

FACULTY OVERVIEW AND DIRECTIVES FOR NURSING STUDENTS

Dear Program Director/Faculty of College/School Affiliating at MMC:

Following are guidelines/directives to facilitate processes involved with student clinical experiences at MMC. Please refer to the directions attached to all forms/calendars, etc.

Orientation Requirements:

- Orientation to MMC New faculty must have a walk-through orientation and unit specific orientation. Faculty is to contact the unit director to arrange for a preceptor. New faculty may tour MMC with one of the experienced faculty.
- Self-Learn Safety Module and Quiz and HIPAA quiz Faculty are to review all information on the Safety test found on the web (www.mercynurse.com). The faculty member will collect the Safety Test from the students to place in their file. The student will access the Safety Test to print on the web. The student needs to pass with 84% competency (can miss up to 4 questions). The new HIPAA material and quiz is available for the student to print off and take and provide you with a copy for their files.
- Confidentiality Statement/Signed Affidavit of completion of orientation requirements Faculty are to give a unit specific orientation to their students highlighting information regarding student roles. Student Orientation Unit Specific Competency can be assessed through web (www.mercynurse.com). A signed Affidavit will then be sent back to Mercy Medical Center addressed to

the attention of Steve Baker, administrative shift manager. This will be your verification that all students have signed Confidentiality Statements, completed healthwork requirements, completed the Safety Test, read the Ethical Religious Directives and Mission/Value statements and completed the HIPAA quiz.

- Computer access For the student to be able to document electronically. MMC needs to have a list of the students that will be participating in a clinical rotation. The list must contain the students full name with middle initial, last four digits of their social security number and start and stop dates. Each student needs to read and sign the Code of Ethics form. An original was provided to the Dean/Nursing Director of the program. All the above information must be sent to Steve Baker, administrative shift manager, prior to the students access password for the computer. Computer demonstrations are available for the faculty by contacting Amy Gerber at 330-489-1111, ext. 3939.

Clinical Requests:

Clinical Request Forms will be available on the web (www.mercynurse.com) and are to be submitted to steve.baker@cantonmercy.org by May 30 for September – December, clinicals and by September 30 for January – August clinicals. Clinical requests cannot be guaranteed if the requests are not submitted by the time frame indicated. You may also send an e-mail for the request but you must indicate: unit requested, number of students, level of students, start date, stop date, time and any exception dates.

Preceptorship Programs:

Dates for preceptorship requests can be sent through an e-mail to Steve Baker. Please include qualifications. Fliers containing all pertinent information potential preceptors need to know can be submitted. These will be copied and distributed to the participating units by the coordinator, so they can be posted to better advertise and recruit. Sign-up sheets for those eligible and willing to be preceptors will be attached. Decisions regarding communication protocol between faculty, managers, preceptors and the coordinator will be on an individual basis as determined by the involved program director and coordinator. We will do our best to assist in providing this very worthwhile experience. Preceptorship placements will be contingent upon availability of volunteer preceptors and units. All students precepting must meet the above requirements as well as those following.

Unit Specific Calendars and Information:

Unit calendars denoting student assignments will be sent to the managers by Steve Baker approximately 2 weeks prior to student experience. Faculty are to submit goals, objectives and other pertinent information to the managers, prior to clinical experience.

Lockers:

Faculty are to assign lockers to all students. Please keep a record of the locker numbers assigned to specific students. Students must use lockers unless given permission by a nurse manager to use a unit facility. Each program has a block of lockers assigned to them. The coordinators or directors of the schools will maintain the locker numbers and combinations and share this information with their faculty as

indicated. A master list of locker numbers assigned to various schools and locker combinations will be maintained by Steve Baker (330-489-1023).

Contracts:

Contracts will be distributed yearly to the programs for review and re-signing. Please keep Therese Esmont informed of the person(s) responsible for reviewing and signing the contract for your facility. If you have any questions, etc., contact Therese Esmont (330-489-1011).

Health Care Requirements:

A Verification of Faculty and Student Compliance with the Health Care Requirements of Mercy Medical Center form is to be completed and returned to Steve Baker, administrative shift manager, prior to clinical experiences yearly.

Faculty Evaluations of Student Learning Environment:

Faculty, please complete Faculty Evaluations of Student Learning Environment twice per year for each unit utilized, January through August and July through December. Submit to Steve Baker, administrative shift manager. As this information is tabulated, the coordinator will act on it and share this information with you as appropriate.

ID Badges:

ID badges must be obtained and worn by all faculty and students while attending clinical assignments at MMC. MMC ID badges will allow access to restricted and controlled areas. They are not to be used by anyone other than the person the ID

badge has been assigned to. The badge identifies the holder. Abuse of this privilege may result in termination of clinical experience privileges. To initiate the issuance of ID badges, yellow access control cards will be included with the student and faculty orientation information that is sent to your facility. They are also available from MMC's Security Department. All information applicable must be completed by students and faculty. Faculty are to submit the cards and list of students to Security at least one week prior to beginning clinical experience. This will allow preparation time. One week after submitting the cards and list, Security asks that you call them at (330) 489-1250 to assure availability of ID badges. It is the faculty's responsibility to insure students pick up these ID badges. This can be done individually or as a group. If done as a group, please call in advance. If the badge is not returned then the student will be charged a \$10.00 fee.

Fingerprinting/Background Checks:

Fingerprinting and background checks are required for any student performing Home Health Care visits unaccompanied by a Mercy Medical Center employee. (This primarily involves RN to BSN students). Faculty/Students need to call Security at (330) 489-1250 to make an appointment. Cost to the Students/Faculty at this time is \$39.00 for fingerprinting/criminal record checks. These take approximately 60 days to be processed and returned. Results must be received by us prior to clinical experience, so please schedule appointments accordingly.

Confidentiality Statement

All Mercy Nursing Students are required to sign and return a Confidentiality Statement. The text of this agreement is as follows:

I understand and agree that, in the performance of my duties in a clinical affiliation at Mercy Medical Center, I must hold medical information in confidence. I further understand that my intentional or involuntary failure to maintain the confidentiality and security of the Medical Center's medical records may result in my dismissal from the program and in possible legal action as may be imposed by State and Federal legislation which action might include possible fine or imprisonment.