

Nursing Student Placement Process

Mercy Health Cincinnati Hospitals –
Fairfield, West, Jewish, Anderson,
Clermont & Kings Mills (2025)

Revised 2/2024 – FF & KM Facility Coordinator, Parking, Covid
Vaccination



MERCY HEALTH SITE FACILITY COORDINATORS FOR CLINICAL PLACEMENT

- **CINCI MARKET LEAD** Laura Davis LNLeeds@mercy.com
- **MERCY HEALTH - WEST:** Robin Fox RXFox@mercy.com
- **MERCY HEALTH - FAIRFIELD:** Erin Harris EMHarris0@mercy.com (0 = zero)
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□ **Health Collaborative website for documents and information:**

<https://workforce.healthcollab.org/students/clinical-placement-for-nursing-students/mercy-health/>

Clinical Group & Role Transition Placement Process

Request for clinical (group placement) and role transition (individual placement) should be placed into Castle Branch Bridges (CBB) by the school clinical coordinator:

<https://login.castlebranch.com/login>

Note: Request only what is needed at each facility. For example: if you need 1 clinical or role transition spot for OB, please do not request multiple groups/individuals at Fairfield, West, and Anderson. Requests will be reviewed by the site facility coordinators to best accommodate and ensure all requests received are granted equitable distribution.

Links to Helpful Tip Sheets:

- [CB/Bridges Quick Guide for Clinical Coordinators](#)
- [Bon Secours CB/Bridges User Guide for School Partners](#)
- [Directions for Instructors](#)
- [Instructions for Students](#)
- [Guidelines for Direct Patient Care](#)

Support Contacts:

For Onboarding Meetings/New schools click this link to schedule:

<https://outlook.office365.com/owa/calendar/Kellyscalendar@castlebranch.com/bookings/s/CsSyp8fGmEidIXoEPqcqig2>

CB Bridges Admin Support cbridgescustomersupport@castlebranch.com or 888.520.0520 or 888.723.4263

Students userexperience@castlebranch.com or 888.520.0520 or 888.723.4263

Once the facility coordinator approves your request, you will need to make a group or individual experience from the approved reservation. **They MUST be made from the approved reservation/request** or the student will not get workday/epic access to complete onboarding and documentation.

Be sure to **add Laura Davis (lead) as facility coordinator to ALL experiences, and then add that site specific facility coordinator**. Example: If you have a group at Fairfield, you would add Erin Harris & Laura Davis to the group/individual experience. This allows us to troubleshoot and complete reports from pro-advantage tracker.

Required Documents: All required documents will be **electronic** in CBB

- CBB required electronic documents:
 - o FCRA Agreement
 - o FERPA Consent
 - o Consent to Share Information

- First BSMH Checklist within CBB: These items **require approval** from the Instructor/Clinical Coordinator (as determined by the school).
 - o BSMH Confidentiality and Security Agreement
 - o BSMH Student/Instructor Form
 - o BSMH COVID-19 Form: Manufacturer and date of vaccination (pick never vaccinated if non-vaccinated)
 - o BSMH COVID Upload (picture of vaccination card) – will not be required for non-vaccinated

- Second BSMH Checklist: Only the Flu information **requires approval**.
 - o BSMH Undergraduate Nursing Student Workday Attestation (confirming their completion of the learning modules)
 - o Student and Instructor Agreement
 - o BSMH Flu Form: Manufacturer and date of vaccination
 - o BSMH Flu Upload: upload an image of your vaccine card/record

Please Note: If it is not currently “Flu Season,” students and instructors may leave this item blank/incomplete. As Clinical Coordinator, you will need to “Override – Complete” this item for their CBB Process to be complete. Instructors are also able to override items for students. Flu Season is considered between October and May, deadline for vaccination is typically mid-December, please reach out to the facility coordinator for exact date or questions.

Managing Documentation of Vaccinations and Exemptions:

BSMH does not automatically manage affiliate school vaccination processes, including exemptions. It is our health system’s expectation that affiliate schools will have a process in place to ensure students and faculty who must attend clinical placement experiences at a BSMH site will have documentation of required vaccines or an approved medical or sincerely held religious belief exemption that has been reviewed and approved by the school consistent with the requirements of the CMS regulation.

Workday Required Learning Modules:

*Instructors and students will receive workday log-ins via e-mail, modules are auto assigned in workday.

Instructor Modules:

1. BSMH Nursing Instructor Orientation (Completed Once)
 - a. WD EPIC Inpatient Nurse eLearning Module (105 mins)
 - b. Student Clinical Orientation (30 mins)
 - c. BSMH Omnicell Patient Care in a Profiled Environment (Inpatient Areas) (45 mins)
 - d. BSMH Omnicell Anywhere RN Nurse Training Standalone (Inpatient Areas) (15 mins)
2. BSMH Annual Nursing Instructor System Mandatory Training (Completed annually)
 - a. 2024 New-Hire COVID-19 Attestation: Self-Monitoring of Symptoms (5 mins)
 - b. 2024 New-Hire Compliance Corporate Education (30 mins)
 - c. 2024 New-Hire HIPAA and PHI Training (50 mins)
 - d. 2024 New-Hire Code of Conduct Training (15 mins)

Student Modules:

1. BSMH Undergraduate Nursing Student Orientation (Completed Once):
 - a. BSMH EPIC Undergraduate Student Nurse eLearning (67 mins)
 - b. Student Clinical Orientation (30 mins)
2. BSMH Annual Undergraduate Nursing Student System Mandatory Training (Completed Annually)
 - a. 2024 New-Hire COVID-19 Attestation: Self-Monitoring of Symptoms (5 mins)
 - b. 2024 New-Hire Compliance Corporate Education (30 mins)
 - c. 2024 New-Hire HIPAA and PHI Training (50 mins)
 - d. 2024 New-Hire Code of Conduct Training (15 mins)

***** All students and instructors must be fully compliant to attend clinicals at BSMH. School Clinical Coordinators should ensure all member are “Green” in Pro-Advantage Tracker prior to the scheduled start date.*****

For Epic Access: Epic access will be granted through CBB once checklist items are complete. Log in information will be e-mailed to the individual instructor or student.

Epic Training: completed through **workday module** assignment, see above

Log in assistance at site: Many sites have open computer rooms to use. Onsite classroom time can be arranged, please reach out to site facility coordinator below:

Link to Helpful Tip Sheets:

- [Instructions for Logging into Epic](#)
- [How to Cosign for Students Tip Sheet](#)

Instructor Unit Orientation/Shadowing Expectations

Instructors new to Mercy Health, are required to schedule orientation on the unit with the NPD or unit manager **prior to the start of the clinical.**

Checklist for instructor orientation on unit

- Review Guidelines for Direct Care & Parking
- EPIC password changes.
- Omnicell
- Badge information
- 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, and safety measures
 - Assignment sheets and recommend practices for making assignments, including communication of student assignment
 - Resources personnel (ie Manager, Unit Clerk, Charge Nurse)
 - IV pumps
 - Contact charge nurse if canceling clinical
- Shadow RN on unit
 - For new instructors to teaching the recommendation is 2-4 hours
 - For instructors new to Mercy the recommendation is 2-4 hours.
 - For instructors not new Mercy, but new to the unit the recommendation is 1-2 hours.
 - Please schedule the amount of time to help you be successful with your students.
- Complete the Department Orientation Checklist during your shadow – See last 2 pages of packet

Link to Helpful Tip Sheets:

- [CB/Bridges Directions for Instructors](#)
- [CB/Bridges Instructions for Students](#)
- [Instructions for Logging into Epic](#)
- [How to Cosign for Students Tip Sheet](#)
- [Student Nurse Report](#)

Guidelines for Direct Patient Care

Welcome to Mercy Health! We certainly hope that your educational experience is rewarding. This guideline serves as a resource to you as you begin your clinical experience with us.

Standards:

Student and Instructor are held to the standards of a competent professional when performing clinical duties.

All preboarding requirements and documents are coordinated and collected by the school, prior to the start of the clinical rotation. Ensure to familiarize yourself with the pre-boarding requirements in CBB.

Uniform/Badge:

The student and instructor are to wear appropriate school uniform, school nametag, and Mercy Health student/instructor badge (as applicable) while in a clinical area. Return your MH badge to the unit, per site/unit procedure. Report any lost or stolen badges to the unit manager or site facility coordinator immediately. Your school may require you to pay the replacement fee for a lost badge.

The student and instructor are to follow the BSMH Appearance Policy regarding personal hygiene, jewelry, fingernail management, and footwear. Anyone found in violation of this policy can be sent home. For a copy of this policy please reach out to your facility coordinator.

Attendance:

Students must track their attendance, as required by the clinical instructor and/or market/site.

Reporting Off for Illness:

The student is to report off to their Instructor/Preceptor and their respective unit / department. Instructors if cancelling a clinical due to illness please report to the respective unit / department. Please leave your name, name of school, Instructor's name, and reason for reporting off.

Clinical Responsibilities:

- **Report-** Student is to receive a patient report to find out their patient's needs, scheduled tests, lab results and condition. It is imperative that the student notifies the RN responsible for the patient when there is a change in the patient's condition or a problem arises with equipment. Student (i.e. nursing) must report off to the patient's RN when leaving the dept. or at the end of the clinical day.
- **Infection Prevention Principles-** Student and instructor are to follow the organization's Infection Prevention policies with regards to standard precautions, hand washing, PPE, and transmission-based precautions.
- **Medications-** A student permitted to administer medications is to demonstrate safe medication practices. This includes knowledge of the six rights to medication administration, medication actions, safe dosage for adults, seniors and children, side effects and special considerations for administration. **Student is only permitted to administer those medications allowed by their scope of practice and in the presence of their Instructor/Preceptor. Student and Instructors must check in with primary nurse before administering any medications.** Unlicensed providers do not get access to the medication dispensing system, all medications will need to be removed by their preceptor or instructor.

Certified / licensed Instructor / Preceptor will check ALL medications prior to student administration. Select medications must be double checked by two licensed individuals prior to administration. This may include, but is

not limited to, the following medications; insulin, anticoagulants or any weight-based medications. ALL intravenous medications are to be prepared and administered under the direct supervision of a certified professional / licensed nurse. **A student may not administer Chemotherapy, IV push cardiac medications, neuromuscular blocking agents, epidurals, patient-controlled analgesia (PCA), or administer blood products.**

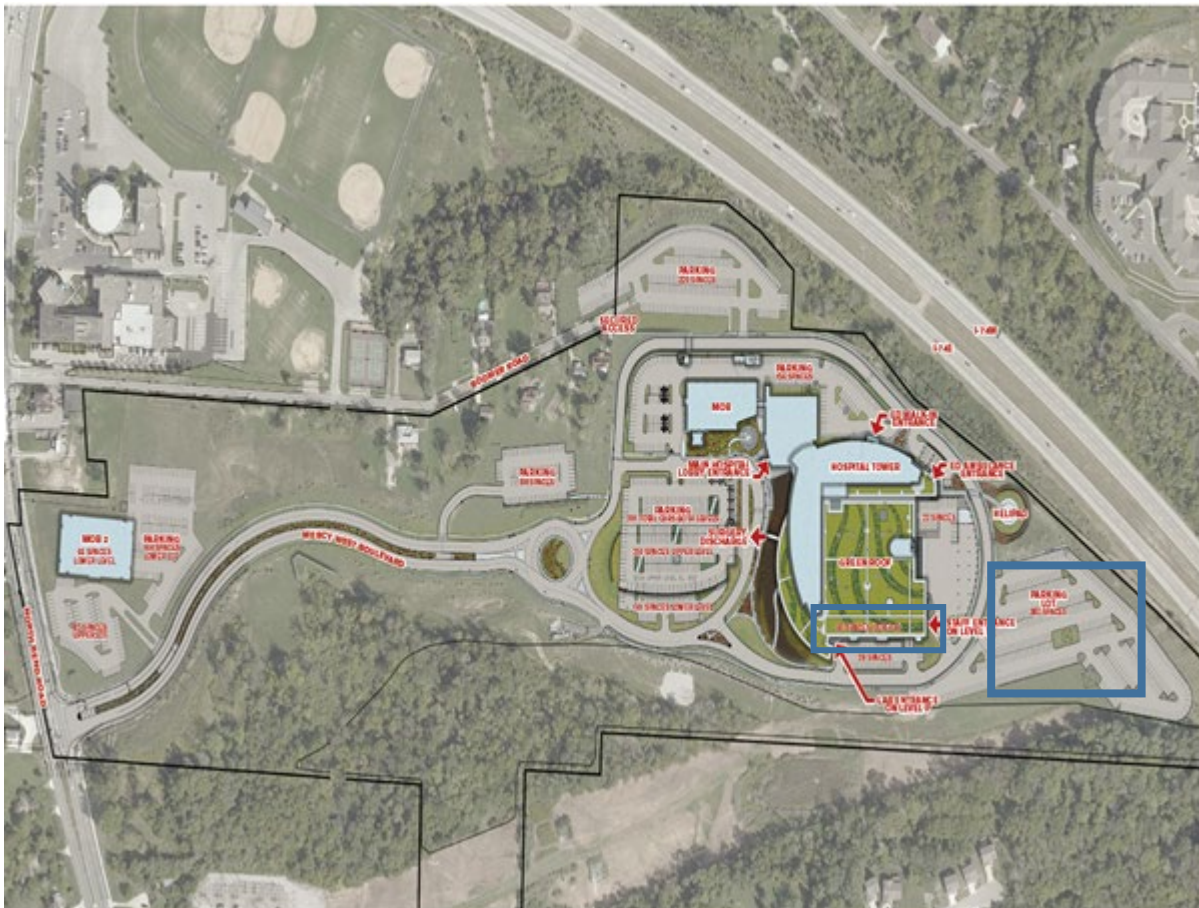
- **Clinical Skills/Procedures**-The Instructor/Preceptor must be present to supervise if the student has not attained clinical competency in a procedure. Instructor/Preceptor will provide guidance about which skills may be performed independently.
Student is to use two patient identifiers (Patient Name and Birth Date) when providing any clinical intervention.
- **Blood Glucose** – access is unable to be granted to instructors or students due to CLIA waived testing restrictions
- **Documentation**- Documentation must be reviewed by the Instructor/Preceptor prior to entry into the Electronic Medical Record (EMR). Student is to complete a computerized clinical documentation course in workday prior to documenting in the EMR. All entries are to be co-signed by Instructor/Preceptor. Only licensed employees can fill out and witness informed consents.
- **Physicians Order**-Student is not permitted to receive telephone or verbal orders. Transcription of orders is permitted only in an approved preceptorship or management course.
- **Personal Health Information**-Student may NOT copy/take identifiable patient health information or any part of the patient's EMR off the unit at the conclusion of their shift.
- **Cellphone Usage**- The usage of personal cell phones or headphones/listening devices in patient areas is prohibited for instructors and students. If a phone needs to be referenced, it should be in non-patients facing area.
- **Chain of Command**- Instructors and students must follow the chain of command for issues and safety events, including but not limited to patient's primary nurse, charge nurse, manager, and patient's primary physician if applicable. Report safety events and near misses through **Safecare** located on Central, please engage your chain of command to complete the report.
- **Injury on Duty**- If an injury occurs, inform instructor and designated site Nursing Leader, as appropriate, immediately. The instructor/student may need to report to the Emergency Room.
- **Non-English-Speaking Patients**- We are required to use a certified interpreter-translation services. Notify instructor/charge nurse if this is encountered.
- **Observation Experiences**- If able, verbal consent/approval should be obtained from the patient and department charge nurse to allow student observation. Please reach out to facility coordinator to determine site processes for arranging observations in Emergency Department, Operating Room, Birthing Center, Endoscopy, etc.
- **Instructors, employed by Mercy Health**- when at clinical as an instructor (employed by the school of nursing), must provide care as an instructor and not as an employee. Uniform should be in school attire and not Mercy Health uniform. The instructor may need to defer some aspects of care and decision-making to the patient's primary nurse.
- **Parking**: Mercy Health is not responsible for any damaged or stolen vehicles. Locking vehicles and placing valuables out of view will enhance security. ***There is no smoking, including Vapor and electronic devices, on any MH property including your vehicle parked in MH parking lots.***

Student Parking Rules

Jewish: Park in Kenwood Mall lot (blue), no pass needed, walk over as a group observing crosswalk rules.



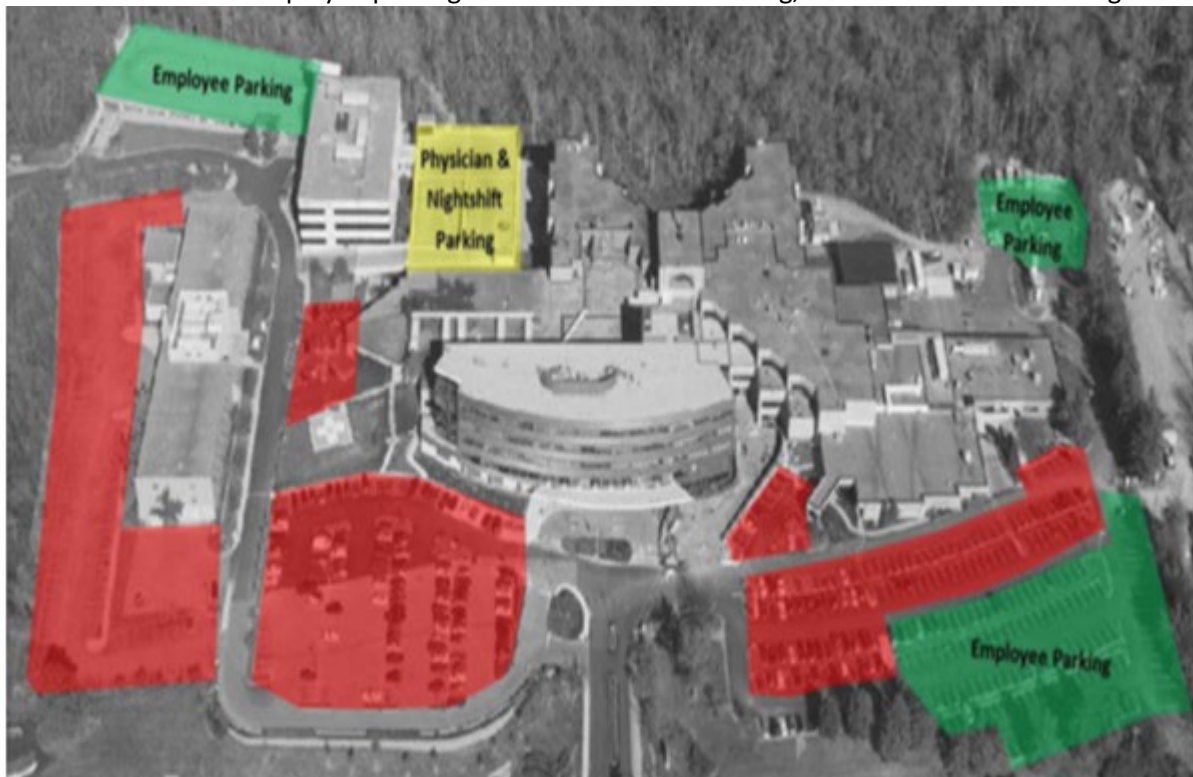
West: Park in employee lot during day shift (large square indicating location) or lower level of garage for night shift (small rectangle indicating location).



Fairfield: Park in dedicated employee parking areas near front of building row F and beyond. Avoid parking near dock area, badge access is required over there.



Anderson: Park in dedicated employee parking areas near front of building, avoid back lot due to badge access required.



Clermont: Park in dedicated employee parking areas near front of building.



Kings Mills: Park in green staff parking areas

**Kings Mills Hospital
Parking Map at
Opening**

Green = Associates,
vendors and support

Red = Patient, Visitor &
EMS only

Yellow = Entrances



Department Orientation Checklist

Nursing Instructor

Name: _____ School Name: _____

Employee: Yes No Returning Instructor: Yes No

Date of Initial Orientation: _____ Department/Site: _____

Directions: Each new nursing instructor receives a department orientation that is consistent, planned and supervised by unit designee. You should be introduced to your preceptor during your first few hours of shadowing experience.

The following list is to serve as a **guide** for you as you begin your department orientation. Check each item off this list as it is explained to you or discussed. This is the best time to ask questions and clarify issues which are of the most concern to you as a new instructor. No question is insignificant.

INSTRUCTOR AND STUDENT RESOURCES

- Health Collaborative Workforce Site: <https://workforce.healthcollab.org/students/clinical-placement-for-nursing-students/mercy-health/>
- Guidelines for Direct Patient Care

DEPARTMENT STRUCTURE

- Introductions to manager, charge nurse
- Who to go to with problems and concerns, chain of command.

DEPARTMENT DESCRIPTION

- Understand who are our customers- patients, students, and nurses
- Instructor and Student responsibilities and workflow
- Tour of the department

CLINICAL SCHEDULE

- My clinical rotation schedule dates- any exceptions noted
- Handling special requests- Shadowing in other departments

PERSONAL BELONGINGS

- Where to store personal belongings
- What is appropriate to wear and not to wear/appropriate footwear
- Name badge as part of uniform- How to sign in and out
- Omnicell access

COMMUNICATION

- Posting Daily Assignment expectations
 - Within 30 minutes of start of clinical day
 - Outlines all responsibilities for the students for the day, i.e. med passes, beds/baths, rounding
- Personal Phone Calls
- Who to contact when late or absent
- Report- beginning of shift and end of shift

CUSTOMER SERVICE/QUALITY IMPROVEMENT

- What do our customers expect from us
- Instructor and student’s role in improving quality- Unit specific

MANDATORY EDUCATION AND TRAINING

- BSMH Central
- Documentation-and why it is important. (Co-signature of student charting)
- Location of resource manuals:
 - _____ MSDS
 - _____ Infection Control
 - _____ Emergency Preparedness
 - _____ Department Policies and Procedures
- Infection Control (as appropriate for department)
 - _____ Location and use of personal protective equipment
 - _____ What to do in the event of a needlestick or exposure incident
 - _____ Department specific infection control policies & procedures
- Safety (as appropriate for department)
 - _____ Fire safety
 - _____ Hazardous materials
 - _____ Unit equipment
 - _____ Fall Prevention
 - _____ Back injury prevention- LIFT Equipment- Maxi Slides and Steady (Sara Steady)

The Unit designee and I have reviewed all the material on this checklist. I am aware of the resources, materials and people in my department and in my facility.

New Instructor Signature _____ Date _____

Unit Leadership / Facility Coordinator Signature _____ Date _____

