

**SUBJECT: Orientation for Faculty of
Affiliating Schools of Nursing**

PROCEDURE: NUR:II:3108P

DATE EFFECTIVE: 08/98

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I. PROCEDURE

Children's National Nursing Education and Professional Development (NEPD), conducts an orientation program for faculty of affiliating schools of nursing.

A. Responsibilities

1. Children's National NEPD Affiliate Education Coordinator will:

- a) Ensure the following documentation is complete prior to the faculty's orientation:
 - (1) Signed Interinstitutional Rotation Agreement between the school of nursing and Children's National.
 - (2) Documented evidence of professional liability insurance as required by the Interinstitutional Rotation Agreement.
 - (3) Written request from the school for group faculty-led student clinical rotations and individual senior practicum experiences.
 - (4) Learning objectives for expected clinical experiences.
 - (5) Health clearance statement for each faculty member and student participating in clinical experiences at Children's National. (See Policy 3115, 3116).
 - (6) Copy of the faculty member's DC license or letter of supervised practice.
 - (7) Verification of faculty's Registered Nurse licensure from appropriate State Board of Nursing.
 - (8) Copy of the faculty instructor's current curriculum vitae. Continuously returning faculty need to provide their curriculum vitae every two years.
 - (9) Documented evidence that the faculty member has pediatric clinical nursing experience within the year preceding role as pediatric nursing faculty.
 - (10) Copy of the faculty member's current CPR card.
- b) Maintain the affiliate schools of nursing faculty records and ensure compliance with Children's National NEPD education program requirements/prerequisites.

- c) Coordinate the faculty's centralized nursing orientation and unit-based orientation.
 - d) Notify the faculty instructor and the school of nursing when the Unit/Department/Service reported that the faculty instructor did not meet required competencies and request the school of nursing withdrawn the faculty instructor from Children's National.
2. Children's National Unit/Department/Service Director, Unit Manager or designee will:
- a) Coordinate the faculty's unit/clinic/service orientation.
 - (1) Ensure faculty who are new to Children's National receives a minimum of eight hours of unit/clinic/service orientation. The unit/department educators may at their discretion extend the orientation time requirement.
 - (2) Ensure returning faculty complete at least four hours of unit/clinic/service orientation.
 - (3) Children's National Medical Center employees who are new clinical faculty are not exempt from the orientation requirement.
 - (4) Inform the Nursing Affiliate Education Coordinator if a faculty instructor does not meet required competencies

B. Affiliate Faculty Orientation

1. All returning school faculty will receive updated centralized Children's National nursing orientation reference material each year at the beginning of the fall semester.
2. All new school and current nursing faculty will complete the annual update of Children's Knowledge Exchange (CHEX) orientation module and the Patient Care Management System "CERNER" web based training.
3. All new clinical faculty instructors must submit a copy of their current CV/ resume detailing recent nursing experience at or before orientation. Continuous returning faculty should provide updated copies of their CV at least every two years.
4. An electronic copy of the current course objectives and/ or syllabus should be supplied to Nursing Education and Professional Development prior to the start of the clinical rotation.
5. All new nursing faculty instructors will attend a four hour classroom central nursing orientation. Continuously returning faculty will complete classroom sessions every two year.

a) Content of the faculty's central orientation includes the following but not limited to:

- (1) Organizational mission & standard of excellence; ethics, organizational Structure; mission and vision (Hospital/Division of Nursing and Patient Services) Nursing Professional Practice Model
- (2) Medication administration safety and adverse reaction reporting
- (3) Faculty's Expectations
- (4) Management of students
- (5) Assigning patients, to students, supervision of students
- (6) Maintaining safety at the point of care
- (7) Communication, collaboration and coordination
- (8) Documentation expectations in CERNER
- (9) Introduction to Service Excellence
- (10) Math calculation exam
- (11) Medication and Treatment Policy for faculty and students
- (12) Content CHEX Modules and Orientation Handbook
- (13) Patient and Family Education
- (14) Tissue Implantation System Education Policy
- (15) Workplace Diversity
- (16) Age-Specific Care for Adolescents
- (17) Age-Specific Care for Adults
- (18) Age -Specific Care for Newborns
- (19) Age-Specific Care for Infants
- (20) Age-Specific Care for Preschoolers
- (21) Age-Specific Care for School-Age Children
- (22) Age-Specific Care for Toddlers
- (23) Child Abuse and Neglect
- (24) Domestic Violence
- (25) CNMC - Care of the Solid Organ Transplant Patient
- (26) Bloodborne Pathogens
- (27) Disasters and Emergency Management
- (28) Infectious Waste and Decontamination
- (29) Latex Allergy

- (30) Pain Mgmt: Assessment of Pain
 - (31) Pain Mgmt: Non-Pharmacological Therapies in the Management of Pediatric Pain
 - (32) Pediatric Restraint and Seclusion
 - (33) The Joint Commission's National Patient Safety Goals
 - (34) Tuberculosis
 - (35) Back Safety and Musculoskeletal Disorders
 - (36) Principles of Patient Identification at CNMC
 - (37) USP 797, Sterile Compounding, and Aseptic Technique
 - (38) Electrical Safety
 - (39) Caring for a Child with a Tracheostomy
 - (40) Hazardous Chemicals
 - (41) Code Purple
 - (42) CNMC - Anti-Coagulation
- b) Affiliate faculty must obtain a score of 84% or higher on the Medication Calculation Exam.
- (1) Faculty members who do not achieve a score of 84% or higher are offered individualized remediation from the Affiliate Education Coordinator.
 - (2) Following remediation, the faculty member is provided a second Medication Calculation Exam. Should the faculty member fail to achieve a score of 84% or higher on the second Medication Calculation exam, the School of Nursing will be contacted for appropriate action.

C. Required Logistics

1. ID Badge and Parking

- a) Faculty instructors are required to wear a temporary Children's National ID badge whenever present on the CNMC campus for clinical and related experiences. Temporary ID badges are obtained from the hospital Parking Office.
- b) Faculty instructors are responsible for arranging schedule for student badges and parking logistics. Parking request forms will be obtained from the Nursing Education and Professional Development (NEPD). A signed parking request form from NEPD is necessary to process the ID badges that provide hospital access.
- c) Faculty and students must park in parking areas designated by hospital security and signage. On-site parking may be negotiated in the parking office for off-shifts, weekends and holidays.

2. Clinical Management Access System

a) Access

- (1) The Affiliate Education Coordinator will provide access codes for “CERNER” web-based training and CHEX to faculty, to senior nursing practicum and graduate students, or to the respective affiliate’s coordinator depending on the schools policy.
- (2) The support staff for orientation of affiliate schools will input names of faculty/students in CHEX, and e-works to obtain CERNER pass codes.

b) Affiliate Nursing Schools Faculty (new and not in system)

- (1) The faculty instructor will take the web-based training (WBT) on the Children’s National internet.
- (2) The faculty instructor will take the RN assessment test in CHEX.
- (3) The faculty instructor will have completed the WBT and successfully passed the CHEX exam to secure a login.

c) Affiliate Nursing Schools Faculty-Led Students

- (1) Upon discretion of the nursing faculty:
 - The nursing student will take the WBT on the Children’s National internet.
 - The nursing student will take a written exam provided by the faculty instructor
 - The nursing student must successfully pass the exam
 - When the nursing student is on rotation at Children’s, the documentation will be completed with the faculty instructor login and guidance.
- (2) The nursing instructor will verify that documentation entered by a nursing student is signed off and complete the section named “Documentation Review” on all PowerForms. In I-view they will use the comment section to state they reviewed the documentation.

II. REVIEW OR REVISION DATE

Original: 8/98

Reviewed: 3/00

Reviewed: 4/01

Reviewed: 10/01

Revised: 8/04

Revised: 6/09

Revised: 02/12

III. REFERENCES

3114 Orientation for Faculty of Affiliating Schools of Nursing Policy

Joint Commission on Accreditation for Healthcare Organizations, Hospital Accreditation Standards 2012

Benner, P. From Novice to Expert: Excellence and Power in Clinical Nursing Practice. Menlo Park, Addison-Wesley Publishing Company. 1984.

Kelly, K. Nursing Staff Development-Current Competence, Future Focus. Philadelphia, J.B. Lippincott Company.1992.