

RETURNING CMH Clinical Instructor Guidelines

1. Contact Cindy Johnson, 262-257-3241 to update student orientation materials a minimum of 2 weeks prior to beginning of the semester. Please forward to Cindy any updated professional licensure and BLS course completion cards.
2. Meet with the Professional Development Coordinator (PDC) of your assigned unit to obtain unit and practice updates.
3. Send final Faculty / Student roster(s) and semester calendar, along with Course objectives, *at least two weeks prior to scheduling your Epic computer charting class.*

This will ensure computer passwords and ID's. Please forward this information to: Cindy Johnson, c/o Community Memorial Hospital, Organizational Development & Education, W180 N8085 Town Hall Road, Menomonee Falls, WI 53051, or email at: cindy.johnson@froedterthealth.org Cindy can be reached by phone at: 262-257-3241. Fax number 262-257- 5324.

4. Attend Epic classroom training, details of training and sign up for students and instructors noted on the Froedtert Hospital web site, see link below.

<http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/>

5. 4. Reserve meeting rooms and audiovisual equipment for student orientation/meetings by calling - 3004. (Refer to policy # 80100-038).
6. Reserve orientation Personal Protective Equipment (PPE) demonstration supplies / videotapes by calling Organizational Development and Education at 262-257-3240.
7. On first day of student orientation: Complete & return the following orientation forms to Cindy Johnson, these forms are available on line.
 - Confidentiality Agreements: each student and instructor must complete a confidentiality agreement. The agreement must be witnessed by a member of CMH Formal Leadership (Director, Manager, Supervisor, Coordinator or Clinical Nursing Director).
 - Parking Roster
8. Before the end of the semester, complete an on-line evaluation from the CMH web page, both instructor and students should complete their specific evaluation.
9. Please contact: Cindy Johnson, CMH School of Nursing Liaison, at 262-257-3241 or cindy.johnson@froedterthealth.org with any questions you have.