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 or current 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 **OR** anInstructor whose last clinical rotation has been greater than 12 months ago.
* **Current:** AnInstructor who has taught an onsite clinical rotation at Palomar Health within the past 12 months.

Questions? Contact Academics@palomarhealth.org.

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| **PRE-CLINICAL ROTATION ACTIVITY LIST** |
| **Activity** | **New** | **Current** |
| 1. If this is your first time, create an online learning account at <http://pphol.org> using full legal first and last name.
 | ☐ | N/A |
| 1. Complete Initial *Nursing Instructor Orientation* course.
* Acute Care VersaCare Bed (Palomar Medical Center Only)
* Accu-Chek Inform II Glucose Meter Competency (for rotations performing POCT only)
 | ☐ | N/A |
| 1. Complete [Annual Clinical Care Modules](http://pphol.org):
* Annual Safety Training
* Accu-Chek Inform II Glucose Meter Competency (for rotations performing POCT only)
 | ☐ | ☐ |
| 1. Review Instructor resources and forms located on the [Students Placements](http://www.palomarhealth.org/student-placements/student-placements) site. [www.palomarhealth.org](http://www.palomarhealth.org) (Search: Student Placements)
 | ☐ | ☐ |
| 1. Schedule & attend Nursing Services Orientation (NSO). NSO occurs every other Monday 0800-1630. Email request to academics@palomarhealth.org. Ensure School sends Academics your SSN in order to issue your Palomar Health ID number and badge.
 | ☐ | N/A |
| 1. 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.
 | ☐ | ☐ |
| 1. Contact your school coordinator to ensure they have completed and submitted the *Student Orientation Record* (SOR) from.
 | ☐ | ☐ |
| 1. Contact academics@palomarhealth.org for Unit Manager email address to arrange a unit tour/equipment review as needed for all areas assigned.
 | ☐ | ☐ |
| 1. Email Unit Manager the course syllabus and copy Student Placements.
 | ☐ | ☐ |
| 1. Download the [Accu-Chek Inform II Checklist](file:///%5C%5Cpph.local%5Cpphdrives%5Cgroup%5CAcademics%5CInstructor%20Forms%5C2017%20Accucheck%20Student%20Checklist.docx) and obtain sign off by the Unit Manager, CNS or Educator during unit tour in order to complete Accu-Chek competency (This is completed in Orientation for new instructors).
 | N/A | ☐ |
| 1. Ensure that your students complete all pphol.org requirements in Complio **2 weeks** prior to the rotation start date. **Palomar Health IDs will not be issued until all students are complete.**
 | ☐ | ☐ |
| 1. **Contact** Academics@palomarhealth.org **5 business days** prior to the start of the clinical rotation contact to obtain Palomar Health ID numbers prior to start date.
 | ☐ | ☐ |
| 1. Contact Academics@palomarhealth.org 1-2 weeks prior to the start of your rotation if you are changing units for Pyxis access.
 | N/A | ☐ |

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| **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.
 | ☐ |
| 1. Bring copies of the Accu-chek [Inform II Initial Training Checklist](file:///%5C%5Cpph.local%5Cpphdrives%5Cgroup%5CAcademics%5CInstructor%20Forms%5C2017%20Accucheck%20Student%20Checklist.docx) for each of your students.
 | ☐ |
| 1. 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.**
 | ☐ |
| 1. Scan and email student’s Accu-chek Inform II Training Checklists to L\_POCT@palomarhealth.org. IDs will be emailed to the Instructor.
 | ☐ |
| 1. Review Alaris IV pumps & capnography monitoring for PCA with students (Only for Clinical rotations utilizing equipment).
 | ☐ |
| 1. 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.
 | ☐ |
| 1. Demonstrate to students the use of the following:
* Lucidoc: include unit specific Standards of Care
* Clarity Job aids
* Krames on Demand
* Dynamic Health
	+ Search for and review “Designing and Implementing a Restraint-Free Environment”
* Nursing IV Drug handbook, Micromedex & Up-to-date
* Nutrition Care Manuals
 | ☐ |
| 1. Introduce students to staff & provide unit tour.
 | ☐ |
| 1. Complete rotation documents below and post on units as appropriate:
* Post the *Nursing Student Assignments* form on applicable units for each shift
* Deliver a copy of the student [Float Log](http://www.palomarhealth.org/media/file/Student%20Placements/Palomar%20Health%20Nursing%20Student%20Float%20Log%202016%20%281%29.pdf) to each float unit
 | ☐ |
| **LAST DAY OF STUDENT CLINICAL ACTIVITIES** |
| **Activity** | **All Instructors** |
| 1. Email the signed Instructor checklist form *to* Academics@PalomarHealth.org.
 | ☐ |
| 1. Return Instructor & all Student ID badges to the Security Office.
 | ☐ |

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| INSTRUCTOR SIGNATURE | TODAY’S DATE |
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| ACADEMIC AFFILIATION | COURSE |
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