

## Nursing Instructor Self-Directed Orientation Expectations

1. **Establish Unit Point of Contact** – All instructors who have never rotated with students on a unit or haven't been on the unit in 12+ months, should contact the regional Placement Coordinator to be connected with unit manager and/or educator for unit-specific orientation needs.
  - **Central (GMC, GSACH, GBH, OSW):** Tami Underhill ([tmunderhill@geisinger.edu](mailto:tmunderhill@geisinger.edu))
  - **Other regions (GLH, GJSH, GMCM, GWV, GSWB, GCMC):** Andy Capalong ([ajcapalong@geisinger.edu](mailto:ajcapalong@geisinger.edu))
  - **Ambulatory Clinics (Systemwide):** Joann Wollett ([jmwollett1@geisinger.edu](mailto:jmwollett1@geisinger.edu))
2. **Familiarize with unit** – All instructors should be familiar with units Omnicell med dispensary, door access needs, storage & supply rooms, bathrooms & breakrooms, unit policies (reference to handout), and patient population on unit.
  - Unit Managers will ONLY need to request proxy access (also called security door access)
  - All other types of access requests (such as Epic access, Omnicell access, etc.) are submitted by the Nursing Affiliates team. Instructors and/or School Coordinators will be contacted with all appropriate login information upon completion of requests.
  - *If there are any questions/access issues, please reach out to: Nursing Affiliates team* ([nsg\\_affiliates@geisinger.edu](mailto:nsg_affiliates@geisinger.edu))
  - **Identify location of code cart/staff emergency buttons** – All instructors should locate any code cart/staff emergency buttons, preferably prior to clinicals with students.
  - **How to set bed alarms** – Instructors should know how to properly set bed alarms and be able to help their students.
3. **Introduction to Leadership** – All instructors should introduce themselves to unit leaders & discuss the best ways to collaborate on assignments for students.
  - **Provide Student List & Syllabus/Expectations** - Instructors should provide a list of students rotating and their rotation expectations/syllabus/skills checklist, etc. to the Unit Leadership or Site Leadership prior to student arrival for rotations (both inpatient & outpatient).
  - **Pre-/Post-Conferences** – Instructors should discuss appropriate places for pre-/post-conferences with Unit Leadership.
4. **Review parking policy of rotation campus/location** – All instructors should review the parking policy of the Geisinger campus they are rotating on and disseminate parking policy to their students prior to clinicals. Parking policies are reviewed during Geisinger's bi-annual Nursing Faculty Orientations held by the Nursing Student Education team and can be found in Geisinger's Policy Manager when logged into a Geisinger computer. If you have any questions, feel free to contact one of our Site Placement Coordinators or Nursing Affiliates team.
  - Outpatient Rotations: Instructors visiting outpatient sites need to provide 24-hour notice to site before coming to outpatient site.
5. **Review Dress Code** – All instructors and their students should be wearing school ID badges & appropriate dress code for entirety of rotation at Geisinger.
6. **Review nail grooming policy** – All instructors should review the hand hygiene and nail grooming policy and ensure all students are following policy for entirety of rotations at Geisinger. (See [Policy](#))
7. **Appropriate use of cell phones/social media** – All instructors should remind students prior to clinicals about Geisinger's Social Media [Policy](#). **It is an important reminder that patient safety and privacy are priority.**
8. **Student Emergency/Adverse Events** – During emergency/adverse events involving students in clinical, instructors/students should do the following:
  - **Bloodborne Pathogen Exposure** (Follow [Policy](#))
  - **Student Adverse Event** (ex: student medical emergency or loss of consciousness during clinicals), please contact Dr. Rebecca Stoudt ([rsstoudt@geisinger.edu](mailto:rsstoudt@geisinger.edu)).
  - **Med Errors** – Complete a Midas Report [here](#).
  - **All other adverse events** – complete a Midas report and contact Dr. Rebecca Stoudt ([rsstoudt@geisinger.edu](mailto:rsstoudt@geisinger.edu)).