



## Department of Nursing Education, Innovation, and Professional Development

### Guidelines for Faculty of Affiliating Nursing Programs

Penn Health welcomes you to our facility. We are pleased that you have selected us for your clinical experience. In order to make the most of the experience for you and your students, please review the following information.

1. All instructors are expected to attend a Faculty Orientation provided by the Department of Nursing Development and Education at the beginning of the school year or prior to the clinical experience. This includes updates regarding new policies, equipment, and important initiatives. Information about the orientation will be sent to your Dean, Course Coordinator and clinical placement coordinator. If you are unable to attend the formal orientation, please contact the school of Nursing Liaison or site coordinator to set up an orientation. Our hope is to make a seamless transition for you as your students provide care in an excellent educational environment.
2. All students and instructors must abide by the hospital's immunization policy and provide documentation upon request for the following immunizations: rubella, chicken pox, measles, mumps, tuberculosis, hepatitis B, flu vaccine, routine immunizations and other vaccinations / immunizations the facility may require..
3. Instructors are responsible for reviewing the **Penn Health Student Nurse Orientation** booklet with each clinical group and for returning the completed HIPAA forms and Student Orientation attendance form to:
  - a. Cynthia Richardson, Department of Nursing Education, Innovation and Professional Development – HUP
  - b. Melisa Leighton, Nursing Education – PPMC
  - c. David O'Brien, Nursing Education – PAH
  - d. Christine Bossone, Home Care Hospice
4. All instructors new to a clinical unit or site are expected to:
  - a. Make arrangements with the Nurse Manager or designee to become acquainted with the assigned unit before clinicals start. A "shadow" experience is recommended
  - b. Complete HIPAA and safety training
5. Before each clinical experience, the instructor is expected to contact the Nurse Manager or designee regarding changes that have occurred on that unit since the previous clinical rotation.
6. Instructors and students must wear an HUP issued ID badge indicating their school, their title (e.g. Student nurse).
7. Course objectives and schedules are communicated to the Nurse Manager or designee of assigned clinical unit by instructor.
8. The instructor prepares assignments collaboratively with the Charge Nurse or designee.
9. Parking information is available on our website at **[www.pennhealth.com](http://www.pennhealth.com)**.

10. Instructors are expected to follow the dress code of the school.
11. Arrangements for classroom/conference room may be made with the Nurse Manager prior to the first clinical day.
12. Instructors are responsible for notifying the clinical area of student absences or changes in schedule.
13. ***Instructors are required to schedule “Electronic Medical Record” computer class (necessary for charting medications and accessing patient orders) for students and instructors by calling Leslie Byrd @ 215-615-063 or emailing [ISEducation@uphs.upenn.edu](mailto:ISEducation@uphs.upenn.edu)***
14. ***Instructors are required to demonstrate competence in using the glucometer by passing a quiz and performing a control test on the meter so they can supervise students and use their assigned id number.***