

Nursing Faculty Orientation Packet

Fall 2024

Dear Nursing Faculty:

Welcome to Corewell Health West! We appreciate your partnership with Corewell Health and are pleased to provide clinical learning experience for nursing students to help prepare them for their future careers in a dynamic and changing health care system.

Corewell Health West currently provides clinical sites for many schools of nursing including Baker Colleges of Cadillac and Muskegon, Calvin University, Cornerstone University, Davenport University, Ferris State University, Grand Rapids Community College, Grand Valley State University, Hope College, Kellogg Community College, Michigan State University, Montcalm Community College, University of Detroit-Mercy (Aquinas), and West Shore Community College. Occasionally we host students from Kirtland Community College, Western Michigan University, and other colleges, as well as provide practicum experiences for graduate level students on an individual basis.

We strive to meet the challenge of providing an increased number of placements requested due to expanding nursing program enrollments. Many clinical units will have several groups of students rotating through each week. It is essential for clinical instructors to share a clear set of expectations for students with unit leadership and clinical nurses.

I hope you will find the following information helpful as you begin your clinical rotation in your faculty role. Please feel free to contact me if I can be of any assistance to you.

Sincerely,



Joshua Meringa, MPA, MHA, MBA, BSN, RN, NPD-BC
Nurse Educator & Academic Liaison

Corewell Health West
100 Michigan Street NE, MC 018
Grand Rapids, MI 49503
(616) 391-1528
josh.meringa@corewellhealth.org

Welcome to Corewell Health!

About Us

Our mission

Improve health, instill humanity, and inspire hope.

Our vision

A future where health is simple, affordable, equitable and exceptional.

Our values

- Compassion
- Collaboration
- Clarity
- Curiosity
- Courage

What we stand for

At our core, we are here to help people be well so they can live their healthiest life possible.

- Through health care and health coverage, we create more value.
- Through compassion, collaboration, clarity, curiosity and courage, we make anything and everything possible.
- Through our people, we care for the whole person with respect, dignity and love.
- Everyone deserves opportunities and resources for better health.
- Everyone deserves our relentless pursuit to innovate and always do better.
- Everyone deserves to have a community be a great place to live, work, learn and play.
- We believe health and well-being should be within reach for all.
- We believe the system to support the entire health and wellness journey starts with prevention.
- We believe that together we will make a difference.
- That together we are here to make health better for everyone.
- Together, we are Corewell Health.

For more information, visit www.corewellhealth.org

Corewell Health West Interprofessional Practice Model

Statement of Philosophy

As Corewell Health professionals, we embrace a practice model of clinical excellence. We welcome and connect with others as unique individuals so that we may understand and support their concerns and priorities.

We embody extraordinary compassion and collaboration to ensure health equity and to promote the highest quality of life, while treating people with dignity and respect.

Our professional practice drives us to demonstrate excellence through:

Presence

- We respect, honor, and empower patients and their support system by partnering with them in the delivery of personalized care. We welcome and deliberately connect, without judgement, with others as unique individuals and partner with them to address their most important concerns and priorities.
- We actively listen and seek to understand, so that we may develop trusting and caring relationships with our patients, their support system, and one another.
- We improve health, instill humanity, and inspire hope through our presence in the community.

Professional Behaviors

- We practice respect and encourage self-care to create a foundation of caring for ourselves and for one another.
- We appreciate the characteristics and uniqueness of one another, our patients, and their support system and create a welcoming workplace.
- We maintain integrity and instill humanity in our interactions with our patients, their support system and one another.
- We advance our professional development through certification and membership in professional organizations.
- We mentor each other and support colleagues in all stages of their education and professional careers.
- We participate and collaborate as an interprofessional health care team to create meaningful experiences.
- We embrace 200% accountability, holding ourselves and the interprofessional care team accountable to best practices.
- We are mindful of our actions and responsibility with social media.

Inquiry

- We promote purposeful, personal, and professional growth through a lifelong commitment to learning. We function as teachers and as learners, engaging in established methods of knowledge discovery and implementation.
- We learn and grow from one another, recognizing the wisdom and experience of ourselves and each other to promote personal, intraprofessional, and interprofessional growth.
- We actively engage in finding innovative and efficient ways to promote change and improvements in the care we provide.
- We engage in scholarly inquiry to discover or generate new knowledge and implement evidence-based practice and research.
- We contribute to the body of science influencing the advancement of global healthcare.
- We enhance our practices by incorporating, promoting, and leveraging technology and innovation.

Collaboration

- We contribute to the decision-making and change management process through shared partnership councils which create and support a collaborative environment.
- We collaborate across disciplines in the delivery and evaluation of patient care throughout the healthcare continuum.
- We share our experiences to enhance our combined knowledge to respond to the diverse, individual needs of our patients and their support system effectively and equitably.
- We promote an environment of healing beyond physical structures and into the community by partnering with members of the community in ensuring resources are available and accessible.
- We demonstrate courage, curiosity, compassion, and clarity as we collaborate with one another in caring for our patients and their support system.

Ownership of Outcomes

- We are leaders who inspire and foster professional growth. We demonstrate leadership by being stewards of our resources and advocating for safe, caring, and healing environments.
- We drive positive change based on the evaluation of safety, quality, health equity, financial, operational and satisfaction metrics.
- We promote the delivery of quality care which impacts the patient, their support system, and team member satisfaction through collaborative relationships among the healthcare team.
- We actively engage and partner with our community members, recognizing and responding to social determinants of health, as we strive to improve community health.
- We empower and support one another in the advancement of our safety culture to create a safe practice environment.

GENERAL INFORMATION FOR NURSING FACULTY**BEFORE YOU BEGIN:**

Please make sure the following activities are completed before the start of your clinical experience.

- Nursing clinical faculty are strongly encouraged to meet with the Nurse Manager for their assigned clinical unit to introduce themselves and plan for unit orientation for yourself and your students.
- Clinical faculty are strongly encouraged to set up time to shadow on the clinical unit prior to the start of clinical rotations with students. Contact the Nurse Manager for the unit to make arrangements.
- Provide the Nurse Manager with a list of the students in your clinical group and your name and contact information.
- Be sure the Nurse Manager knows the objectives for your clinical group.
- Explain any paperwork students will need to complete while on the unit.
- Verify the exact schedule of days and times students will be on the unit.

Your school must provide the Nursing Academic Liaison with the list of current student names and faculty for each group of students prior to the start of each semester. Rotation assignments will be made in ACEMAPP. Please coordinate this through your course coordinator.

ORIENTATION

Student Nurse and Faculty Orientation is delivered online via several self-learning modules through Workday Learning. All nursing students and faculty participating in clinical experiences at Corewell Health must complete ACEMAPP onboarding requirements and Corewell Health orientation requirements in Workday prior to the first clinical experience at a Corewell Health facility.

Required orientation will be automatically assigned to new students and faculty via Workday Learning upon account creation via the onboarding process.

Students and faculty who are current Corewell Health West employees have already met minimum general orientation requirements and can request duplicate training be waived. Students and instructors that have already completed the required compliance training can contact compliance@corewellhealth.org to have it waived.

Additional site-specific orientation may be required at individual Corewell Health West sites.

Onboarding orientation training is generally only required once for the student nurse or faculty during their time in the nursing program. Students or faculty that have had a significant gap in their nursing program may be asked to repeat orientation.

Clinical faculty are responsible for facilitating unit-specific orientation for their students on their assigned unit(s).

Please direct any questions you may have regarding your role that are not addressed by this orientation to the Corewell Health West Academic Liaison.

Helen DeVos Children's Hospital Instructors

Please contact **Amanda VandenBerg**, Nurse Educator, Helen DeVos Children's Hospital at (616) 267-0022 or amanda.vandenbergh@helendevoschildrens.org for additional faculty information for Helen DeVos Children's Hospital in addition to training provided through Josh Meringa. Helen DeVos Children's Hospital specific information can be found on the entity page in ACEMAPP.

Epic Electronic Health Record Training

Epic training for nursing students is provided online through Workday Learning. The course is called *Epic New Hire Inpatient Student Nurse* and if not automatically enrolled, can be self-enrolled by searching through 'Browse Learning' in Workday Learning. The course includes 8 modules and a proficiency assessment. All components must be successfully completed to complete the course and gain access to Epic.

Epic training for nursing faculty involves attending a one day in-person class called *Epic New Hire Inpatient Nurse*. This class is offered every other week and can be registered through Workday Learning. Nursing faculty may be able to test out of the first half day of class, depending on previous experience with Epic. Epic electronic health record training and passing a proficiency assessment is required prior to being granted access to Epic. Contact Josh Meringa for more information or for assistance registering for this class.

FACULTY WHO ARE ALSO COREWELL HEALTH TEAM MEMBERS

If you are a nursing instructor and a Corewell Health team member, there are differences in your employee role and your faculty role.

- Faculty who are also Corewell Health team members will use their primary network account for internet access and Epic access as an Inpatient Nurse for the faculty role.
- Corewell Health staff should wear their school ID badge rather than their Corewell Health ID badge or uniform while operating in their faculty role.
- Corewell Health staff who have roles with 24/7 accountability should have someone cover their team member responsibilities during their time spent in the clinical faculty role.

If you have questions about how your faculty role differs from your staff role, please contact your school liaison.

CONFIDENTIALITY, CHARTING & COMPUTER ACCESS

Confidentiality Statement

Nursing students and faculty will sign a Confidentiality Agreement/Code of Excellence Acknowledgment electronically while completing online Corewell Health onboarding in Workday prior to the start of clinical.

Charting

Please have students follow Corewell Health guidelines and policies for charting and assessment standards. Please refer to the **Assessment Standards for Nursing** and **Nursing Documentation Policy** policies for more information.

Computer Access

Prior to the start of each semester, a list of students and faculty assigned to clinical units is sent to Corewell Health West by the school and assigned to rotations in ACEMAPP. Once ACEMAPP compliance requirements have been met, Workday and network accounts are created and credentials are emailed to users. Workday onboarding tasks and training, including Epic training must be completed before access is granted. Once network accounts are created, specific access to applications can be requested. Your school is requested to send this list to Corewell Health West several weeks in advance of the semester to allow for time to process accounts. It is our goal to provide computer access information in an efficient, consistent, and timely manner for nursing faculty and students.

Students and faculty will receive email confirmation directly from Workday and ServiceNow with information and instructions concerning their individual accounts.

Nursing faculty are responsible for monitoring student internet use at Corewell Health for access to appropriate sites.

Password Creation Requirements

Password Expiration:

- Network account passwords will need to be reset every 365 days.

Complexity Rules:

The password must be at least 12 characters long and must contain 3 of these conditions:

- Uppercase (A-Z)
- Lowercase (a-z)
- Number (0-9)
- Special character (~! @#\$%^&* _-+=\(){}[]:;'"<>.,?/)

Don't Include Any of These Items & Never Reuse Passwords:

- Your legal name/nickname
- Your username or ID
- Company and department names
- Corporate terminology

Once a network account has been created, contact the **DS Service Desk at (616) 391-4357 for any user account or computer-related issues.**

PYXIS INFORMATION

Affiliated nursing faculty may have access to the Pyxis medication dispensing system for the unit(s) on which they are teaching clinical. Requests for Pyxis access must go through the Nursing Academic Liaison for nursing faculty. The same information required for computer

access is necessary for creating a Pyxis system account and will be retrieved from the student/faculty list provided by the school at the start of the semester.

The first time a user accesses the Pyxis system, a bioID (fingerprint) password will need to be setup after using the default password 12345.

A Pyxis Profile tutorial is available on all Pyxis Med stations. The tutorial is simple, interactive and takes approximately 10 minutes to complete. After completing this tutorial nursing should have a good concept of these Pyxis Profile features:

- ◆ Basic removal, equivalencies, combinations (more than one drug or strength) and variables (2-4mg).
- ◆ Removing multiple medications.
- ◆ Removing with the **Override** feature. **Override** refers to medications that can be accessed by nursing staff prior to reviewing the physician's order by the Pharmacist. Medications that can be safely administered to the patient in urgent situations and some patient comfort medications would be among those placed on the Override lists. Overrides are in the process of being defined and approved by a collaborative team including Nursing, Pharmacy and the Medical staff.
- ◆ Different screen features. (Please note that while the profile does display a patient's allergies these allergies are not screened for interactions through Pyxis. Medications that are accessed through the Override feature (prior to Pharmacist review) are being dispensed at risk).

To access the tutorial:

1. Touch the red Pyxis icon in upper left corner of Pyxis Med station screen.
2. Select "Tutorial"
3. Enter User ID (same as ID password)
4. Enter Name and Department
5. Select "Nursing Med"
6. Select "Remove a Med"
7. Select "Remove a med rx (profile)"
8. Complete tutorial.

** This is an overview of all Profile options, Corewell will not be functioning in "total profile" mode (all medications will **not** be administered from Pyxis, 24hr med bins **will** still be exchanged. The bulk of medications **will** continue to be dispensed from the main Pharmacy). Due to this reason some of the options explained in the Tutorial will not be available to Corewell.

If there are problems with setting up or using your PYXIS account, contact one of the pharmacy department Inventory Control Coordinators for assistance.

Sally Scholma sally.scholma@corewellhealth.org 616-391-1650

Tammy Schmidt tammy.schmidt3@corewellhealth.org

If faculty are already Corewell Health employees and have PYXIS access, they must use their team member PYXIS access for teaching clinical, since only one user account per user is possible.

STUDENT CLINICAL ASSIGNMENTS

School clinical assignments are managed and coordinated through the West Michigan Clinical Placement Consortium and ACEMAPP.

Assigned clinical units, dates, and times of clinical cannot be changed without approval of the course coordinator and Nursing Academic Liaison for Corewell Health. Any changes in student clinical lists must be handled through the school's course coordinator. Direct patient care experiences off-the-assigned unit are not allowed without direct faculty supervision.

Observational Experiences

All observational experiences must be prescheduled and approved. Although discouraged, 'in the moment' off the unit short term observational experiences, such as following an assigned patient to another department, may occur to the following areas: adult hemodialysis, cath lab, endoscopy, radiology, noninvasive cardiology (1MHC). All other areas must be pre-arranged and approved. Please note some of these areas may already have been assigned students for observation and not be able to accommodate additional requests on a given day.

For 'in the moment' experiences off the assigned unit to the above areas, use the following procedure:

- Students wishing to follow their patient off the unit must notify faculty of interest and obtain faculty permission.
- Faculty must contact the charge nurse in the off-unit department to obtain permission to send the student with the patient, and to determine if there are any conflicts/concerns/restrictions as well as timeframe concerned.
- Faculty obtains the patient's permission for the student to follow them off the unit.
- The faculty notifies the patient's nurse that the student has permission to accompany the patient off the unit.
- The student follows the patient off the unit for observation only (may not provide hands on care) and follows any instructions provided by the procedural staff.
- The student must notify the faculty when they will be leaving the unit and upon their return to the unit.
- Please provide a pager or cell phone number for contacting the faculty responsible for the students participating in the observational experience to the observational preceptor or department

CLASSROOM RESERVATIONS

To arrange for your classroom or meeting room needs, please contact Wendi Welch, Administrative Assistant, Environmental Services at (616) 391-1223 or wendi.welch@corewellhealth.org or check with the administrative assistant for your assigned clinical unit for on the unit conference rooms.

NURSING STUDENTS AND ACADEMIC AFFILIATIONS POLICY

The Corewell Health 'Nursing Students and Academic Affiliations' policy is available for your reference and can be found on the Corewell Health Policy & Procedure manual on The Well. Please review this policy in its entirety prior to your clinical rotation.

DRESS CODE

The Corewell Health ***Dress Code and Identification (ID) Badge*** and ***Departmental Dress Code - Nursing*** policies are available for your reference on The Well through PolicyTech. Please review and comply with these policies while working at Corewell Health facilities in your faculty role, and be sure your students understand their content **in coordination with your school's dress code policy.**

Nursing instructors should wear professional attire, lab coats, and must wear a school approved ID badge while in clinical at Corewell Health facilities.

HOSPITAL SCRUBS IN WOMEN'S & INFANT'S SERVICES AND PROCEDURAL SERVICES

Hospital scrubs are available in the Labor & Delivery locker rooms and in Procedural Services areas. Scrubs must be returned after use.

EVALUATIONS

Please encourage your students to complete the electronic Corewell Health Clinical Experience Evaluation and Leadership Clinical Experience Evaluation. We encourage you to take the time to complete the Faculty Clinical Experience Evaluation as well. Student and instructor evaluations will be managed in ACEMAPP. These evaluations allow Corewell Health to receive valuable feedback regarding the student and faculty clinical experiences at our agency and gives us information to be used to continually improve the clinical experience for you and your students at our facilities.

ILLNESS/ABSENCE

Please have students call their faculty member if they are unable to attend clinical.

RELATIONSHIP BASED CARE MODEL

Relationship Based Care (RBC) is the nursing care delivery model at Corewell Health. Corewell Health is committed to the principles of Relationship-based Care (RBC) through tangible actions that support and enhance three relationships:

1. Relationships with patients and families
2. Relationships with colleagues
3. Relationships with ourselves

By actively managing these three relationships, we can improve the care of our patients and families, each other, and ourselves.

For more information on RBC, please search *Relationship-Based Care* on The Well.

LEADERSHIP PRECEPTORS

We are grateful to have many RNs who are willing to function as leadership preceptors for senior nursing students. Occasionally, nursing faculty identifies or encounters an RN on the unit who is interested in being a preceptor. Please do not solicit staff to be Leadership preceptors for your program, but if staff express interest in being a preceptor or would be recommended, please direct them to their onboarding Nurse Educator or the Nursing Academic Liaison to notify them of their interest.

LIBRARY SERVICES

Corewell Health Library Resources and Services

The information resources of the Corewell Health Sciences Libraries at Butterworth and Blodgett Hospitals are available to Corewell Health employees and to allied health students, during their clinical rotations at Corewell Health. Many Corewell Health library resources, including e-books, e-journals, and many professional databases are available from any Corewell Health computer through the library's homepage on the Corewell Health The Well intranet. Access to professional information and library resources is available electronically from networked computers via links to the internet on the Corewell Health The Well page. **Internet access requires individually assigned Corewell Health network usernames and passwords.** Students on clinical rotations at Corewell Health are assigned individual usernames and passwords by DS for the duration of their rotation periods.

More information can be found on the Health Sciences Library page on The Well.

The Health Sciences Library provides system-wide access to professional electronic resources including books, journals, and databases. In addition to resources and services available through the website, the library staff supports system information needs by helping with literature searches and obtaining articles. For additional support, contact the Health Sciences Library at medical.library@corewellhealth.org.

ELECTRONIC POLICY & PROCEDURE MANUAL (PolicyTech)

All Corewell Health policies and procedures are accessible electronically onsite through The Well on PolicyTech. Online policies and procedures are the most current up to date versions available since policies and procedures are revised routinely. Access to PolicyTech can be found on the The Well homepage by going to **Tools & Resources**, then **Policies & Procedures**. Select the entity where you are working, and from there you may search by keyword, title, or full text for the policy or procedure you're looking for.

MEDICATION INFORMATION RESOURCES

Corewell Health provides a variety of electronic clinical resources related to medications. The Pharmacy department homepage on Corewell Health The Well provides information on medication safety and drug information, including drug quick references and drug information resources. *Clinical Key's Clinical Pharmacology* is accessible through The Well as well as the MAR in Epic.

CAFETERIAS

Corewell Health offers a variety of dining options for visitors, staff, and students. See The Well or <https://spectrumhealth.sharepoint.com/sites/cafeteria-menus> for locations and menus.

EVENT REPORTING SYSTEM

The electronic Event Reporting System (ERS) is used by Corewell Health staff to report patient and visitor incidents, good catch events and environmental or patient safety issues to the Risk Management, Quality and Pharmacy Departments. The Risk Management Department will utilize incident reporting data for the purpose of reducing morbidity and mortality and for the improvement of patient safety through the identification, investigation, trending, statistical analysis, and reporting of risks/ potential risks of personal injury and/or financial loss involving patients and visitors. A non-punitive culture encourages the reporting of patient incidents and near miss or good catch incidents. System and process issues are identified, when present, and individual fault or blame is discouraged. Accountability for patient safety is everyone's responsibility. Please utilize the Event Reporting System incident reporting system when appropriate for things that happen that are not consistent with the routine care of a patient or an event that is not consistent with normal healthcare operations.

NOTE: A shortcut to the Event Reporting System application can be found on the The Well homepage under **Report a Safety Concern** from the main screen or under **Tools and Resources** near the top of the screen.

SAFETY & SECURITY

The goal of the Corewell Health Security Services Department is to provide a safe and secure environment at our facilities for everyone. The Security Services Department employs both Campus Security Officers and Visitor Assistants and is available 24 hours a day, 7 days a week. Security Services responsibilities include:

- Provide ID and escort for patients, visitors, and staff.
- Patrol facility identifying security and safety risks.
- Respond to disturbances and crimes in progress.
- Investigate and document incidents.
- Control access to high-risk areas
- Assist in development of emergency procedures.

- Provide assistance in the event of a disaster.
- Provide medical assistance.
- Motorist assists

Corewell Health Blodgett Hospital

1840 Wealthy Street SE
Room 1C-132
Grand Rapids 49506
Phone: 616.391.4377
Office hours: Monday through Friday 7 a.m. to 4 p.m.
Email: FACSecAdministrationServices@Corewellhealth.org

FAC Security Services at Blodgett Hospital is located on the first floor in Room 1C-132.

Corewell Health Medical Center / Butterworth Hospital

100 Michigan Street NE
Room B544
Grand Rapids 49503
Phone: 616.391.4377
Office Hours: Monday through Friday 7 a.m. to 4:30 p.m. with extended hours on Tuesdays until 5:30 p.m.
Email: FACSecAdministrationServices@Corewellhealth.org

FAC Security Services at Butterworth Hospital is located on the first floor of the North Building in Room 1115 near the “E” elevators.

Security can be contacted for emergency requests for service at 3-3911

Non-emergency requests for service should call 391-4377 (Butterworth & Blodgett)

For Corewell Health off-site emergency situations, dial 911, and then contact Security Services.

Personal Safety & Security

Your personal safety is a priority for us at Corewell Health. To provide you with information to increase your awareness of actions that you can practice assisting with your personal safety, whether at the beach, at the mall or wherever your summer takes you. Please review these tips:

- Have your keys ready when returning to your car. Searching for your keys is an unnecessary distraction.
- Leave your hands free; avoid carrying multiple bags or items. If your hands are free, you're better able to deal with any potential problems.
- Wear shoes that provide for easy movement. Flat rubber sole shoes are your best alternative.
- Be alert as you walk to your vehicle. Continue to scan around you looking in all directions.
- Despite the heat, it is best to keep your vehicle locked and your windows closed when you're not in a direct line of sight with your vehicle.
- If you observe someone loitering or you feel uncomfortable, return to a safe location and contact the appropriate authorities.
- Do not allow yourself to be approached.
- Remember your common sense and awareness is your best defense.
- Upon request, Security escorts are available on Hospital premises by calling (616) 391-4377.

Lost & Found

Corewell Health Security Services handles all Lost & Found issues. Please return any belongings to discharged patients immediately. Any items that have been left behind or are found should be turned in to Security as soon as possible. Please instruct visitors or patients to contact Security for any lost items.

Women's & Infant's Services Security

All staff assigned to the Women's & Infant's Services or Helen DeVos Children's Hospital areas wear an ID badge with a red stripe down the right side. All infants are transported in bassinets. Parent and child wristbands should always match. Please report any suspicious activity you may encounter to Corewell Health Security Services immediately.

Access to Unit Medication and Supply Rooms

Most of our clinical units have now installed card access systems to restrict access to staff-only areas such as medication rooms and utility or supply rooms on the unit. An electronic access card is required to obtain access to these areas. Nursing faculty and students may obtain an access card for these rooms on units on which they teach by contacting the security department to obtain an access card. Please contact the Nursing Academic Liaison with a list of students that need access cards to obtain approval.

PARKING

Parking can be a challenge at Corewell Health. A deposit is no longer required to obtain a temporary parking access card for some of our parking ramps.

It is preferable that faculty and students make arrangements for parking assignments prior to the start of clinical with advance notice given to Security Services. Please remind students that they are not to park in patient or visitor areas, or areas blocked by barricades.

Employees and students/faculty parking in Corewell Health parking ramps must display vehicle permits. **Contact Josh Meringa with lists of students/faculty requiring this access to be sent to Security in advance of obtaining access cards.**

Corewell Health will not validate parking tickets from the visitors parking areas for nursing faculty or students who have not taken the initiative to obtain a parking assignment from Security.

*** Note: GRCC and GVSU faculty & students should plan to park in their assigned school locations for clinical rotations at the Corewell Health Medical Center.

Contact security services at (616) 391-4377 with parking assignment questions.

Parking permits and maps for Corewell Health West locations can be found on the entity page in ACEMAPP.