

Dear Instructors,

We welcome and value the student's presence at our facilities. We look forward to an educational and collaborative semester. New instructors may contact the nursing school coordinator for a personalized orientation to our facility.

Required Paperwork:

Instructors must forward a schedule of their students that includes name, home phone number, unit assigned and out-rotations to the coordinator. Please forward a preceptor schedule of the student and the preceptor to the coordinator.

Daily student assignments will be kept on the unit they are working. Instructors will converse with the unit manager for specific placement of the daily schedule.

The student orientation packet will be completed the first day of clinical orientation. The confidentiality sheet and Orientation Checklist will be signed and turned in the first day of clinical. Students will need to receive student barcodes to use the Accu-Chek machine. All necessary paperwork is located on the website. Barcodes will be issued after paperwork is returned. Barcodes are to be returned each semester.

Medications and Documentation

Students must first administer medications with their instructor. Once they are deemed "safe", they may administer medications with their resource RN. At times the resource RN may be too busy to administer medications with students. In that case you may be called upon to give medications with the student.

It is imperative that ALL medications given by students are co-signed by an RN. Please review your student's documentation regularly to verify the completeness and accuracy. If you have difficulty with EMR review, please contact the Nursing School Coordinator.

Preceptorships

You may contact nurses to precept, but you need to confirm all preceptorships with the educator prior to start. Forward a master schedule to the coordinator. Preceptorships in the ICU or ED may require additional computer access. Please contact the coordinator for additional access.

Thank you. I look forward to having your staff and students at our facilities.

Nursing School Coordinator
Samantha Wilson, MSN RN CCRN
Critical Care Clinical Nurse Educator
Santa Rosa Memorial Hospital
samantha.wilson@providence.org