

North Kansas City Hospital

Nursing Faculty Orientation

North Kansas City Hospital
Nursing Education Department
3/09

Over the past several years North Kansas City Hospital has developed affiliations with several schools of nursing in the Kansas City metropolitan region. The addition of students in a clinical area can be a very positive experience for nursing staff, but it can also be a challenge. As a committed clinical partner, one of our primary objectives for the students is to foster a positive learning environment. We want the clinical learning experience at NKCH to be exceptional! Past experience has proven that a well coordinated clinical placement can greatly enhance the student as well as staff experience.

Characteristics of the learning environment

1. Participants value the learning experience
2. Staff exhibits a caring relationship
3. There is freedom for students to explore and question
4. There is an acceptance of the differences between individuals
5. The environment fosters the development of each individual

A clinical setting is more than just a place to apply nursing theory to practice.

The clinical setting should:

1. Provide an opportunity for the student to develop problem solving and decision making skills.
2. Provide an opportunity for collaboration between the student and other disciplines in finding solutions to clinical problems.

Collaboration should exist between the faculty of the school and the staff of the clinical setting. Collaboration is an **ongoing relationship** which occurs between professionals, in which each person contributes from their own professional knowledge base to problem solving. Mutual respect exists among the colleagues and open communication is present.

The objectives for the student in a clinical setting are more than just doing procedures.

The student is expected to:

1. Apply theories of action to real clinical settings
2. Develop skills
3. Socialize into the profession

In clinical practice students:

1. Apply theories of action to real problems
2. Develop skill in problem solving and decision making
3. Learn how to learn
4. Develop a commitment to be responsible for their actions

Learning is enhanced in an environment which supports student independence and freedom to learn, and provides opportunity for experimentation. The relationships established among faculty, students and staff are extremely important in creating a supportive climate for learning.

North Kansas City Hospital
Nursing Services

Purpose: To outline expectations of North Kansas City Hospital regarding placement of students for nursing clinical experience.

Policy: A contract will exist between North Kansas City Hospital and nursing schools whose students receive clinical experience at NKCH. Negotiation of contract content will take place prior to the start of the fiscal year and new contracts will be signed or renewed annually. NKCH will only offer clinical opportunities to those schools who are members of the The Collegiate Nurse Educators of Greater Kansas City and the Kansas City Area Nurse Executives (CNE/KCANE) and are MOKAN Partners.

Nursing Unit Characteristics:

Nursing care is delivered to patients in the following departments:

Eleventh - 40 bed Medical-Surgical, 8 beds with telemetry capability

Tenth – 24 bed Rehab Unit

CICU - 14 bed Cardiac Intensive Care

9 South - 20 bed Telemetry

10 Health Services Pavilion (HSP) - 25 bed Medical-Surgical

9 HSP/Observation – 65 bed Orthopedics (15 are observation beds)

8 HSP/Observation – 65 bed Medical-Surgical (15 are observation beds)

Maternity Care:

7TH - 18 bed LDR beds plus 3 triage beds and 2 PACU beds

8TH - 21 postpartum beds with an 18 bed Level II Neonatal ICU

Sixth - 40 bed Medical-Surgical/Pediatrics/Telemetry

Fifth – 40 bed Oncology

4 South - 20 bed Telemetry

4 North CVICU (east side) - 6 beds (Open Heart Unit)

4 North Renal (west side) – 7 beds

ICU - 14 bed Surgical/Truama Intensive Care Unit

PACU- 16 bed unit

Outpatient Care Unit – 12 beds primarily post-procedure recovery

Outpatient Surgery - 15 bed unit

HPAU – 16 bed unit

Emergency Department - 42 beds

A more detailed description of the Nursing Units can be found at the end of this booklet.

Placement: North Kansas City Hospital is an active participant in the “The MOKAN Clinical Placement Partnership.” Please refer to their bylaws. All clinical placements occur under the guidelines of the **MOKAN StudentMax Clinical Placement.**

A list of the number of students, and request for clinical areas, dates and times

must be provided for use in planning clinical experiences. Please submit all requests via electronic emails as outlined in the MOKAN/StudentMax placement guidelines.

The hospital will negotiate with each school for clinical days and shifts if unable to meet requests. *Any school desiring a change in previously approved clinical days or shifts will submit a written or emailed request to the Nursing Education Office as outlined by MOKAN bylaws.*

Once unit assignments are finalized for the semester, changes will not be allowed unless the patient census is limited for reasons internal to the hospital. If changes in unit assignments are required, the Nursing Education Office will work with the schools to facilitate the change.

North Kansas City Hospital reserves the right to deny student placements to schools that do not comply with hospital policies.

Conference Rooms must be requested in advance, and include any audiovisual needs (VCR, overhead, etc). A list of dates and times and number of people involved should be given to the Nursing Education Secretary so room reservations can be made (*Kristy Shields @ 816-691-1361 or kristy.shields@nkch.org*).

Schedules:

In order to ensure placement, finalized schedules with changes must be received by the Nursing Education dept. at least 2 weeks before the beginning of the clinical rotation.

In order for the students to participate in a clinical experience, assignment schedules listing the student's name and telephone number must be submitted prior to the first clinical day.

Changes to student placements must be communicated to the Nursing Education Office before the student begins the clinical experience.

Instructor Orientation:

An annual Faculty Update will be made available each year, either through a training session/meeting or an electronic email, to provide current information that is of importance to the students and faculty. New policies, procedures etc. will be outlined. If this is done as a training session, it is strongly recommended that all faculty participate in these updates or seek alternative methods within their educational institution to obtain the information.

Clinical orientation is required for all instructors prior to supervising patient care on a new unit or area. The instructor should contact the NKCH Nursing Education Department for orientation arrangements (*Joni Graff, RN, MSN @ 816-691-1385 or joni.graff@nkch.org*). The instructor will be expected to personally contact the

nurse manager of the assigned unit and establish an individualized orientation to that unit.

In order for instructors and students to access the electronic patient record, they will need a username issued from the Informatics Office. The instructor must submit in writing or via electronic email a list of students to include first name, middle initial and last name to Nursing Education at least two weeks prior to clinicals. Please include the projected graduation date for our record keeping.

Instructors will receive a packet of orientation information including:

- Philosophy of Nursing Dept.
- Hospital Mission and Vision
- RN/LPN Competency checklist

Videotapes including: Standard Precautions, Fire Safety, General Safety, and Confidentiality, can be borrowed for use of students and faculty by contacting the education department and reserving them for the orientation day.

The instructor's unit specific orientation will be provided by the Manager of the Unit or an appointed designee, such as a patient care supervisor or charge nurse, during the faculty orientation shift.

Students and instructors may have library privileges. In order to participate, please see the librarian about proper check-out and return procedures.

Instructor Responsibilities:

Student orientation will be conducted by the school faculty upon completing the NKCH orientation. Copies of the information can be made by faculty and distributed to students.

Instructors will make patient assignments on inpatient units. Many instructors find it helpful to utilize input from the Charge Nurse. Assignments should be made prior to the clinical experience if at all possible.

Instructors must be present in the hospital and readily available to students during all clinical practice time. Capstone students are the exception as they generally have a variety of schedules and shifts as they follow the preceptor's schedule. Instructors or a designated school representative must make the preceptors and students aware of contact information in case of questions, concerns, or emergencies if they are not available in-house.

Notify the nursing unit/area at least one hour prior to the start of the

clinical experience whenever students will not be on the units assigned. If the entire clinical group is canceled, notify assigned unit and Nursing Education.

If you have any issues on the units, go to the nurse manager first and then to the Nursing Education Office.

Licensure and Certification: **Refer to KCANE**

Instructors will verify that all RN and LPN nursing students who affiliate with NKCH for clinical experience will be in compliance with NKCH licensure requirements.

All affiliating nursing school instructors and students must possess a current Basic Life Support Affirmation card.

Students are required to register their autos by completing a parking form each semester. Security will require the license plate number and the last six digits of the student's social security number, which serves as an identifier in case of same birth dates or names of students. If the student has more than one vehicle that might be used during the semester, they should list all vehicle license plate numbers. The instructor should submit the forms to the Security department of NKCH at least 2 weeks before beginning the clinical rotation. These forms may be mailed, faxed or dropped off to Security. Faculty may pick up parking information sheets from our department secretary as needed.

Student Responsibilities

Research patient's chart and plan patient care prior to inpatient clinical experience. Students may come to the unit to obtain assignments during hours determined by the school and the nurse manager.

Wear a lab coat or uniform with student name pin when coming to units.

Students at the hospital should not receive phone calls, outside of an emergency. **Cell phones must be turned off.**

Students should not bring purses, or other personal property, as we have no available lockers or storage space.

Comply with NKCH patient care standards, policies, procedures, protocols, and HIPAA.

Students should notify the patient's nurse if they take the patient chart from

the nurse server. Students should not remove the chart from the nurse server area. NKCH physicians and staff have first priority to chart access.

All documentation, whether electronic or written on flowsheets, should be completed as soon as possible.

Students will only park in the designated parking areas. Parking for students is on the lower level of the east parking garage. Students are to park on the south end of the lower level and surface areas of the parking lot. Signs have been placed to designate the student parking areas. Security must be notified of any changes in vehicles.

CNE/KCANE

The Collegiate Nurse Educators of Greater Kansas City and the Kansas City Area Nurse Executives have jointly developed a [clinical orientation handbook and online exam](#) which provides a generic clinical orientation agreement and an orientation handbook. The education partners and/or individual instructors must ensure that their students have completed all required training as outlined in the Clinical Orientation Manual. NKCH does not require any additional mandatory training/competencies other than what is outlined in this manual.

Confidentiality

The instructor will assure that patient confidentiality is maintained in accordance with HIPAA. The student will not be allowed to photocopy the chart, to include flowsheets, Medication Administration Record or Kardex; will not print information from the computer/electronic patient record; and will not make phone inquiries of staff regarding diagnosis or other information.

UNIT DESCRIPTIONS:

11 North and South

Eleventh floor is a 40 bed medical-surgical unit providing care to the young adult and to elderly patients. This unit gets a wide variety of medical diagnoses, to include chronic and acute conditions. Post-op general surgery patients make up the surgical population. Eight beds on the south side have telemetry capability.

Rehabilitation Unit (10 North and South)

The Rehabilitation Unit consists of 24 private rooms located on tenth floor. The common diagnoses treated on this unit include:

- Stroke
- Arthritis
- Neurologic disorders
- Amputations
- Spinal Cord Injuries
- Brain Injuries
- Birth Injuries
- Hip and Femur Fractures
- Miscellaneous (any condition which compromises one's ability to function independently)

Patients must be 18 years or older, require close supervision of a physician, 24 hour nursing care and have a physically-disabling condition requiring an intensive interdisciplinary program. The Rehabilitation Unit employs an interdisciplinary approach in the treatment of the injured/disabled individual. The team is composed of a medical director, nurse manager, licensed physical therapist, occupational therapist, social worker and speech pathologist. Services from psychology/neuropsychology, nutritional support, orthotic/prosthetics, and audiology are available as need is identified.

9 South

This 20 bed unit is a telemetry cardiac monitoring unit. Care is provided to adult-elderly medical/surgical patients with cardiac related problems. The patient population consists of:

- Congestive Heart Failure
- Post-myocardial infarction
- Cardiac diagnostic testing
- Syncope
- Dysrhythmia

Special procedures include: cardioversion, arterial and venous sheath removal, external cardiac pacing, transvenous cardiac pacing.

CICU

The Cardiac Intensive Care Unit (CICU) consists of 14 private rooms and is located on the north end of the 9th floor. The unit cares for adult/elderly, medical/surgical critically-ill cardiovascular patients. The most common patient populations are myocardial infarction, cardiogenic shock,

acute pulmonary edema, hypertensive crisis, acute pulmonary embolism, and acute cardiac conditions requiring invasive hemodynamic monitoring.

10 HSP (10 East)

This is a 25 bed medical-surgical unit providing care to the young adult and to elderly patients. The most frequent diagnoses for medical patients: diabetes, respiratory conditions, gynecology problems, and cardiac-related conditions. Surgical patients represent a variety of specialties: general surgery, gynecology, and urology.

9 HSP (9 East, West and Observation)

This unit is a 65 bed orthopedic unit, with 15 beds designated as observation beds. Predominantly, the unit provides nursing services to patients, age 18 and older, with orthopedic disorders, i.e. acute back pain, degenerative joint disease and orthopedic trauma due to multiple causes. Commonly, these disorders require radiological procedures, i.e. myelograms, discograms, computerized tomography scans, magnetic resonance imaging scans and x-rays. Surgical intervention may include laminectomy, disectomy, total hip and knee replacement and other orthopedic procedures. A team approach is used as the method of care delivery and the nursing staff consists of a nurse manager, registered nurses, licensed practical nurses, CNAs, NTs, and orthopedic technicians.

8 HSP (8 East, West and Observation)

This is a 65 bed medical-surgical unit, 15 beds designated as observation, providing care to the young adult and to elderly patients. The most frequent diagnoses for medical patients: diabetes, respiratory conditions, gynecology problems, and cardiac-related conditions. Surgical patients represent a variety of specialties: general surgery, gynecology, and urology.

Maternity Care Department (7th & 8th floors)

The Maternity Care Department includes 18 Labor, Delivery, Recovery (LDR) beds, 3 triage beds and 2 PACU beds on the 7th floor plus 21 postpartum beds and an 18 bed NICU on the 8th floor. Special services offered are high-risk labor, antepartum testing, preterm labor, pregnancy-induced hypertension, childbirth education and gynecology surgery.

6 North and South

This 40-bed medical-surgical unit specializes in the care of adult/elderly patients and pediatric patients, age newborn to sixteen. All beds have telemetry capability. The patient populations include pulmonary, cardiovascular, and general surgery. Special services include adult mechanical ventilation. Nursing care within this unit focuses on assisting the patient to meet his/her individual needs, educating the patient and family regarding the plan of care, and identifying resources needed after discharge.

5 North and South

5 North is a 40-bed unit designated for the care of acutely-ill adult and elderly oncology patients. Primarily, the patients served include all cancer diagnoses with a significant number of leukemia patients and a large volume of chemotherapy and radiation implant patients.

4 South

This is a 20-bed unit with telemetry cardiac monitoring for all patients. Care is provided to adult-elderly medical/surgical patients with cardiac-related problems. The most frequent diagnoses are: post open-heart surgery, congestive heart failure, post myocardial infarction, cardiac diagnostic testing, syncope, and dysrhythmia.

4 North Renal

This is a 7 bed unit located on the west side of 4 North which cares for adult-elderly patients who need renal, medical-surgical or intensive care nursing. The patient population consists of patients with renal disease including those receiving peritoneal and hemodialysis, and other patients who require medical/surgical nursing.

4 North CVICU

The 6 bed Cardiovascular ICU is located on the east side of 4 North. This unit is dedicated to the immediate post-operative care of open heart surgery patients.

Intensive Care Unit

The Surgical/Trauma ICU is comprised of 14 private rooms specially equipped for critically-ill patients. The ICU cares for adolescent, young adult, adult, and geriatric critically-ill surgical and trauma patients. The most common patient population in the ICU includes traumas, vascular surgeries, GI Bleeds, unstable surgeries, respiratory failures, unstable geriatric med/surg patient, and coronary artery bypass/valve patients.

Outpatient Care Unit (OCU)

OCU has 12 beds and 4 bays for procedures, with a focus on cardiac care.

Operating Room Services

The Operating Rooms consists of 13 regular operating rooms, one endovascular room, and one open heart room.

Pain Management services is an outpatient area located on the 7th floor of the Health Services Pavilion (HSP). It includes 16 pre-op/treatment rooms, 5 procedure rooms and 24 recovery beds.

PST or Pre-surgery Testing is located in the HSP. Patients come to PST to have lab work and diagnostic testing completed prior to surgery. Pre-operative interviews and teaching are also done in PST.

Hospital Pre-Op Admitting Unit, HPAU, has 16 patient areas. HPAU provides pre-operative care and post-operative care for those patients who are discharged to home. All preparations for surgery are coordinated and completed in this area.

PACU or Post Anesthesia Care Unit cares for patients in the immediate post-operative period. It consists of 16 patient cubicles with full monitoring capability.

Emergency Department (ED)

NKCH has the busiest adult and pediatric emergency department in Kansas City. Over the course of a year, we'll treat over 57,000 people. We're a Level II Trauma Center and an accredited Chest Pain Center with 42 beds. Our board certified emergency physicians are on-site 24/7. We

have case managers and social workers who can assist patients with community resources, and we work with Synergy Services to train every employee on how to identify possible signs of domestic violence.

UPDATES/NEW PROJECTS

CERNER MILLENIUM ON-LINE DOCUMENTATION

Faculty are welcome to attend computer training classes during nursing orientation weeks. Let the Nursing Education office know if you are interested in the class and we will coordinate a training date with you. Instructors (or students) who are also NKCH employees must only use employee usernames when here as an employee.

Joni Graff, Nursing Education @ 816-691-1385 or joni.graff@nkch.org, is the contact point for User IDs (usernames) and passwords. Please provide Joni with your name, to include middle initial, **two weeks prior to clinical rotation start dates**. When you submit your list of students, please include their name with **middle initial, assigned unit, projected date of graduation and dates of the clinical orientation period**. Faculty usernames are indefinite and will continue as long as employed as a faculty member. Please advise Joni of changes. We will leave students in the system for the semester, then we will “inactivate” them. If they will not be returning to NKCH on student status, e.g., graduate or leave your program, please advise us so we may remove them. If they transfer schools we will assign a different username.

Students should *save* their on-line documentation entries and the instructor (or preceptor) will *sign*. The following print-screen demonstrates the nursing instructor going into a student document to review their online documentation.

TRAIN, ONE - 00211-117 Opened by Graff, E Joni, RN

Task Edit View Options Help

As Of 16:22

TRAIN, ONE Age:53 years Sex:Female Location: 8 South; 0801: (** Allergies **)
 DOB:03/16/1954 MRN:00211-117 Fin Number: 21111-4046 Inpatient [06/11/2007 11:4

Medication Profile ED Summary Patient Status

Report Last 2 Days Results Vital Signs Lab Rad Clin Assess Results **Form Browser** Reports/Documents Patient Info Task List Ref Text Browser Orders

Monday, June 11, 2007 - Wednesday, June 27, 2007 (Admission - Current)

Sort by: Date

All Forms

- Wednesday, June 27, 2007
 - 16:21 Adult Ongoing Assessment II (In Progress) - Graff, E Joni, RN
- Friday, June 22, 2007
 - 12:30 Transfer In-House (Auth (Verified)) - Hindman, Theresa M, RN
 - 11:58 System Reassessment (Auth (Verified)) - Hindman, Theresa M, RN
 - 11:41 Adult Ongoing Assessment II (Modified) - Hindman, Theresa M, RN
 - 11:27 Comfort Measures (Auth (Verified)) - Hindman, Theresa M, RN
 - 10:32 Fall Documentation (Auth (Verified)) - Hindman, Theresa M, RN
 - 10:30 Fall Documentation (Auth (Verified)) - Hindman, Theresa M, RN
 - 10:23 Adult Activities of Daily Living (Auth (Verified)) - Hindman, Theresa M, RN
 - 10:19 Nutrition Taken (Auth (Verified)) - Hindman, Theresa M, RN
 - 08:52 Admission Database (Auth (Verified)) - Hindman, Theresa M, RN
- Thursday, June 21, 2007
 - 13:32 Admission Database (In Progress) - Swygert, Vanessa F, CNA
 - 13:15 Adult Activities of Daily Living (In Progress) - Swygert, Vanessa F, CNA
 - 13:14 Nutrition Taken (Auth (Verified)) - Multi Contributors
- Friday, June 15, 2007
 - 11:30 Nutrition Taken (Auth (Verified)) - Pardue, Charlotte A, GN
 - 10:31 Admission Database (Auth (Verified)) - Pardue, Charlotte A, GN

right click on the form, select modify

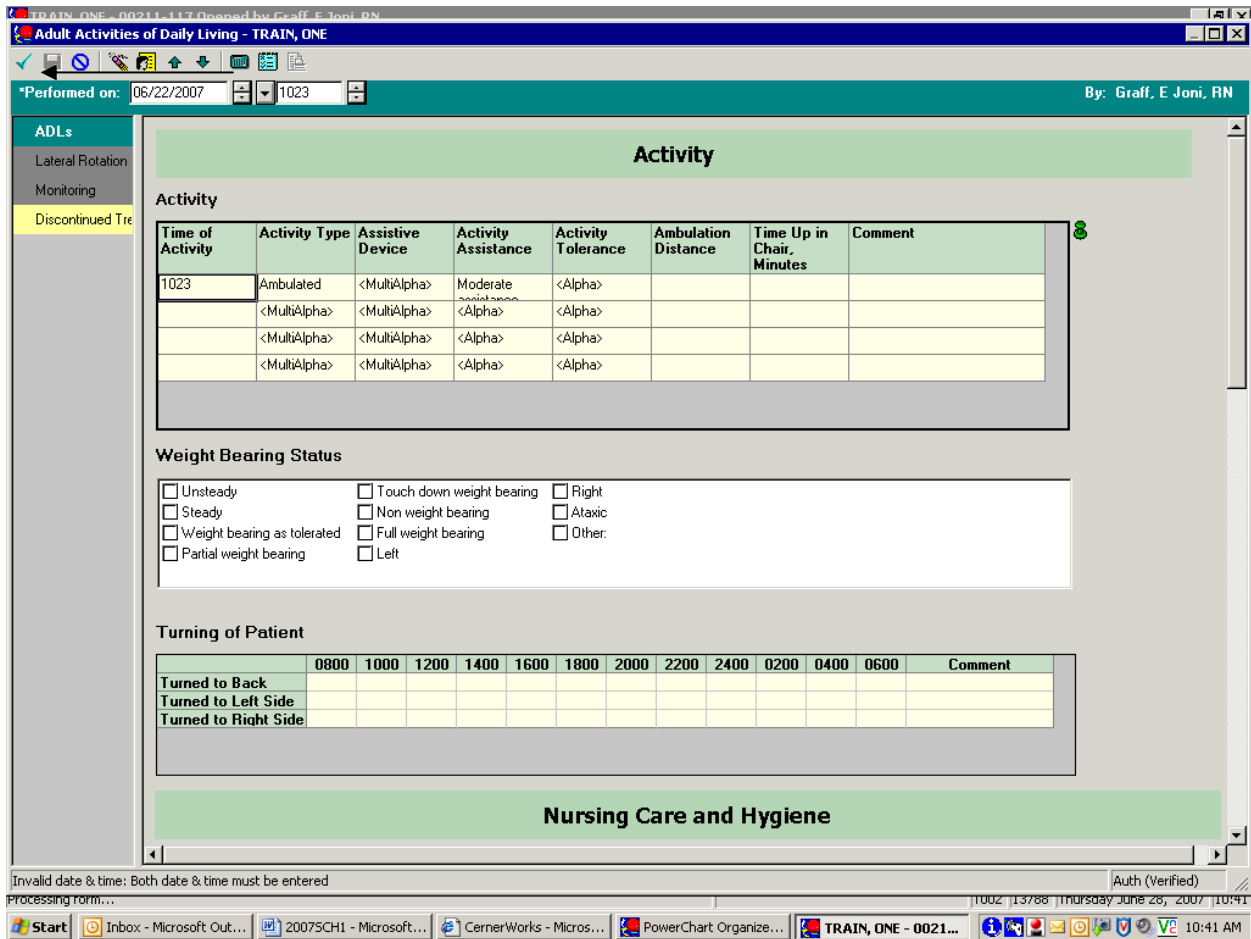
Forms displayed in modify mode

T002 | 13788 | Wednesday June 27, 2007 | 16:22

Start | 2007SCH1 - Microsoft W... | CernerWorks - Microsoft ... | PowerChart Organizer fo... | TRAIN, ONE - 00211-11... | 4:22 PM

The instructor may comment as needed and then sign the form as the licensed nurse...

Click the
AQUA
 checkmark



CAREMOBILE

We are in a period of stabilization (60 - 90 days post go live) before we roll out the ability for students to give meds electronically...this is a safety issue that is complicated by the staggered roll out. We will soon begin to make plans for initial and ongoing training of students/instructors. If it impedes the student curriculum, schools may want to consider an alternative for the actual administration of the meds, i.e., students still need to research all medications and pull the drugs out but unfortunately may not administer or document.

PYXIS

Faculty members are assigned a password, which is activated for the unit(s) they have students on. Students must be supervised when administering medications. The Pyxis system has a handy drug reference feature available.

IVs

Students may attempt one IV stick per patient under direct **instructor** supervision.

Lippincott's Nursing Procedures and Skills

NKCH policies and procedures are available on our hospital intranet. We have upgraded the "Procedures 3.0" to **Lippincott's Nursing Procedures and Skills**. It is available on all

desktops on the nursing units.

STUDENT NURSE TECH I & II PROGRAMS are alive and well! All questions regarding these programs should be directed to our Human Resources Department.

LPNs

Since the fall of 2007, we have been unable to accommodate LPN nursing student placement requests at NKCH due to the increasing demand for clinical site placement from the RN programs we serve.

BLOOD GLUCOSE MONITORING

Students, under the supervision of their instructor, may complete finger sticks and monitoring of blood glucose alongside a nursing staff member. We are unable to accommodate requests for independent faculty/student sign-on to the PCX glucose monitoring system.

PARKING

Please make sure students understand where to park and make sure they are not parking in our patient and visitor's parking spaces. Security does issue parking citations. Students and faculty must register their vehicles through our security department.