

# VPH Clinical Instructor Orientation

Nursing Education and Professional Development



# Objectives

- Identify Orientation Requirements
- Discuss Group Placement Guidelines
- Identify Instructor Responsibilities
- Discuss Student Expectations
- Discuss Performance/Incidences Process



# Overhead Alerts

- Red Alert = Fire
- Yellow Alert = Prepare to activate Emergency Plan
- Orange Alert = Activate Emergency Plan
- Code Pink = Missing infant (younger than 12 months old)
- Code Purple = Missing child (ages 1 to 12 years)
- Code Walker Adolescent = Missing adolescent (ages 13 to 17)
- Code Walker Adult = Missing adult (17+)
- Code Silver = active shooter
- Code Green = Psychiatric Emergency at VPH
- Code Black = Bomb Threat
- Code Blue = Medical emergency at VPH



# Group Placements

- Placement reserved in TN Clinical Placement System
- Group of 6 students max (up to 18/semester)
- Assigned to one clinical area
  - Students should not rotate off unit
  - Few exceptions allowed



# Observational Experiences

**Students in clinical groups should not observe/shadow in areas outside of their assigned clinical unit**

Students in clinical groups may, however, follow an assigned patient along the continuum of care in an observational status when approved by the clinical instructor and the procedural contact person

Students should not accompany patients to ECT



# Observational Experiences

- All requests for Observation / Shadow Experiences are handled through VOE – Vanderbilt Observation Experiences ([voe@vumc.org](mailto:voe@vumc.org))
- Nursing students currently in clinical rotation are not eligible



# Thinking Point...

Student is assigned to a patient who is scheduled for an interventional radiology procedure and asks you if they can go with their patient. Which response is the most appropriate?

A: No, absolutely not. You are never allowed to leave this unit during your rotation

B: Yes, feel free to go with them. Have a wonderful experience!

**C: Let's see if we can make that work, I'll discuss with the shift leader on our unit and our contact in interventional radiology.**



# Instructor Orientation Requirements

- Experience in specialty area of clinical rotation
- Clinical Instructors **New** to VUMC:
  - 1 (one)– 8-hour shadowing shifts with a staff nurse
- Returning Clinical Instructors (to same unit):
  - Shadowing shift - as needed (none required)
- Returning Clinical Instructors (to new unit):
  - 1 (one)– 8-hour shadowing shifts with a staff nurse (if you have not taught on the unit > 12 months)



# Instructor Orientation Requirements

- VUMC Employees assigned unit other than home unit:
  - 1(one) – 8-hour shadowing shift with a staff nurse
  - Completion of instructor orientation
  
- VUMC Employees working on home unit:
  - Completion of instructor orientation



# Instructor Orientation Requirements

- Vanderbilt issued ID badge with school name
  - Indicating you are a visiting instructor
  - Applies to VUMC employees (should NOT wear their VUMC employee badge during rotations)



# Clinical Instructor Responsibilities

- Clinical instructor **MUST**:
  - Be present on unit
  - Determine student assignments in collaboration with the charge nurse, CSL, and/or delegate
  - Student will not complete documentation at VPH
  - Observe the student in performance of assessments and skills to assess performance



# Clinical Instructor Responsibilities

- Instructors and students will be on the floor ready to get report at the designated time
- Assignments will be documented on the assignment form by the clinical instructor and given to the Nursing Education Specialist
- Objectives and goals of the clinical experience should be communicated to the unit



# Nursing Student Assignment Sheet

[ugur.barut@vumc.org](mailto:ugur.barut@vumc.org)

VANDERBILT UNIVERSITY  
MEDICAL CENTER  
VPH NURSING STUDENT ASSIGNMENT SHEET

School:	
Date/Time:	
Instructor:	
Contact Information:	

Student Name	Patient Room Number

Comments:

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# Educational Guidance

- Instructor / Student will receive a handover communication from the assigned nurse
- Student performs care under the supervision of the Clinical Instructor
- Before leaving the clinical area, the student will provide any necessary handover communication to the assigned nurse



# Friendly Reminders

- Please do not hold pre and/or post conference in public areas or employee break areas.
- Please be cognizant of congregating and/or clustering on the units especially at the nurses' station
- Please do not contact the unit or unit leadership for questions about Student Placement.
  - Use [student.placement@vumc.org](mailto:student.placement@vumc.org) for all Student Placement inquiries



# Student Expectations

- Dress Code in the Clinical Setting:
  - Students will arrive in the clinical area with a school badge on their scrubs
  - Injuries incurred that require support (i.e casts, boots, crutches etc.) are outside of the dress code policy, and clinical rotations must be paused in this instance
  - Hair should be worn in such a manner it does not come into contact with patients or visitors
  - Artificial nails, perfume/cologne or open-toed shoes are not permitted
  - No revealing attire, bandanas or hats are permitted
  - Visible body piercings are restricted to the ears
  - Visible tattoos must be concealed





# Student Expectations

- Student ID Badges
  - Vanderbilt ID badges must be visible above the waist and worn at all times
- Students are not to independently transport any patient
- Students are not to independently transport monitored and/or unstable patients at any time

Policy # CL 30-03.05 – Transport of Patients



## ID Badges Photos

- Once you have created a valid VUMC ID, and have waited 2 hours for it to process, you may follow the steps below to upload a “selfie” for your badge photo.
- **Go To:** <https://hr.vumc.org/cardservices/photos>
  - Enter Vanderbilt VUMC (**all lower case**)
  - Enter Password
  - Select “Submit ID Photo” from the menu
- Make sure the photo follows the proceeding specifications **For Instructors/Students who do not have a school issued badge with their photo included on it**



## ID Badges

- **The Photo Must:**
  - Be in color
  - Clearly identify YOU from head to shoulders only
  - Have no noticeable reflections or glares, especially from glasses
  - Have a solid white or off-white background
  - Have normal contrast and lighting
- **You Must:**
  - Be the only person in your photo
  - Face forward, looking directly into the camera (no side profiles)
  - Have no red eye
  - Have nothing touching your face such as hands, props or other distractions
  - Not make any gestures or inappropriate facial expressions
  - Not wear a hat or sunglasses
  - Not wear jewelry or garments that obstruct the view of your face
  - Look happy!

**If the photo DOES NOT meet these requirements- it will not be accepted**



# Thinking Point...

One of your students comes to clinical with only their school student ID badge and a VUMC t-shirt. They state, “I forgot my badge at home, but the staff nurse told me I could wear this shirt.” The best response is:

**A: “You are not allowed to be in clinical out of appropriate dress code and without a VUMC ID badge”**

B: “Go home for the day- you haven’t met the appropriate requirements”

C: “As long as you have your school ID badge you will be good”

D: “Dress code specifies that you must be in your school uniform with your school ID badge”



# Parking

- Prior to the 1<sup>st</sup> day of clinical, all students and faculty will need to visit parking services to arrange parking
- All clinical faculty and students have to pay to park
- Please bring the following required items:
  - VUMC ID Badge
  - Vehicle Registration
  - Method of Payment

Parking Permit Office  
22nd Ave East Garage, G Level  
Nashville, TN 37232  
PH: 615-936-1215 Option 3 

# Student Expectations

- Social Media Policy – *OP 10.10-30*
  - Communications through personal media during clinical time is prohibited (Facebook, Twitter, personal phone calls, texting etc.)
  - Personal phone calls should not be taken in the clinical area
  - Students who need to provide their families with emergency numbers should provide them with the unit number
  - Pictures should not be taken in any clinical area



# Thinking Point...

You have a student that claims they are using their cell phone to look up medications while in a patient room. Which of the following is NOT true?

- A: Per VUMC policy, you are allowed to utilize your phone to look up information
- B: Per VUMC policy, you are not allowed to communicate via social media during clinical time or in clinical care areas
- C: It is ideal to avoid using a personal cell phone in patient care areas due to perception from patients of lack of quality care
- D: No cell phones are allowed in patient care areas**



# Performance Feedback

- Rounding on units
  - Completed by Student Placement Team
  - Done throughout the semester
  - Instructors / Students / Staff
- Questions or Issues to:
  - [student.placement@vumc.org](mailto:student.placement@vumc.org)





# Chain of Inquiry

Conflict resolution is best done with immediate feedback in the moment. If, however, practice or concerns are beyond immediate resolution between 2 or more individuals, please follow the below steps for follow-up

## **STUDENT HAS A CONCERN**

- Student TO Clinical Instructor
- Clinical Instructor TO School Coordinator
- School Coordinator TO [student.placement@vumc.org](mailto:student.placement@vumc.org)
- Associate Program Manager will elevate to entity-specific lead
- Lead will communicate with unit leadership

## **UNIT STAFF HAS A CONCERN**

- Unit Staff TO Unit Leadership
- Unit leadership TO Student Placement Lead
- Student Placement Lead TO School Coordinator
- School Coordinator TO Clinical Instructor
- Clinical Instructor TO Student



# Chain of Inquiry

- **Please do not contact unit educators or managers regarding questions**
- Students should never speak with anyone except their school coordinator/instructor about their concerns and then those can be communicated to student placement via the school coordinator
- Student placement will communicate with unit educators/managers



# Occurrences / Incidences

- Faculty / Instructor Performance Issue
  - Unit educator/manager will report to NEPD (Student Placement) via phone/email; Lead will report to school coordinator and request school coordinator respond with an action plan
  - Depending on the severity of the performance issue, student placement lead may request removal from clinical site
  
- Student Performance Issue
  - Faculty / instructor will address per school policy



# Personal Injury

- Complete TN 1<sup>st</sup> Report of Work Injury via Veritas
- Report to Adult ED for emergency care
- Report to personal PCP or School's student health department





**Questions? Contact Student Placement @**

**[student.placement@vumc.org](mailto:student.placement@vumc.org)**

