**West Hospital 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. |
| Cafe | The cafe is located on the Terrace level. 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. |
| Charting/ EPIC  Fran Kokaliaris  [fxkokaliaris@mercy.com](mailto:fxkokaliaris@mercy.com) | * Each instructor must complete the “EPIC” form for their students, and submit to Fran at least 3-4 week prior to the start of the scheduled clinical rotation. If these forms are not submitted on time, Fran cannot build the student accounts. Students must have attended a virtual Epic class prior to first day of clinicals. * If an instructor is new to Mercy Health, they are required to attend a 4-hour virtual 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 Robin Fox at [RXFox@mercy.com](mailto:RXFox@mercy.com) |
| Glucometers | Access to glucometers are not provided to instructors or students. Instructors who are employees of Mercy may not use their access to perform blood glucose testing. |
| Nursing Administration Office | West-Located on the terrace level room T 250 |
| Observation Experiences | All instructors are expected to arrange their own observation experiences. Please contact the manager of that department |
| Parking | Faculty and students are requested to park in the Overflow parking lot along the Blvd. This parking lot is on the left just prior to the Turnabout. If this lot is full then students can park in the lower parking deck farthest away from the entrance. 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. Carpooling is recommended  Students and instructors cannot park on the upper parking deck! |
| Student Identification | Student identification must be worn in the clinical areas.  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. |
| Temporary student badges | There will be temporary student badges at the Nurses station on your assigned unit. Instructors are responsible for distributing these in the morning and collecting these at the end of the day. |
| Unit Orientation | All instructors will receive a list of unit leadership. When an instructor needs an orientation to the unit they are assigned to work, contact the NPDA for that unit  Please contact Robin Fox for any questions related to your clinical rotation or role transitions. |