.com](mailto:MAPhillips11@mercy.com)  513-686-3238 | * Each clinical group must complete the “EPIC” form for their students and submit at least 3-4 week prior to the start of the scheduled clinical rotation. * Note: If these forms are not submitted on time, the student accounts may not be available upon arrival. * Students are required to complete training modules prior to using Mercy Health’s instance of EPIC.     \*\*Contact Maria to arrange training room and time prior to arrival of group.   * Any instructor new to Mercy Health is **required** to attend an EPIC training course. Instructors must have training for students to document. |
| Dress Code | The approved Dress Code of your school applies to patient care areas.    Hair (including facial hair) should be neat, clean and trimmed. No facial piercing or visible tattoos.    Shoes that do not protect an employee/student from occupational exposure, i.e. “Crocs” with holes, flip-flops, or mesh running shoes, are not allowed.    No hooded jackets, sweaters, etc. No artificial nails. |
| 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 | * In order to obtain access to glucometer testing, each instructor needs to contact the unit manager 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. |
| General Information Form on all Students | Prior to the start of any clinical rotation, the mandatory forms must be completed and returned to unit contact. |
| Observation Experiences | All instructors are expected to arrange their own observation experiences. Please contact the manager of assigned department. |
| Parking | Students park at the Kenwood Mall- the section where Kenwood and East Galbraith Roads intersect.  A hospital shuttle transports employees/students to and from the hospital continuously from 6:30 am-8:30 am and again from 3:30 pm-8:15 pm. Public Safety can escort you to your vehicle if necessary. Remember to lock your vehicle. The hospital is not responsible for lost or stolen items. |
| Student  Identification | Student identification must be worn in clinical areas. Students wear school issued Identification Badges.    A white lab coat over appropriate street clothes (no shorts, halter tops, Capri pants, etc.) with a visible student ID must be worn when a student comes to a clinical area to review patient charts at a time when they are not in clinicals.    Students 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. |