Clinical Rotation Checklist | *Instructor Version*

The following checklist has been developed to facilitate clinical rotation requirements for onsite Nursing Instructors teaching at Palomar Health. Some sections will only apply to new, current and/or returning instructors. The definitions below have been created to identify which section is most applicable for your rotation.

- **New:** An instructor who is teaching an onsite clinical rotation at Palomar Health for the first time.
- **Current:** An Instructor who has taught an onsite clinical rotation at Palomar Health within the past 12 months.
- **Returning:** An Instructor who has not taught an onsite clinical rotation at Palomar Health within the past 12 months.

Please contact to StudentPlacements@palomarhealth.org if you have any questions.

PRE-CLINICAL ROTATION ACTIVITIES			
Activity	**NEW**	**CURRE NT**	**RETUR NING**
1) Create an online learning account at http://pphol.org using full legal first and last name.	☐	N/A	N/A
2) Complete Initial "Nursing Instructor Orientation Course."	☐	N/A	N/A
3) Complete Annual Clinical Care Modules: • Annual Safety Training • Acute Care VersaCare Bed (Palomar Medical Center Only) • Accu-Chek Inform II Glucose Meter Competency (for rotations performing POCT only) • Monitoring $EtCO_2$ Opioid Delivery Module" (All Acute Care rotations only)	N/A	☐	☐
4) Review Instructor resources and forms located on the Students Placements site. www.palomarhealth.org (Search: Student Placements)	☐	☐	☐
5) Schedule & attend Nursing Services Orientation (NSO). NSO occurs every other Monday 0800-1630.Email request to StudentPlacements@palomarhealth.org. Ensure School sends Academics your SSN in order to issue your Palomar Health ID number and badge.	☐	N/A	☐
6) Access Palomar Health's online Clarity computer documentation training domain, once you obtain your Palomar Health ID number and practice documentation. - User name: ID#; Password ID# (first time, then will be prompted to change). - Link to Train Domain: https://paloca.cernerworks.com/Citrix/T163Web/ Contact the Palomar Health HELP desk for any issues at 858-613-4357. - Computer training should occur at school as Palomar Health cannot provide a room for training.	☐	☐	☐
7) Contact your school coordinator to ensure they have completed and submitted the "Student Orientation Record."	☐	☐	☐
8) Contact StudentPlacements@palomarhealth.org for Unit Manager email address to arrange a unit tour/equipment review as needed for all areas assigned.	☐	N/A	N/A
9) Email Unit Manager the course syllabus and copy Student Placements.	☐	☐	☐
10) Download the Accu-Chek Inform II Checklist and obtain sign off by the Unit Manager, CNS or Educator during unit tour in order to complete Accu-Chek competency.	N/A	☐	N/A
11) Ensure that your students complete all pphol.org requirements **2 weeks** prior to the rotation start date. Contact StudentPlacements@palomarhealth.org to verify students have completed their onboarding requirements. Palomar Health IDs will not be issued until all students are complete.	☐	☐	☐

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12) **Contact** StudentPlacements@palomarhealth.org **5 business days** prior to the start of the clinical rotation contact to obtain Palomar Health ID numbers prior to start date.	☐	☐	☐
13) Contact StudentPlacements@palomarhealth.org 1-2 weeks prior to the start of your rotation if you are changing units for Pyxis access.	N/A	☐	☐

FIRST CLINICAL STUDENT ORIENTATION DAY ACTIVITY LIST	
Activity	**All Instructors**
1. Obtain Student and/or Instructor ID badges & parking stickers at the facility Security Office where you are doing your rotation as needed. **ID badges must be obtained each semester.	☐
2. Bring copies of the Accu-chek Inform II Initial Training Checklist for each of your students.	☐
3. Validate Accu-chek competency for each student. (Please note areas that state verbalize or demonstrate). Perform a Quality Control (QC) Test (HI & LOW) before using the Accu-Chek machine each semester to avoid being locked out. **All Instructors and students must perform a QC each semester.**	☐
4. Scan and email student's Accu-chek Inform II Training Checklists to L_POCT@palomarhealth.org. ID's will be emailed to the Instructor.	☐
5. Review Alaris IV pumps & capnography monitoring for PCA with students (Only for Clinical rotations utilizing equipment).	☐
6. Review with students the use of electronic documentation system. For first time access, use ID number for User name & Password. If any login issues, call IT HELP Desk at 858.613.4357.	☐

7. Demonstrate to students the use of the following:
 • Lucidoc: include unit specific Standards of Care
 • Clarity job aids
 • Krames on Demand
 • Mosby Nursing Consult
 • Mosby Nursing Skills
     o Reference for Bedside procedures
     o Review "Restraint Free Environment, Use of Chair Alarm"
 • Nursing IV Drug handbook, Micromedex & Up-to-date
 • Nutrition Care Manuals
	☐

8. Introduce students to staff & provide unit tour.	☐
9. Deliver a copy of the student Float Log to each float unit.	☐
LAST DAY OF STUDENT CLINICAL ACTIVITIES	
Activity	**All Instructors**
1. Email the signed Instructor checklist form *to* StudentPlacements@palomarhealth.org.	☐
2. Return Instructor & all Student ID badges to the Security Office.	☐

INSTRUCTOR SIGNATURE	TODAY'S DATE
ACADEMIC AFFILIATION	COURSE

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