These guidelines are based on the Standardization of Orientation developed by the San Diego Nursing Service-Education Consortium (SDNSE) and Palomar Health procedures.

1. At least two weeks prior to the beginning of a clinical rotation, complete the Student Orientation Record (available on the Academics at Palomar Health Nursing Student Resources webpage) and send electronically along with course objectives to Academics@palomarhealth.org. Note: Instructors and students must always use their full legal names on all Palomar Health forms including student orientation records, when taking on-line orientation courses, on ID badges, when requesting a background check, when charting, etc.

2. Online Orientation to Palomar Health
   Instructors and students go to pphol.org - create an account using the full legal name and complete the entire “Nursing Student Orientation Course” module which includes Code of Conduct, Confidentiality, and HIPAA requirements. Students (and instructors) performing point of care testing (POCT) for blood glucose must also complete “Accu-Chek Meter Competency.” Students (and instructors) assigned to Palomar Medical Center must also complete “Acute Care VersaCare Air Bed.” Students (and instructors) assigned to Acute care areas must also complete the “Monitoring EtCO2 During Opioid Delivery” module. The Academics mailbox receives automatic e-mail notification of completion. Palomar Health Organizational Learning modules must be completed at least once per Academic Year (August-July).

3. All Instructors new to Palomar Health (or returning after more than 12 months) must attend Palomar Health Nursing Services Orientation (NSO). NSO is generally offered twice per month and ensures Instructors are up to date on Palomar Health policies, procedures, documentation requirements, and equipment use. Instructor Orientation forms will be completed during NSO and returned to Academics before clinical rotation begins. See Academics at Palomar Health Nursing Student Resources webpage for current dates and times Nursing Services Orientation (NSO) Schedule will be offered. Contact Academics@palomarhealth.org to reserve seat(s) as needed based on clinical rotation site.

4. Instructor Orientation is to be completed prior to the beginning of each rotation.
   a. Review Supervision and Processing of Nursing Students on the Academics at Palomar Health Nursing Student Resources webpage. This procedure provides information on student presence at Palomar Health facilities.
   b. Instructor Orientation to Palomar Health Procedures lists procedures to be viewed in Lucidoc. Instructor is to initial next to each Palomar Health procedure reviewed. Sign the form and send to Academics@palomarhealth.org before assigned rotation begins.
      i. Mosby Nursing Skills is to be utilized as the primary reference when performing bedside procedures.
      ii. Lucidoc is the on-line resource of Palomar Health-specific procedures and can be found through a link on the Intranet website under Clinical Applications. Review the procedures that apply to your clinical area. Both instructors and students are expected to review a nursing skill or procedure prior to performing for the first time.
5. **EHR Training Domain**
   Access to Palomar Health’s online training domain for Clarity (Palomar Health’s Electronic Health Record application) is available by going to: https://citrixweb.palomarhealth.org, opening the “Training folder,” selecting the “T163A folder,” and choosing the application.

6. **Palomar Health ID Numbers**
   Student and Instructor ID numbers are issued within 5 working days after the pphol.org “Nursing Student Orientation Course” and Security Check (per consortium policies) have been completed. Review these Consortium policies on the website http://sdnsec.org/.
   a. Each student must arrange for the required check through the American Data Bank Website: www.sdnsebackground.com

7. **Palomar Health Identification (ID) Badges**
   Upon completion of the above requirements student ID numbers are assigned and sent to the instructor in an encrypted e-mail. Follow instructions contained in Secure Email Exchange with Palomar Health on the Academics at Palomar Health Nursing Student Resources webpage to set up an e-mail account to receive these encrypted e-mails. All instructors and students on campus are required to wear their Palomar Health ID badges at all times. Palomar Health ID badges are obtained from the Palomar Health Security department. **Instructors are responsible for returning student ID badges to Security at the end of each clinical rotation.**
   a. Security at the Palomar Health Downtown Campus (PHDC) is located at the entrance to the parking garage facing E. Valley Parkway.
   b. Security at Palomar Medical Center is located on the 1st floor, near the ED waiting room.
   c. Security at Pomerado Hospital/ Villa Pomerado is located on the 2nd floor of the hospital, by the Lab.
   d. Note: The student’s ID number will be bar coded onto the ID badge and will be used in electronic health record (EHR) charting (the student ID number = password, then student will be required to set a new password upon login), barcode administration of medications, to perform an Accu-Chek, and to obtain patient specimens. **Student ID numbers are kept on file in the Security office.**

8. **Parking Information**
   a. **Palomar Medical Center (PMC)** students and instructors may park free of charge in spaces allocated for employees, outlined in yellow, or they may utilize the North County Transit District BREEZE Bus Route 353 which is free of charge as long as the Palomar Health ID badge is worn (see www.GoNCTD.com for times and locations).
   b. **Palomar Health Downtown Campus (PHDC)** students and instructors may park free of charge in any lot not designated for patient or visitor use to include the parking garage and the lot across the street from the main entrance. In addition, the North County Transit District BREEZE Bus Route 353 may be used. This is free of charge as long as the Palomar Health ID badge is worn (see www.GoNCTD.com for times and locations).
   c. **Pomerado Hospital and Villa Pomerado** students and instructors may park on the 3rd floor parking structure, free of charge, located behind the Pomerado Outpatient Pavilion (POP). Turn right toward the Emergency Department when entering the hospital campus from Pomerado Road and follow road into the parking structure. Park on the 3rd or 4th levels.
9. **Forms to use while on the Unit with students**
   a. *Facility-Specific Student Orientation by Instructor* is to be filled out the first day students are on their assigned units (one per group) and sent to Academics@palomarhealth.org.
   b. *Nursing Student Assignments Form* is available on the Academics at Palomar Health Nursing Student Resources webpage: fill out completely and post in area designated by unit charge nurse; remove at the end of the clinical shift.
   c. *Float Log for Nursing Student Groups* is available on the Academics at Palomar Health Nursing Student Resources webpage: use this form to track the dates that each student is floated to one of your student’s group assigned unit. Once rotation is complete, return to Academics@palomarhealth.org.

10. **Medication Administration**
    a. *PYXIS* is used at Palomar Health acute care facilities for medication administration. The PYXIS machine has a tutorial available. PYXIS passwords will be issued by Pharmacy to instructors after receiving the PYXIS MEDSTATION Confidentiality Agreement, completed during NSO. Only instructors (not unlicensed students) will be granted access to PYXIS. The Pharmacy Department will activate instructor access to PYXIS for the assigned unit(s). In the event of a change in unit or facility in the current or subsequent semester, access will need to be updated using this form. Contact Pharmacy directly for any difficulty accessing PYXIS. **Students must be directly supervised by the instructor** or an RN during the entire process of obtaining medications from PYXIS, and are not to use any one else’s ID information.
    b. Students must discuss medication administration with the patient’s primary nurse prior to dispensing any medicinal preparations.

11. **Blood glucose Point of Care Testing (POCT) at all Palomar Health facilities** (Palomar Health uses the Accu-Chek machine)
    a. *Accu-Chek Glucose Monitoring*: Instructors and students must complete the pphol.org module at least once per academic year.
    b. *Accu-Chek Inform System Skills Checklist* (see Academics at Palomar Health Nursing Student Resources webpage) completion is required for instructors and students using Accu-Chek. Instructor must print student’s name, ID, School, Instructor E-mail, and last day of class on the bottom of the checklist. Instructors sign the sheet validating the student’s competency. The lab will not accept an unsigned form. **Completed forms are turned in to the Laboratory at any of the three acute care facilities, attention: POCT Supervisor, prior to each class rotation.**
    c. *Quality Control*: Students and Instructors must complete an Accu-Chek quality control (both levels) each semester (whether QC is due or not) or they will be locked out of the Accu-Chek machine.
    d. For Accu-Chek concerns contact the Lab POCT Supervisor: Debbie.Mason@palomarhealth.org; (760)739-2633.

12. **IV Pumps**: Palomar Health uses Alaris pumps and the Alaris capnography monitoring for PCA patients. Utilization of these pumps and accessory equipment is reviewed with the instructor by the CNS/Educator for each unit.
13. **National Patient Safety Goals and Core Measures/Best Practice Guidelines:** Palomar Health has specific systems and procedures in place to follow the National Patient Safety Goals which provide evidence-based best practice guidelines for our patients. These include MI, HF, Pneumonia, Hip and Knee, Stroke, Diabetes, VTE, SCIP, and CABG. Students should be familiar with these Joint Commission Guidelines.
   a. See [http://www.jointcommission.org/standards_information/npsgs.aspx](http://www.jointcommission.org/standards_information/npsgs.aspx)
   b. See [http://www.iqh.org/index.php](http://www.iqh.org/index.php) to print Core Measures Help booklet, if desired

14. **Standards of Care**
   Review the Standards of Care in Lucidoc for your patient population (i.e. Adult Inpatient, Birth Center, etc).

15. **Documentation**
   “Clarity” is Palomar Health’s electronic charting system. Training on the use of this system will be provided for instructors as part of NSO. **Instructors are then responsible for training their students.** Clarity Training modules are on the [Palomar Health Intranet](http://www.jointcommission.org). Clarity ID # is the same as the Palomar Health assigned ID number. Access/password problems should be called to the IT HELP desk. Dial H-E-L-P (x4357; direct line: 858-675-4357) from any hospital phone for assistance.

16. **Resources for Instructors and Students:** Encourage students to use the on-line resources available through Palomar Health rather than bring books and paper references; storage and locker space is extremely limited at all facilities. To access these references go to the Internet Explorer icon which brings up the Palomar Health home page. On left hand side click “Clinical Applications.” There you will find connections to:
   a. **Lucidoc** - the Palomar Health specific procedures
   b. **Clarity Job Aides** – how to use Clarity
   c. **Covidian video for EtCO2**
   d. **Krames On Demand** – patient education handouts for disease information and follow-up care (available in several languages)
   e. **Micromedex** – drug information
   f. **Mosby Nursing Consult** – access textbooks, journals
   g. **Mosby Nursing Skills** – on-line nursing skills and videos
   h. **National Patient Safety Goals**
   i. **Nurse IV Drug Handbooks**
   j. **Nutrition Care Manual**
   k. **Physician Order Sets** (examples of what is online in Clarity)
   l. **Up to Date** – information on broad topics in medicine and nursing

17. **Safety**
   a. Students are not to be assigned to a patient with behavioral restraints.
   b. Material Safety Data Sheets (MSDS) information can be obtained via phone number on unit phones.