

Tip Sheet for a Successful Clinical /Precepted Experience Froedtert Health Community Memorial Hospital

HIPPA and PHI:

- Students may not print any patient information
- No printed patient information may leave CMH with the student
- Any documents with patient information or identifying characteristics should be disposed of in a confidential bin on CMH premises or at the designated clinical site if not at CMH.

Documentation and Communication:

- Patient assignments should include what ADL tasks, assessments, and routes of medication administration the student will perform on that clinical day.
- Discuss with the unit leadership if there are any patient's who should not be assigned to a student or medications which should not be administered by a student.
- Review the patient bedside chart for new orders prior to proceeding with cares or medication administration. CMH uses an order light system to indicate what the status of the order is in being processed. Discuss with the RN to determine if the orders have been completed and processed if there are new orders written.
- Charting of medications, vital data and intake and output is to be done at the bedside computer in the patient room in real time.
- Instructors are required to co-sign all students' electronic and written documentation in accordance with policy: #65000-105: Nursing Students in Clinical Settings at CMH.
- Instructors should participate in Caregiver Handoff with the students
- We encourage students to do hourly rounding and participate in physician rounding on their patients.
- Utilize SBAR for Caregiver Handoff
- Caregiver Handoff should occur with the RN and support staff anytime the student will be leaving the unit for breaks, lunches or at the end of their day

Logistics:

- Students should store their personal belongings in the lockers in the Third Floor South Conference Room. The staff areas on the unit should not be utilized for personal belongings.
- Personal lunches may be stored in the staff refrigerator on the unit.
- We encourage students to divide up their meals and breaks rather than going as a group. Breaks and lunches should take place off the unit.
- Computers at CMH should not be used for checking school e-mail, grades or doing homework at any time.

Equipment:

An interactive, computer based learning module is available for the instructors to familiarize them on how to use our Plum Smart Pumps. Arrangements for viewing this module can be made through Cindy Johnson in Organization and Development (ODE)

Environment:

CMH has a "Quest for Quiet" motto to help in promoting a healing environment for our patients. We encourage our students and instructors to help facilitate keeping the unit noise at a decreased level by:

- Using the computers in the lower level computer labs to obtain patient information while prepping for their clinical day
- Holding pre and post conferences in off unit conference rooms
- Avoid congregating in groups on the unit or around computers in the hallways

Patient Call Light System:

We encourage all members of the healthcare team to provide a timely response to patient requests for assistance. The below slide explains the different colors of the call light system.

