

Faculty Expectations

I. Faculty Orientation - **New Faculty**

- Faculty, new to MercyOne as a clinical instructor, must contact the MercyOne Academic Affiliation Coordinator four weeks in advance of their first clinical day.
- Faculty, new to a unit or department, must contact the site unit educator or manager for unit/department orientation a minimum of 2 weeks prior to the first day of clinical. This orientation must be documented on the Department Orientation Checklist and submitted to the MercyOne Academic Affiliations Coordinator.
- It is strongly suggested, that faculty new to a MercyOne site or department, make arrangements to complete a shadow experience prior to the first day of clinical.

Additional responsibilities for all faculty prior to the first day of clinical include:

- Review roles and responsibilities of faculty, students, and staff on the unit
- Overview of department and facility tour
- Become familiar with the documentation procedures at your site.
- Orient to Automated Medication Dispensing Unit (ADU, Pyxis, etc.) and obtain access code. (**Do not share your access code with your students, per policy**)
- Common equipment to become familiar with on the assigned unit includes: automatic blood pressure cuffs; pulse oximeter; tube feeding pumps; IV pumps, sequential compression devices, lift equipment, and other as applicable to the unit.
- Become familiar with the unit policy regarding students and blood transfusions and medication administration.
- Locate policies and procedures on the intranet.
- Be familiar with Emergency Response Policies and Procedures.
- Contact the unit educator or manager to verify start date, clinical times and number of students.
- **Review the specific FACILITY INFORMATION, on this website, for your designated site.**

II. Nursing Student Orientation/ Conferences

- The faculty member will be responsible for ensuring his/her students have completed the online orientation to MercyOne. Confirmation of the online orientation is documented by each student electronically on the student website.
- The faculty member will be responsible for orienting his/her students to the department **prior to or on the first clinical day**. The department orientation must be documented on the Department Orientation Checklist (located on the website for printing). This document must be returned **for each student and faculty member** to the MercyOne Academic Affiliations Coordinator within one week of the clinical start date **OR clinical may be terminated.**
- The faculty member will contact the Hospitality Department to secure meeting rooms.

III. Clinical Assignment

- Patient assignments must be posted and/or provided to the assigned unit contact person.
- Faculty is responsible for communicating student performance expectations with the unit/department prior to the student experience.
- A maximum of eight (8) students per instructor are allowed on a clinical unit or department unless otherwise negotiated with the site or department.

- Students will communicate with the primary licensed professional or preceptor (i.e. RN/LPN, therapist, etc.) assigned to the patient with which the student has contact regarding patient condition and plan of care. All patient care interventions should be negotiated between the primary licensed professional, the student, and faculty member/mentor. The primary licensed professional will retain responsibility for the patient even though one or more aspects of patient care will be provided by the student.

IV. Medication Administration

- Student will document all medications administered in the electronic medical record or on the Medication Administration Record (MAR) if applicable. The faculty member/mentor will cosign all medications.
- Oral medications (PO): Students will prepare oral medication utilizing the seven (7) Medication Rights: 1. Right patient, 2. Right dose, 3. Right medication, 4. Right route, 5. Right time, 6. Right documentation, 7. Right indication (if applicable).
- The faculty member/mentor will verify the oral medication against the Physician Orders. Once verified, the student will administer the oral medications utilizing two patient identifiers (per site policy). Once student is competent per faculty member/mentor assessment, the student will be able to administer oral medication to the patient without the faculty member/mentor being present (faculty member/mentor will still be present when medications are verified).
- Parenteral Medications: The faculty member/mentor is present at all times for the administration of IV, IM, SQ, and ID medications. Student will follow the seven rights and utilize two patient identifiers (per site policy).
- Automatic Dispensing Unit (ADU): Faculty members will be given access to the ADU if applicable. At the discretion of the site, unit manager, and the faculty member, students may be given limited access to the ADU (no narcotics) based on educational preparation and demonstrated competence which is verified by the faculty member.
- Students may set up and operate a PCA pump under direct supervision of the faculty member/mentor or primary RN. Students may not set up or operate any pump to be used for regional analgesic purposes. (ex. Epidural pump)

V. Supervision/Delegation

- Student participation is always supervised and directed by faculty or a mentor/preceptor and involves delegation and one or more aspects of supervision by qualified faculty or staff who are responsible for applying the following criteria:
 - a. Instructs students in the proper method/technique before providing any aspect of direct patient care and/or procedures in the clinical setting.
 - b. Delegates tasks that are commensurate with the educational preparation and demonstrated abilities of the person supervised. Some student experiences may require direct supervision depending on the students' demonstrated competency in the specific task or activity.
 - c. Provides direction and assistance to those supervised.
 - d. Observes and monitors the activities of those supervised.
 - e. Assures students safely perform care procedures according to the policies, procedures and standards of practice for MercyOne.
 - f. Evaluates the effectiveness of acts performed under supervision.
 - g. If staff or managers become concerned about student or faculty behavior/practice/patient safety the involved individual(s) may be informed that they no longer can be at MercyOne in their role of student or faculty. Every effort will be made to resolve issues to avoid such action yet MercyOne will not hesitate to exercise our rights to refuse access to our facility by particular students or faculty should their behavior/practice warrant such action.

- h. Faculty is responsible to model professional behavior and customer service
- VI. Documentation
- The faculty member or preceptor is responsible for verifying and co-signing all student charting.
 - The faculty member or preceptor will co-sign to approve or amend student documentation if not in agreement with the student's assessment. All variances of assessment data are discussed between the primary licensed professional, student, and faculty member/preceptor.
 - Documentation should follow the site/organization's procedures and policies.
- VII. Evaluation
- Following each clinical experience, instructors and students are required to provide a completed **Evaluation** (to be provided by MercyOne)
- VIII. SHADOW/ OBSERVATIONAL EXPERIENCES

The faculty member is responsible for arrangements of observational experiences outside of normal clinical experiences. Faculty will contact **unit leader** to discuss if an observational experience can be accommodated.

Please Note: Prior to the first day of clinical, any changes in a student/group clinical assignment must be communicated to Jennifer.Bigler@mercyhealth.com