These guidelines are based on the Standardization of Orientation developed by the San Diego Nursing Service-Education Consortium 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@pph.org.

Note: Instructors and students must always use their full legal names at Palomar Health 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 their full legal name and complete the entire “Nursing Student Orientation Course” module which includes Code of Conduct, Confidentiality, and HIPAA requirements. The Academics mailbox receives automatic e-mail notification of completion. Students (and instructors) performing point of care (POCT) blood glucose testing must also complete the “Accu-Chek Meter Competency.” Palomar Health Organizational Learning modules must be completed at least once per Academic Year (August-July).

3. Any new to Palomar Health Instructor (or anyone returning after more than 12 months) must attend Palomar Health Nursing Services Orientation (NSO) offered twice per month in order to ensure currency with Palomar Health policies and procedures, documentation, and equipment. Instructor Orientation forms will be completed during Nursing Services Orientation and returned to Academics before clinical rotation begins. In addition, all instructors bringing students at the new Palomar Medical Center must attend one 8-hour tour and orientation to this facility. See Academics at Palomar Health Nursing Student Resources webpage for current dates and times that Nursing Services Orientation (NSO) Schedule and New PMC Tour and Orientation Classes for Instructors will be offered. Contact Academics@pph.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 that students and instructors must adhere to.

   b. Instructor Orientation Record (on the Academics at Palomar Health Nursing Student Resources webpage) must be filled out, signed, and sent electronically to Academics@pph.org at least two weeks before assigned rotation begins.

   c. Instructor Orientation to Palomar Health Procedures lists initial procedures to be viewed in Lucidoc. Instructors are to place their initials by each Palomar Health procedure reviewed. Sign and send to Academics@pph.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 (both are 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 it for the first time at Palomar Health.
5. **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

6. **Palomar Health Identification (ID) Badges**
   When the above requirements are fulfilled 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. **Each Instructor is responsible to return students’ ID badges to Security at the end of each clinical rotation.**
   a. Security at the Palomar Health Downtown Campus is located at the entrance to the parking garage facing E. Valley Parkway. Students and instructors assigned to the new Palomar Medical Center will need to obtain ID badges at the Downtown Campus.
   b. Security at Pomerado Hospital/ Villa Pomerado is located on the 2nd floor, near the Lab.
   c. Note: The student’s ID number will be bar coded onto their ID badge and will be used in electronic health record (EHR) charting (when set up, student ID number = password, then is required to be changed 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.**

7. **Parking Information**
   a. **Palomar Medical Center** 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). **Shuttle service from the California Center for the Arts in Escondido is no longer available.**
   b. **Palomar Health Downtown Campus** 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. **Note: shuttle service from the Escondido Center for the Arts is no longer available.** 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, which is located behind the Pomerado Outpatient Pavilion (POP). Turn right toward the Emergency Department when entering the hospital campus from Pomerado Road and follow this into the parking structure.
   d. **Palomar Continuing Care Center (PCCC)** students and instructors will need to park on the street. Please leave the spaces in the small lot for family and visitors.
8. 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@pph.org.
   b. **Nursing Student Assignments Form** is available on the Academics at Palomar Health Nursing Student Resources webpage: Fill out completely and post in nursing station or area designated by unit charge nurse (new PMC), each shift and remove when leaving the unit at the end of the clinical shift.

9. 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 your **PYXIS MEDSTATION Confidentiality Agreement** completed during NSO. Only instructors (not unlicensed students) will be granted access to PYXIS. The Pharmacy Department will activate your access for PYXIS specific to your assigned unit(s). If you change your unit or facility in another semester, you will need to be updated. Contact Pharmacy if you are having 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.

10. Documentation
    a. “**Clarity**” is Palomar Health’s electronic charting system. Training on the use of this system will be provided for instructors as part of Nursing Services Orientation. **Instructors are then responsible for training their students.** Clarity Training modules are on the Palomar Health Intranet for your use. Your Clarity ID # is the same as your Palomar Health assigned ID number. Access/password problems should be called to the IT HELP desk. Dial H-E-L-P (x4357; direct line: 858-613-4357) from any hospital phone for assistance.

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) 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 to the attention of the POCT Supervisor prior to each class rotation.**
    c. **Quality Control**: Students and Instructors must complete a quality control (both levels) on the Accu-Chek on the unit assigned 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@pph.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 in Nursing Services Orientation (NSO).

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

16. **Safety**
   a. Students are not to be assigned to a patient with behavioral restraints.
   b. MSDS information can be obtained via phone number on unit phones.