



Nursing Student Orientation

The Children's Nursing Student Orientation process has been updated to abide by social distancing protocols. School coordinators, instructors, and students should review this document carefully and thoroughly to ensure a safe and efficient orientation experience.

The goal of the Nursing Student Orientation is to ensure that the student has the necessary identification, network access, and Epic documentation knowledge to be productive on the first day of their pediatric clinical rotation at Children's. **It involves both independent work on the part of the student and Clinical Instructor guidance.** Each instructor is to implement this orientation in a manner that works for their relationship with their students. **Coordinators and instructors, please note that if the entire student group is larger than 50-60, school coordinators/instructors need to plan with their students to spread their badge office appointments and phone calls to the Service Desk across 2-3 days in efforts to reduce wait times.**

BEFORE ORIENTATION DAY:

- Student receives clearance information**
 - Nursing Student Request will email school coordinator and instructors the clearance spreadsheet that has the student's Children's IDs. Upon receiving clearance spreadsheet, instructors must:
 - Communicate Children's IDs to all students
 - Call Occupational Health to schedule 30-minute appointments for student groups no larger than 10 students. This appointment must be before the student goes to the Badge Office
 - Call the Badge Office to schedule 30-minute appointments for student groups no larger than 10 students
 - Share Sign Up Genius link with students to sign up to call the Service Desk
 - Precepted students will receive their Lawson ID, instructions to call Service Desk, and instructions for Badge office in the introductory email from Nursing Student Request when they receive their preceptor. The instructor will be copied on this email. The instructor can guide this process with the group of precepted students or allow the students to be more independent and complete these tasks on their own.

ON YOUR ORIENTATION DAY (the following steps can only be done AFTER the student has received their Children's ID and are cleared by Student Services):

- Occupational Health (OH) Appointments**
 - Student groups will attend the OH appointments that their instructors scheduled
 - All students will take their COVID-19 Vaccine Attestation Letter and a copy of their vaccine card to OH to get signed off by an OH RN
 - This must be done before student attends their Badge Office appointment
- Badge Office Appointments**
 - After the COVID-19 Attestation letter is signed off, students will then go to the Badge Office to pick up their student Badge
 - Please abide by social distancing and masking protocols in the Badge Office
 - Students must show signed-off attestation letter at Badge Office. Badge Office personnel will not give a badge without seeing the attestation letter first
 - **Prior to the student's Badge Office appointment, student must have:**

- Government Issued ID (driver's license)

☐ **Submitting COVID-19 Vaccine Attestation**

- All students must give the signed-off COVID-19 Vaccine Attestation letter to their instructor after their Badge Office appointment
- Instructor will scan the documents and email to nursingstudentpaperwork@childrens.com within 5 business days of your orientation date
- And student or instructor without sufficient vaccine documentation is subject to being termed until proper documentation is received

☐ **Calling the Service Desk**

- Students sign up to call the Service Desk via SignUpGenius. On the day of SMARTbar, students will call to obtain their network, Epic, and Cornerstone login information
- Student to call the Services Desk at 214-456-4357 (Option 1, then Option 8)
 - The student and the service desk will work together to do the following:
 - Obtain student network username and reset password
 - Verify that student can login
 - Enable self-service security questions
 - Set up Duo (the app should be installed prior to calling the Service Desk)
 - Validate Cornerstone Access
 - Student to make note of the Cornerstone external web address
 - Verify on their transcript that they have a student assignment. If no program is assigned, check the completed transcript in case they completed it already. If there is not a program assigned nor already completed, search for the module with the key words of Student Epic. Choose **CH - EPIC Inpatient- Student Nurse Curriculum**.
- **The IS Service Desk is available 24 hours a day, 7 days a week.** School coordinators and instructors must work with students to ensure that calls to the Service Desk are spread across the entire day
- **Prior to calling the IS Service Desk, the student must have:**
 - Children's ID (can be found on the clearance list sent to instructors)
 - Computer with internet access
 - SSN or F1 status if international
 - DUO (from the App store) installed to their phone



AFTER ORIENTATION:

☐ **Online Training:**

- The student then completes the Epic training program (curricula) independently (at home or at school)
- The instructor will ensure that all students have completed the program with a passing score prior to the first day on the unit assigned to patients. The instructor can have the student send them a screen shot or picture of the certificate of completion of the course. The student can click on the view certificate button that accompanies the course.



- The instructor will send an email to NursingStudentRequest@childrens.com to indicate their students are complete with training. The instructor does not need to forward these certificates to Children's.
- If a student has previously completed the Student Epic Curricula because they were a previous student at Children's, **it is up to the instructor** if the student repeats the curricula. If the student is to repeat the curricula, it will be found on their completed transcript, and they can re-take the modules.

Getting familiar with Children's Health:

- **The instructor** is responsible to "orient" the student to the Children's Health standards of care and the location.
- The website <https://www.childrens.com/nursingstudents> has resources for Clinical Instructors, resources for Student Epic Class (PowerPoint), and the Student Handbooks. A PowerPoint presentation is available on this site to guide the instructor through the information to share.