



Huntsville Hospital Health System

# Clinical Instructor Handbook

Huntsville, Alabama

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2023 - 2024 Academic Year

# Clinical Instructor Handbook

Thank you for partnering with Huntsville Hospital Health System (HHHS) for your clinical rotations! This packet will provide the information needed to make your clinical experience here a success. **PLEASE NOTE THAT SOME OF THE MATERIAL IS AVAILABLE ALSO ON THE HUNTSVILLE HOSPITAL WEBSITE:** <https://www.huntsvillehospital.org/schools-clinical-affiliation>

Your Huntsville Hospital clinical instructor resource is:

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This packet includes:

✓ **Expectations of Clinical Instructors, Students and Clinical Unit Staff..... Pages 3,4**

✓ **New Instructor Orientation Description**

1. Prior to attending a one day new instructor orientation, instructors are to review the section titled "Clinical Nursing Faculty" located at [www.huntsvillehospital.org/schools-with-clinical-affiliation](http://www.huntsvillehospital.org/schools-with-clinical-affiliation)
2. During the orientation instructors will complete the following competency validations:
  - IV Pumps, Restraints, Stryker Beds, Bed Alarms, Bed Scales, Chair Alarms, Foleys, Defibrillator
  - Isolation Precautions, CHG Baths, Fall Precautions
  - Point of Care Testing
  - Pyxis for Nursing Instructors
  - EMR (1Chart) – includes review of student documentation and co-signature requirements.
3. Complete the following educational modules in addition to those classes identified on the HHHS website:
  - Alaris System with Guardrails Suite MX training – Pump Module 0515
  - Online vendor education:
    - Kangaroo Tube Feeding Pump In-Service
    - Zoll R Series PLUS Defibrillator Module

**REQUIRED DOCUMENTS** for the instructor to review. Additional copies for you and your students may be printed from the website under the heading:

[www.huntsvillehospital.org/schools-with-clinical-affiliation](http://www.huntsvillehospital.org/schools-with-clinical-affiliation)

**PLEASE ACCESS THE WEBSITE FOR THE COMPLETE LIST**

The documents below in **RED** are to be completed and given to the nursing Unit Director. They can be printed from the website under the heading: Forms for Huntsville Hospital.

- **Review the "Orientation Packet for Students and Contractors" located on the website**
- **Document 1: Affirmation Statement on Security and Privacy of Information** Page 6
- **Document 2: Employee Occupational Health Policy.....** Page 8 -9
- **Document 3: Validation of Clinical Orientation to Huntsville Hospital Health System (complete and give to your school designee to indicate compliance)** Page 11
- **Document 4: Non-Employee Badge Request Form .....** Page 13
- **Document 5: Instructor Information for Nursing Unit.....** Page 16
- **Document 6: Nursing Student Assignment Sheet.....** Page 18
- **Document 7: Nursing Pre-Clinical Agreement (complete and fax to: 256-265-1955)** Page 21
- ✓ **Parking Guidelines.....** Page 22
- ✓ **PULSE Page, Lab Test Catalog.....** Page 23
- ✓ **Clinical Units and Contact Information for Unit Directors.....** Page 24, 25, 26

## CLINICAL INSTRUCTOR EXPECTATIONS:

### PRIOR TO STARTING CLINICAL ROTATIONS:

- Complete all required clinical instructor documentation and give it to your Course Coordinator/Faculty to maintain (keep a copy for yourself).
- Complete any required unit orientation (12 hours required for new instructors; 4 hours required for experienced Huntsville Hospital instructors going to a new unit. This is the minimum requirement.)
- Complete the form, "Instructor Information for Nursing Units" and deliver to the Unit Director at your Unit Orientation.
- Review Parking Guidelines and Policies and Procedures listed on the Validation Form with your assigned nursing students (Policies and Procedures are viewable and printable from the Huntsville Hospital *PULSE* page available from any hospital computer desktop.)
- Enroll your students in the HH EMR system – instructions and the semester-specific password are provided to your school administrators each semester.

### STARTING CLINICAL ROTATIONS:

- Introduce yourself and students to the Unit Director, the Clinical Education Specialist, the Charge Nurse, and clinical staff.
- Pre and Post conferences\* should be held in areas designated by the Unit Director. Please do not use public waiting areas to meet with your students. (\*Due to current COVID-19 restrictions, no pre/post conferences are allowed at HHSYS.)
- Students must be able to contact you easily during clinical rotations.

### EVERY CLINICAL ROTATION:

- Maintain a professional appearance and demeanor and arrive on time for your scheduled clinical to ensure students can participate in bedside shift report.
- Provide a formal assignment sheet every shift your students will be on a unit. **Notify the Unit Director if your clinical group will not be reporting for a scheduled day.** Students may not care for patients on Airborne Precautions, including TB, chicken pox, shingles, measles, or epidemic influenzas. They may provide care for other isolation patients.
- Use your INSTRUCTOR IDENTIFICATION BADGE when operating any Huntsville Hospital equipment, i.e., Collection Manager or Pyxis.
- Observe all student medication administration through direct supervision, paying careful attention to the correct, hospital-approved process for patient identification and safe medication administration.
- Instructors must document in the EMR for their students. (Including, but not limited to: vital signs, medications/IV fluids administered, ADLs performed, treatments/procedures performed.)
- Instructors must supervise their students' access, use, and disposal of all patient chart information.
- Instructors must report any abnormal vital signs, patient events, or issues of concern directly to the patient's primary nurse.
- Ask the Charge Nurse for instruction and guidance prior to using any unfamiliar equipment.
- Remain with the students at all times during the clinical rotation and provide direct supervision for all patient care activities unless the particular clinical rotation does not require faculty on site (remember, students must be able to reach you at all times.)
- Instructor supervision is always required for any invasive procedure performed by a nursing student, for example: urinary catheterizations, suctioning, nasogastric tube placement.
- Instructors are to supervise off-going report to the patient's RN at the end of each clinical shift.

### INSTRUCTORS MAY NOT:

- Allow any student under any circumstances to use your instructor ID, Log-In, or password.
- Deviate from hospital-approved methods for Instructor/Student documentation in the EMR or collection/documentation of lab specimens. (All documentation must reflect WHO actually performed the action. If an instructor or student obtains a lab specimen, all labeling and documentation must reflect this.)

### STUDENTS MAY NOT:

- Accept verbal or telephone orders from providers under any circumstances.
- Pass any high-alert medications that require a two nurse independent double check.
- Administer IV medications in an emergent situation.
- Administer any controlled substance by direct IV push.
- Administer any type of blood or blood product (including RhoGAM).
- Administer oxytocin (Pitocin) to undelivered patients.
- Administer chemotherapy
- Receive or sign for narcotics
- Take-off or receive new orders

### **NURSING STUDENT EXPECTATIONS:**

1. Students are to review Huntsville Hospital policy and unit specific policy as specified on the Validation Form prior to beginning clinical rotation and prior to performing any procedure outlined by hospital policy.
2. Students must maintain professional conduct and demeanor at all times:
  - Students must wear hospital issued identification badges at chest level.
  - Artificial or excessively lengthened nails are prohibited.
  - Students must follow their schools' dress codes. In the event that these do not correspond to Huntsville Hospital Health System Guidelines for employees, our guidelines supersede school guidelines.
  - Students must abide by Huntsville Hospital Health System polices related to smoking/vaping. They must not smell of smoke.
  - Cell phone use, including camera and text functions during clinical time, is prohibited.
  - Confidentiality must be maintained along with maintaining professional boundaries through all social networking systems.
3. Students are to provide off-going report to the assigned patient's RN when leaving the unit for any reason, and at the end of the clinical day.
4. Students will not copy any portion of the patient's medical record. All documents with protected health information must be placed in unit trashcans at the end of the shift.

### **CLINICAL UNIT STAFF EXPECTATIONS:**

1. A representative from the unit will provide the clinical instructor with the unit orientation including a tour and where to post assignments, where not to congregate, where to keep charts, when not to take charts, etc.
2. A representative from the unit will provide the clinical instructor with codes to all locked areas the students will need to enter to perform their duties. Room codes may be distributed to students.
3. Should nurses on a unit assume precepting a student, then that nurse will assume responsibility of direct supervision of student at that time, including supervising all treatments and all medication administration.
4. The staff on unit will be responsive and helpful.

**Document 1:**  
**Affirmation Statement on Security  
and Privacy of Information**



## Affirmation Statement on Security and Privacy of Information

My signature below verifies that I have read and commit to the Huntsville Hospital requirements for confidentiality of protected health information (PHI). Additionally, I am aware of and will follow hospital policies regarding the Privacy and Security of PHI including the use, disclosure, storage and destruction of PHI. I will only access patient information that I need to do my job at the Hospital. I will not access (via I-Care, WellSoft, McKesson, etc) patient information of family members (i.e. children, spouse, etc), co-workers, or other people that is not required to perform my job.

Confidential Information includes PHI as well as information concerning quality assurance functions, contracts, business arrangements, employee information and propriety information relating to the hospital's finances, operations or future plans as described in Administrative Policy "Confidentiality."

As part of the terms and conditions of my employment or association, I hereby agree and accept that I will not, during my employment (or affiliation) or after it ends, access PHI, or disclose confidential information except as required for my job duties and in accordance with all policies and laws governing disclosure or Release of Information.

I agree that user identification codes and passwords will not be shared. Neither will I make an attempt to learn or use another employee's or associate's passwords. I am responsible for the use and protection of my unique computer log-ins (passwords).

If I am an instructor, I understand that I assume responsibility for the actions of the students under my supervision to comply with the Security and Privacy of Information Policy.

If I am a physician, I understand that I assume responsibility for the actions of my employees or office staff to comply with the Security and Privacy of Information Policy.

**Training:** Members of the hospital workforce receive training on security and privacy during New Employee Orientation and during annual required training. Any updates or changes to policies will be communicated via staff meetings, intranet and/or mandatory requirements tests. Annual Renewal: I acknowledge that I know where to find policies for Privacy, Confidentiality and Compliance.

**Corporate Compliance:** It is my responsibility to follow policies and regulations as well as State and Federal laws. I understand that I am responsible for knowing the rules and policies that apply to my job. The hospital has a Corporate Compliance program to assist my knowledge of the rules. The hospital also monitors compliance with Federal and State laws and regulations, which includes my use of hospital equipment and information systems. I am not aware of any violations of policies, laws or regulations and agree to report any violations to the Corporate Compliance Officer. Questions about whether actions taken by the hospital are legal should be referred immediately to the appropriate supervisor, or to the Corporate Compliance Officer.

**Computer Applications:** I further understand that I may be provided access to certain hardware and software applications, some of which may be proprietary to their respective vendors. I agree to keep the hardware and software applications confidential, to not disclose to third parties, and to use such hardware and software applications only for the benefit of Huntsville Hospital.

**Exclusion List or Status:** I confirm that I have not been excluded by the U.S. Government from participating in any governmental program nor, to the best of my knowledge am I under investigation. I agree to notify the Corporate Compliance Officer immediately upon my receiving written or verbal notification that I am proposed for exclusion from any governmental health program.

**I understand that a violation of this affirmation statement could result in disciplinary action up to and including termination of employment/contract/ association/appointment and a report to my professional regulatory body. Additionally, federal law provides for the imposition of fines and imprisonment pursuant to HIPAA violations.**

PRINT NAME: \_\_\_\_\_ ID # \_\_\_\_\_

AFFILIATION:  Employee  Volunteer  Physician  Contractor  Instructor/Student  Other \_\_\_\_\_

SIGNATURE: X \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS SIGNATURE: X \_\_\_\_\_ DATE: \_\_\_\_\_

5/15Form # NS 286320

**Document 2:**  
**Employee Occupational Health Policy**



Organizational Policies and Procedures

Policy Title: Employee Occupational Health Infection Control	
Department: Employee Health	
Area: Hospital Wide	Effective Date: May 1995
Pages: 3	Date Last Revised/Reviewed: April 2017
Approved by: Infection Control Committee	Reference Number: IC.001.09
Original Date Approved: May 1995	Inactive Date:

**Excerpt from Employee Occupational Health Infection Control Policy defining when NOT to report for a Clinical/Non-Clinical assignment for high school health science students, nursing school students and associated instructors**  
 The full policy referenced in the above heading is available on the HHHS "Pulse" page.

**Policy**

Huntsville Hospital System's mission is to provide a comprehensive employee occupational health program, to protect the employee, patient, and visitor from the spread of communicable diseases. In order to be assured that our mission is met, the following elements have been included in the program:

- → Pre-employment screening
- → Personnel health and safety education
- → Immunization programs
- → Protocols for surveillance and management of job-related illness and exposures to infectious diseases
- → Counseling services for personnel regarding infection risks relating to employment or special conditions
- → Guidelines for work restriction because of infectious disease
- → Maintenance of health records
- → Physician services for employee acute illness

The following established programs have been developed to assure the employees' protection:

- E. → → Infections or conditions that require absence from work:
1. → Skin infections where draining wounds are present. The employee may return to work when the drainage ceases. See below for specific restrictions.
  2. → Respiratory tract infections including but not limited to:
    - a. → Group A Strep - Strep screening and treatment services available in Employee Occupational Health Office; the employee may return to work after 24 hours of treatment for Group A Strep
    - b. → Pneumonia
    - c. → Active Pulmonary TB - the employee may return to work when negative sputum for AFB or when released from physician.
    - d. → Influenza
    - e. → Mumps
    - f. → Pertussis
  3. → Active viral exanthems including but not limited to:
    - a. → Varicella - Employees may return to work when lesions due to Varicella are dry and crusted.
    - b. → Herpes Zoster - Employees with Zoster may work if the lesions may be covered and the employee can be restricted from care of high-risk patients.
    - c. → Rubella
    - d. → Rubella





- 4. → Enteric infections with associated vomiting or diarrhea: The employee may return to work when the diarrhea or vomiting abates. (See Clostridium difficile guidelines below)
- 5. → Conjunctivitis: The employee may return to work when the drainage ceases.
- 6. → Scabies/Lice: The employee may return to work 24 hours of effective treatment.
- 7. → Any condition suspected to be infectious or contagious as determined by Employee Health Physician/Infection Control until the employee is determined to be noninfectious. The Employee Health Office may be contacted if there is a question on work restrictions for illnesses.

Infections or conditions with limited patient assignments:

- 1. → Herpes Simplex: restricted from care for immunosuppressed patients, pregnant patients or infants.
- 2. → Herpes Zoster: Employees with Zoster may work if the lesions may be covered and the employee can be restricted from care of high-risk patients.
- 3. → Poison Ivy/Contact Dermatitis: employees with contact dermatitis due to poison ivy/oak or other plants may be allowed to render patient care providing employee washes the affected body area to remove all plant oils and if the lesions are not draining. If the dermatitis becomes infected, the employee must be evaluated before returning to work.
- 4. → Methicillin-Resistant Staph. Aureus: employees with an open lesion are restricted from work. All other employees are reviewed for restrictions. Any employee determined to be a carrier of infection is permitted to work during their treatment. All employees diagnosed with MRSA are required to be cleared by Employee Health Occupational Physician prior to return to work.
- 5. → Hepatitis A: employees in direct patient care or food service are restricted from work. All employees diagnosed with Hepatitis A are required to be cleared by Employee Occupational Health Physician prior to return to work.
- 6. → Clostridium difficile—Employees with active diarrheal stools resulting from Clostridium difficile infection are restricted from work until diarrheal symptoms are resolved. All employees diagnosed with Clostridium difficile Infection are required to be cleared by Employee Health Occupational Physician prior to return to work.

References

CDC: Guidelines for Infection Control in Healthcare Personnel, 1998

I have read the above Infection Control policy requiring absence from my Clinical/Non-clinical assignment and agree to comply:

Student Printed Name: → → → → Student Signature: → → → → →

**Document 3:**  
**Validation of Clinical Orientation to  
Huntsville Hospital Health System**

Instructors must review (at a minimum) the Policies and Procedures listed on the [Validation of Clinical Orientation Document](#) with all nursing students prior to the beginning of each new clinical rotation. The policies may be viewed and printed from the PULSE page of the hospital intranet.



**VALIDATION OF CLINICAL ORIENTATION TO HUNTSVILLE HOSPITAL HEALTH SYSTEM**

Thank you for reviewing the required Huntsville Hospital facility orientation material listed below. Please complete the following steps:

- Review all material as indicated
- Complete tests/quizzes
- Sign all affirmation/validation statements to indicate that you have completed requirements
- ON THIS FORM, place a check mark in the box provided adjacent to each line item to confirm that you have completed all requirements. Sign, Date, Print your name and give it and all other forms to your school designee to be placed in your file.

Students and instructors are expected to follow ALL Huntsville Health System Policies and Procedures. Prior to engaging in any patient-centered activity ensure that any applicable policy and procedure has been reviewed and that appropriate supervision is in place. Consult unit staff and administration at any time.

**ORIENTATION MATERIAL REVIEWED: (check all that apply)**

- Care Class for All Employees
- Care Class Clinical for Clinicians that Prep & Admin Meds
- Employee Occupational Health Policy
- Orientation Packet for Students and Contractors (complete tests/affirmation statements)
- HHHS Guidelines for Health Science Instructors
- HHH Guidelines for Clinical Instructors of Affiliating Nursing Education Programs

**POLICIES AND PROCEDURES AT A MINIMUM REVIEWED VIA HHHS INTRANET – “PULSE PAGE”**

- Confidentiality of Patient, Employee and Proprietary Information
- Fall Prevention and Management
- Safety Manual (Huntsville or Madison)
- Suicide Precautions
- Intravenous infusion, Central Line
- Flushing of ADULT Central and Peripheral Lines
- Hazardous Drugs
- HIPAA Privacy and Security Responsibilities
- Patient Identification
- Urinary Catheter policies
- Isolation Manual
- Medication Use Guidelines
- Medication Administration, Double Checking Medications and Hand-Offs
- Medication Administration by G/NG Tube
- Medication Administration, I.M. Injection
- Medication Administration, I.M. Injection Sites (Adult)
- Medication Administration, Oral
- Medication Administration: IV (Intravenous) and IVPB via Saline Lock, Continuous Peripheral, Central IV Fluids, IV Push (IVP)
- Medication Administration, Subcutaneous Injections
- Restraint Guidelines for Non-Violent or Non-Self-Destructive Patients

I the undersigned, have read, understand and will abide by the Huntsville Hospital Health System orientation material listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

*The language in this orientation material is not intended to create a contract, in whole or in part, express or implied, between the Huntsville Hospital Health System and any student or instructor on its premises.*

**Document 4:**  
**Non-Employee Badge Request Form**

**Please see page 13 for the Non-Employee Badge Request process**



**NON-EMPLOYEE BADGE REQUEST**

*Incomplete forms will not be processed.*

***Applicant: After form is completed return to your coordinator/supervisor/POC.***

***HH Representative: Print the completed form, address HH section, and return to HH Security by e-mail address below.***

***Email: badge.requestupdate@hhsys.org***

Dates: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ - to - \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Start Date Expiration/Graduation

LEGAL NAME: \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Month/Day/Year

ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

COMPANY/SCHOOL: \_\_\_\_\_ HH DEPARTMENT: \_\_\_\_\_

BADGE TYPE:  
*(Select one)*

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> CLINICAL STUDENT<br><i>(Including High School Students)</i>       | <input type="checkbox"/> HEMSI     |
| <input type="checkbox"/> CLINICAL INSTRUCTOR<br><i>(Including High School Instructors)</i> | <input type="checkbox"/> INTERN    |
| <input type="checkbox"/> CONTRACTOR  | <input type="checkbox"/> VOLUNTEER |
| <input type="checkbox"/> PANERA  | <input type="checkbox"/> VENDOR    |

*Effective April 1, 2023 there will be a \$20.00 charge for all students to have an HH badge. (High School students will receive a Shadowing badge from Corporate University) The badge will be active until the clinical round is complete or until graduation date. There is a \$20.00 replacement fee if the badge is lost or damaged.*

***Student Parking:*** Park behind First Baptist Church located on Governors Drive. Students will park at the east end of the parking lot closest to the hospital. For a ride back to your vehicle in the afternoon call 265-6660.

***Contractor Badges:*** The first badge is free of charge for the first badge. If the badge is lost or damaged there will be a \$20.00 fee to reprint the badge. All contractor badges will have a termination date set according to which contracted company you go through.

*If parking guidelines are not followed, you are subject to a parking fine of \$50.00 for 1<sup>st</sup> offense and \$250.00 for 2<sup>nd</sup> offense.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature verifies that you have read the above statement and understand the parking guidelines for Huntsville Hospital)*

***\*\*Badges can be made 24 hours after Security receives the completed form. The Security office is located inside the visitor garage by the exit gates The Badge Office (Phone#256-265-8012) is open M-F from 600am-1800pm. We accept cash, check or debit.***

**BELOW TO BE COMPLETED BY HH REPRESENTATIVE**

HH SUPERVISOR SIGNATURE: \_\_\_\_\_ EMPLOYEE ID #: \_\_\_\_\_  
 DEPARTMENT# (5 digits): \_\_\_\_\_ PHONE# \_\_\_\_\_

## Non-Employee Badge Process

Acquiring a student or instructor badge takes approximately 3 to 5 business days.

- Completely fill-out the top part of the form. All information must be included. If not, Security will not process the form.
- Non-Employee Badge Request Forms must be collected by each school and scanned/emailed in a batch to the Clinical Nursing Practice Department. Please email to: [andrea.payne@hhsys.org](mailto:andrea.payne@hhsys.org) and/or to [kathy.elliott@hhsys.org](mailto:kathy.elliott@hhsys.org)
- A typed list of names of students and instructors requesting badges must accompany the batched Non-Employee Badge Request Forms. Please note: Failure to send a typed list of names may result in a significant delay in processing badge requests.
- **Non-Employee Badge Request Forms sent by individual students or instructors will not be processed.** We have no way of assuring that the individual requesting the badge is truly a student or faculty member of your school.
- The Clinical Nursing Department operates from 0800 – 1630 Monday – Friday. Batches of Non-Employee Badge Request Forms received during non-business hours will be processed the next business day.
- Badges are made by the Security Command Center located inside the Visitor Parking Deck on Gallatin Street. The Visitor Parking Deck is located at the Main Hospital Entrance (to the left of the fountain) on Gallatin. You will be required to sit for a photo.

**Student badges are active from the date of issue through the graduation date that the requestor indicates on the form.** Badges are to be collected by the instructor for all senior/graduating students and returned to the Huntsville Hospital Security office for deactivation.

**Instructor badges expire each year on AUGUST 31<sup>st</sup> and must be reactivated by contacting Security: 256-265-8012.** If an instructor needs access to restricted areas (such as Labor and Delivery) the nurse manager of the unit must be contacted to grant access. This request is not processed through the Clinical Nursing Practice department.

Students and instructors are required to wear their badges at all times while on hospital property. Badges must be visible and worn above the waist. ONLY the student or instructor badge may be worn if the student/instructor is also a HH System employee – do not wear multiple badges.

**Document 5:**  
**Instructor Information for Nursing Unit**

## Clinical Instructor Handbook

*(Give this completed form to the Unit Director or their designee PRIOR to beginning **FIRST** clinical rotation)*

<b>Unit Name:</b>		
<b>Instructor Name:</b>		
<b>Instructor Contact Information:</b>	<b>Home:</b>	
	<b>Cell:</b>	
	<b>Email:</b>	
<b>List Dates and Times Students will be on Unit for semester (include prep times)</b>	<b>Date</b>	<b>Arrival on Unit</b>



**Document 6:**  
**Nursing Student Assignment Sheet**

(Give this completed form to the Unit Director or their designee at the beginning of **EACH** clinical rotation)

### Nursing Student Assignment Sheet

Date: \_\_\_\_\_

School: \_\_\_\_\_

Instructor: \_\_\_\_\_

Instructor Contact Number: \_\_\_\_\_

Time on Unit: \_\_\_\_\_

Time Leaving Unit: \_\_\_\_\_

Student/Patient /Room#	Clinical Focus Areas (please circle tasks the student will be expected to perform)			Comments (Please specify any specific focus the student might have)
	Bath Ambulation Oral Meds	Personal Care Treatments IM Meds	Bed	
	Bath Ambulation Oral Meds	Personal Care Treatments IM Meds	Bed	
	Bath Ambulation Oral Meds	Personal Care Treatments IM Meds	Bed	
	Bath Ambulation Oral Meds	Personal Care Treatments IM Meds	Bed	
	Bath Ambulation Oral Meds	Personal Care Treatments IM Meds	Bed	
	Bath Ambulation Oral Meds	Personal Care Treatments IM Meds	Bed	
	Bath Ambulation Oral Meds	Personal Care Treatments IM Meds	Bed	
	Bath Ambulation Oral Meds	Personal Care Treatments IM Meds	Bed	
	Bath Ambulation Oral Meds	Personal Care Treatments IM Meds	Bed	

**Document 7:**  
Instructor Pre-Clinical Agreement

## INSTRUCTOR PRE-CLINICAL UNIT ORIENTATION

The following guidelines will be followed based on orientation needs.

1. For clinical instructors who are:
  - a. new to the Huntsville Hospital Health System, or,
  - b. have not served in this capacity during the past three years:

These instructors **MUST** complete the requirements of hospital/nursing orientation:

- 12 hours with a staff preceptor be completed on the assigned nursing unit. This time should include: unit orientation, review of patient population, familiarization of the floor plan and routine, introductions to the different staff roles and interaction with the staff, patient assignments including patients not to take, who to contact during off hours, process to charge supplies.
2. For clinical instructors who are Huntsville Hospital Employees, or who have been nursing instructors at the Huntsville Hospital Health System previously but are assigned to a different clinical unit (did not have students on a newly assigned unit during past academic year) the following is REQUIRED:
    - A minimum of 4 hours clinical orientation on the new unit – covering the same unit specific items as outlined above.
  3. For clinical instructors who are returning to the same clinical unit
    - It is REQUIRED the instructor communicate with the nurse manager/charge nurse to receive an update of new treatments, processes and protocols being utilized on the unit.
  4. **ALL** Instructors are to complete the Pre-Clinical Agreement located on the following page.



# Huntsville Hospital Pre-Clinical Agreement

<b>Unit:</b>	<b>Unit Director:</b>	<b>Instructor:</b>	<b>School of Nursing:</b>
<b>Clinical Rotation Time:</b>	<b>Start Date:</b>	<b>Finish Date:</b>	<b>Number of Students:</b>
<i>Clinical instructors who are new to the Huntsville Hospital Health System, or have not served in this capacity during the past three years, MUST complete the following requirements of hospital/nursing orientation prior to supervising students on our units. ALL instructors must meet with the unit director prior to clinical to assure instructor is comfortable with the policies of the nursing unit.</i>			
✓	Complete at least a 12 hour shift with a staff preceptor assigned by the Unit Director on the nursing unit.	<b>Name of Preceptor assigned:</b>  <b>Date of Orientation Shift:</b>	
<i>During the shift the following items are to be covered by the preceptor:</i>			
	Unit orientation including process to check out charts, locations of floor crash cart, O2 shut off, fire extinguishers and location for pre and post clinical huddles, lunchrooms and restrooms available to students		
	Review of patient population, receive list of common diagnoses and key medications used on the nursing unit		
	Documentation in EMR, vital signs, baths, fall risk, activity		
	Process to charge for supplies		
	Identify preferred method of communication with Unit Director, email, office phone, text, cell		
	Discuss rationale for weekly patient assignments – how weekly objectives will be communicated with Unit Director.		
<i>Review of the following policy and procedures as specified in Appendix A of the Huntsville Hospital Health System Guidelines for Clinical Instructors of Affiliating Nursing Education Programs located on the HHS website at: <a href="http://www.huntsvillehospital.org/schools-with-clinical-affiliation">www.huntsvillehospital.org/schools-with-clinical-affiliation</a>. It is the Nursing Instructor's responsibility to review, at a minimum, the following polices with their students:</i>			
	Urinary Catheter (FOLEY) Policies		
	Confidentiality of Patient, Employee and Proprietary Information		
	Fall Prevention and Management/Fall Assessment Tool		
	Flushing ADULT Central and Peripheral Lines (students may only flush PERIPHERAL lines)		
	Hazardous Drug Medical Surveillance		
	HIPAA Privacy and Security Responsibilities		
	Patient Identification, Patient I.D.		
	Intravenous Infusion, (IV) Infusion, Peripheral		
	Intravenous Infusion, Central Line		
	Isolation Manual		
	Medication Use Guidelines		
	Medication Administration, Double Checking Medications and Hand-Offs		
	Medication Administration by G/NG Tube		
	Medication Administration, I.M. Injection Sites (Adult)		
	Medication Administration, I.M. Injection		
	Medication Administration, Oral		
	Medication Administration: IV (Intravenous) and IVPB via Saline Lock, Continuous Peripheral, Central IV Fluids, IV Push		
	Medication Administration, Subcutaneous Injections		
	Restraint Guidelines for Non-violent or Non-self-destructive Patients		
	The Emergency Conditions and Basic Staff Response Guidelines located in the SAFETY MANUAL – on the PULSE page.		
<i>Review of specific UNIT competencies that instructor would be supervising::</i>			
<b>Nursing Instructor Signature:</b>		<b>Unit Director Signature:</b>	<b>Date:</b>

Fax completed form to Clinical Nursing Practice: 256-265-1955

## Huntsville Hospital Instructor and Student Parking Guidelines

Welcome to Huntsville Hospital Health System (HHHS). These Parking Guidelines are provided to inform students of where to park when present on the Huntsville Hospital, Women and Children's and Madison Hospital campuses. Parking Guidelines are not "recommendations," each student is expected to follow the Guidelines **EVERY** time they are present for "school related reasons" on the HHHS campus. Students need to add **20-25** minutes to their arrival time to insure they arrive on time to their units for their pre-clinical huddle.

**Instructor Parking:** All instructors may park on the top deck of the Employee Garage. Access is obtained via the faculty badge. M-F after 5:00 and all weekend days/nights faculty may park on levels 3&4 of the Blackwell Medical Tower.

**Students precepting or in clinicals on the Huntsville Hospital campus M-F, 7a-7p should use the following instructions:**

- Huntsville Hospital Main:
  - Enter student parking from St. Clair Street directly behind 1<sup>st</sup> Baptist church located on Governors Drive. Students should park in the furthest spots on the east side closest to the hospital.
  - Students can walk 1.5 blocks east towards the main hospital and tram station. For a ride back to cars in the afternoon call 256- 265-6660.
  - For safety/traffic reasons, students are asked to use the sidewalk and all crosswalks.
  - For any emergency requiring our Security Department, please call 256-265-6660. Shuttle service is only available for large groups. Security must be called at a minimum of 15-20 minutes in advance.
- Huntsville Hospital for Women and Children (WCH):
  - Park in the same parking lot as indicated above for Huntsville Hospital Main. The Tram is the quickest way to travel from the Huntsville Hospital Main (HHM) to WCH. Follow the signs to the Tram station. It is located on the second level of HHM, one floor above the cafeteria. There are two Trams; the Tram on your right is an "express" (stopping only at WCH) and the TRAM on your left is a "local" stopping at each building between HHM and WCH. Take the Tram on your right, the express.

**Students precepting or in clinicals on the Madison Hospital campus M-F, 7a-7p should use the following instructions:**

- Madison Hospital - Students assigned to Madison Hospital will park in the parking lot off of Highway 72, in front of the Medical Office Building . Upon entering Hospital Drive from Highway 72, take the first left and then turn left again into the parking lot.

**Instructions for Nights and Weekend Student Parking:**

- **Huntsville Hospital Main** - on the top level of the Employee Parking Garage, located behind the McDonald's Restaurant
- **Huntsville Hospital for Women and Children** - on the top level of the Medical Office Building(MOB) close to Women and Childrens Hospital
- **Madison Hospital** – Park in the parking lot off of Highway 72, in front of the Medical Office Building . Upon entering Hospital Drive from Highway 72, take the first left and then turn left again into the parking lot.

**Escort:**

If at any time a student feels insecure in walking to a parking area at any of the three campuses, a Security escort can be arranged. Call the internal number of 5-6660 to arrange for a Security officer to escort you to your vehicle.

**Consequences for NOT following Student Parking Guidelines:**

Detailed parking guidelines are provided so students will avoid having a wheel lock placed on their cars and being fined. If student Parking Guidelines are not followed, students will be subject to a parking fine for each occurrence (\$50.00-\$250.00) Paying for parking in a non-designated student parking area does not exclude a car from being wheel locked. Not following Parking Guidelines could result in a student no longer being able to use Huntsville Hospital as a clinical site.

Thank you for your cooperation. We have tried to think of the fairness to each student when creating these Guidelines. There are several schools and many students present at our facility, often at the same time. We have made it our priority to be sure parking is safe and available to all students.

## PULSE Page

The face page for the hospital's intranet is titled the PULSE page. It is where daily updates are posted. It is also where Clinical Instructors can access **HOSPITAL POLICIES AND PROCEDURES, ORDER SETS, THE SAFETY MANUAL (INCLUDES THE EMERGENCY CONDITIONS AND BASIC STAFF RESPONSE)**. Other important information is accessed via the **Hot List** drop down section from any hospital computer. Many of the items listed on the *Validation of Clinical Orientation* can be found on the Hot List.



## How to Locate the Lab Test Catalog

- Go to PULSE page
- Click on Departments
- Select Operation 1
- Select Laboratory Services
- Select Test Catalog
- Type in test name

**UNIT/UNIT DIRECTOR PHONE LIST**

<b>NURSING ADMINISTRATION SERVICE LINE PHONE LIST</b>				<b>Updated: AUGUST 2023</b>	
<b>SERVICE LINE</b>	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>	<b>UNIT / LOCATION</b>	<b>UNIT EXT</b>
Cardiac	Dennis, Morgan	Pres HHC, VP CV	801-6806	Administration Heart Center	801-6806
Cardiac	Cantrell, Wendy	Director Card Ser	58420	Administration Heart Center	58420
Cardiac	Jackson, Carol	Coord Heart Center	801-6713	Administration Heart Center	801-6713
Cardiac	Fowler, Caley	SL Admin Cardiac	56013	6th fl Elevator Tower / CVSL Float	56013
Cardiac	Rode, Lark	Division Asst.	58635	6th fl Elevator Tower	58635
Cardiac	Carlyle, Julie	Unit Director	58600	6E-M CVICU	58618
Cardiac	Carlyle, Julie	Unit Director	58600	6W-M PCV	58643
Cardiac	Carlyle, Julie	Unit Director	58600	Cardiac Surg Pre-Admit	52335
Cardiac	Sims, Carla	Tele Mgr/Ed	52753	Telemetry Monitoring	52726
Cardiac	Haynes, Anu	CVOR Director	74639	CV Operating Room	74639
Cardiac	Hornsby, Arin	Unit Director	58411	Cardiac Cath/EP Lab	58186
Cardiac	Hornsby, Arin	Unit Director	58411	Heart Institute/ Cardiac Short Stay	52965/52968
Cardiac	McAllister, Heather	Unit Director	58956	6NE-M CCU I	58645
Cardiac	McAllister, Heather	Unit Director	58956	6NW-M CCU II	58644
Cardiac	Plemons, Christy	Unit Director	56878	6N-M Card I	58648
Cardiac	Plemons, Christy	Unit Director	56878	6MST Card IV	50650
Cardiac	Werner, Sara	Unit Director	56601	3W Card II	56648
Cardiac	Werner, Sara	Unit Director	56601	3E Card III	58587
Cardiac	Bates, Angie	Manager CR	56462	Cardiac Rehab	57143
Cardiac	Bates, Angie	Mgr. CHF AP	56462	Congestive Heart Failure Clinic BMT	56566
Cardiac	Fischer, Irene	Admin Secretary	56602	Cardiology III 3E CHF BMT	58587
Medical	Buchmann, Brian	SL Admin Medical	57987	4MST-M / 5NE	57987
Medical	Binford, Danita	Division Asst.	57987	4MST-M / 5NE	57987
Medical	Esneault, John	Coord Pt Relation	57987	2 Elevator Tower MSL	57897
Medical	Webster, Dawn	Unit Director	56316	5E-M RCU	58499
Medical	Webster, Dawn	Unit Director	56316	5W-M RCU	58622
Medical	Thompson, Maryann	Unit Director	50683	5NE Medical Unit	58343
Medical	Jordan, Gina	Unit Director	56510	4NE MICU	51120
Medical	Jordan, Gina	Unit Director	56510	4MST-M MICU	58649
Medical	Lochner, Loren	Unit Director	52062	2E/2W Acute Medical Care 3 (IMED)	58241/ 58243
Medical	Bryant, Tammy	Unit Director	53150	7T Dialysis Overflow	52824
Medical	Bryant, Tammy	Unit Director	53150	2S-M Dialysis	52824
Medical	Adams, Karen	Unit Director	52845	Cancer Registry / Center for Lung Health	52215
Medical	Davis, Janice	Unit Director	53070	BMT OPM, Med Mall DCC, CCI OP	53058
Medical	Chester, Linda	Unit Director	58549	7N-M 7NW Acute Medical Care 1 (FAMP)	58595/52051/56810
Medical	Peterson, Tabatha	Unit Director	58323	7W-M Acute Medical Care 2 (GenM) / MSL Floa	56976
Medical	Peterson, Tabatha	Unit Director	58323	7E-M Acute Medical Care 2 (GenM)	52051
Medical	Smith, Ruth	Unit Director	52793	7MST Oncology	50715
Medical	Elledge-Nauman, Jan	QI/Data		Offsite	

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<b>Surgical</b>	<b>Neville, Cheryl</b>	<b>VP / SSL</b>	<b>52139</b>	<b>Administration, BMT</b>	<b>58818</b>
Surgical	Whitman, Latoya	Adm Assistant	56728	Administraton, BMT	56728
<b>Surgical</b>	<b>Brown, Catherine H</b>	<b>SL Admin-Surgical</b>	<b>58621</b>	<b>8th Fl Elev Tower</b>	<b>58621</b>
Surgical	Moss, Vicki	Division Asst.	52511	8th Fl Elev Tower	52511
<b>Surgical</b>		<b>Director SS OR</b>	<b>53866</b>	<b>1st floor MAIN</b>	<b>53866</b>
<b>Surgical</b>	<b>Kendrick,Brian</b>	<b>Director SS ST1</b>	<b>55700</b>	<b>Surgery Ortho Sivley Tower 1</b>	<b>55700</b>
Surgical	Latham, Rebecca	Mgr. Clinical	55700	Surgery 1st Floor Ortho ST1	55700
Surgical	Roberts, Allison	Mgr. Clinical	55800	Surgery 2nd Floor Spine ST1	55800
Surgical	Wilkerson, Tracy	OR Director, W&C	57686	1st floor W/C	57173
Surgical	Holcomb,Gina	OR Director,Main	58109	1st floor MAIN GMT	59768
Surgical	Lowry, Kim	Director Anesthesia	58246	1st floor MAIN	58246
Surgical	Olive, Michelle	Director, PACU	56643	1st floor/3rd floor MAIN	58111
Surgical	Goins, Kayla	Coord Anes Ed	54931	1st floor MAIN	54931
Surgical	Young, Ashley	Unit Director	52801	Endoscopy Center - Main / W&C	58907
Surgical	Pike,Starla	Unit Director	58198	1GNM/1GSM STICU	58196
Surgical	Coffey, Graceland	RN Charge	56683	Surgical Obs Unit GMT	54905
Surgical	Erwin, Shannon	Unit Director	56816	4E PSU I	56629
Surgical	Erwin, Shannon	Unit Director	56816	4W PSU II	56639
Surgical	Griggs, Dimaris	Unit Director	56656	4N / 4NW PSU III	56968-NW/56667-N
Surgical	Gardner, LaShawn	Unit Director	55200	2-ST Ortho Surg Obs Sivley Tower	55200
Surgical	Williams, Jennifer	Unit Director	55460	3-ST Ortho Trauma Sivley Tower /SSL Float	55300
Surgical	Williams, Jennifer	Unit Director	55360	4-ST Ortho Spine Sivley Tower	55400
Surgical	Gardner, LaShawn	Unit Director	55260/55560	5-ST Ortho Joint Camp Sivley Tower	55500
Surgical	Collins, Lee	Unit Director	58344	8N NPCU	56657
Surgical	Ladner, Andy	Unit Director	58869	8MST Neuro Spine Temp 5MST renovation	50850
Surgical	Mitchell, Jenny	Unit Director	52706	8NE-M NICU	56644
Surgical	Pruyne, Karen	Coordinator	52556	8S-EEG/Neurodiagnostics	58902
Surgical	Nicholas, Marsha	Coord Quality RM	50545	8MST Neuro Spine	50850
Surgical	Holmes, Katharine	Data Analyst	56671	8th floor	56671
GMT	Lovell, Staci	Dir Pain Mgt.	57964	GMT Pain Mgt	57246
GMT	Moffett,Cathy	Mgr. Pain Clinic	53226	GMT Pain Mgt	57246
<b>Emergency</b>	<b>Murray, Ryan</b>	<b>VP/ Emergency</b>	<b>52816</b>	<b>Administration, BMT</b>	<b>52816</b>
<b>Emergency</b>	<b>Lochner, Greg</b>	<b>SLA Emergency</b>	<b>59998</b>	<b>ED Administration</b>	<b>59998</b>
Emergency	Langford, Stacy	Director ED	58202	ED Administration	58202
Emergency	Donaldson, Victoria	Unit Director	59259	POD G / Observation Unit	56622
Emergency	Donaldson, Victoria	Unit Director	59259	Admission Overflow	56622
Emergency	Thomas, Joyce	Disaster Prep	53373	ED Administration	53373
Emergency	Andrews, Michele	Mgr CCT	51947	Critical Care Transport	51947
Emergency	Pinto, Sheryl	Division Assistant	58249	Emergency Department	58249
Behavioral	Bailey, Brad	Unit Director	56615	3SE-M Behavioral Health Services	58989
Behavioral	Bailey, Brad	Unit Director	56615	3SW-M Geriatric Psych	58980
Behavioral	Bailey, Brad	Unit Director	56615	3S-M (BHS)	58995

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<b>Womens</b>	<b>Sanders, Elizabeth</b>	<b>VP / W&amp;C</b>	<b>57061</b>	<b>W&amp;C Hospital 1st floor</b>	<b>57061</b>
<b>Womens</b>	<b>Case, Cheryl</b>	<b>SLA (Childrens)</b>	<b>57981</b>	<b>W&amp;C Hosp Peds ER/PICU/Peds</b>	<b>57061</b>
<b>Womens</b>	Hopkins, Patti	Director	57127	Breast Center & MH Breast Center	57127
<b>Womens</b>	Wallace, Wendy	Division Asst.	57061	W&C Hosp Admn	57061
<b>Womens</b>	Wiersma, Lisa	Admin Assistant	57063	W&C Hosp Admn	57063
<b>Womens</b>	Colson, Tammy	Unit Director	52371	3WS-E Surgical	57399
<b>Womens</b>	Colson, Tammy	Unit Director	52371	4NEE Adult ICU	57400
<b>Womens</b>	Mog, Cathy	Unit Director	57502	5MB-E Mother/Baby	57599
<b>Womens</b>	Mog, Cathy	Unit Director	57502	5NSY Well Baby	57591
<b>Womens</b>	Westenhofer, Lindsey	Unit Director	57968	4S-E PEDS / W&C Float Pool	57499
<b>Womens</b>	Farr, Sarah	Unit Director	57947	4SE-E PICU	57947
<b>Womens</b>	Davidson, Nichole	Unit Director	57382	Neonatal ICU	57318
<b>Womens</b>	Provence, Heather	Unit Director	50904	2S-E Antepartum	57298
<b>Womens</b>	Shockley, Nichole S	Unit Director	52819	2E-E Labor and Delivery	57219
<b>Womens</b>	Provence, Heather	Unit Director	50904	2W-E Obstetric Emergency OB ED	57450
<b>Womens</b>	Renew, Beatriz	RN Navigator	55833	St Jude Clinic	55833
<b>Womens</b>	Trentham, Michelle	Unit Director	57064	Peds ER	57755
<b>Womens</b>	McCrary, Stephanie	Mgr. CM	57983	Case Mgt @ W&C	57983
<b>Madison Hospital</b>	<b>Wright, Mary Lynne</b>	<b>President</b>	<b>75010</b>	<b>Administration Madison</b>	<b>75010</b>
<b>Madison Hospital</b>	Madison, Betty	Executive Assistant	75010	Administration Madison	75010
<b>Madison Hospital</b>	<b>Taylor, Melissa</b>	<b>Clinical Director</b>	<b>75015</b>	<b>Administration Madison</b>	<b>75015</b>
<b>Madison Hospital</b>	Coots, Shay	Case Management	75033	Madison Hospital 4th Floor	75033
<b>Madison Hospital</b>	Colquitt, Renee	Unit Director	75187	2E-W Mother Baby	75200
<b>Madison Hospital</b>	Colquitt, Renee	Unit Director	75187	2W-W Labor and Delivery	75199
<b>Madison Hospital</b>	Woodruff,LaShaina	Unit Director	75300	3E-W Med/Surg	75300
<b>Madison Hospital</b>	Woodruff,LaShaina	Unit Director	75400	4E-W Med Surg	75400
<b>Madison Hospital</b>	Hargovsky, Jenifer	Unit Director	75394	5E-W PCU	75999
<b>Madison Hospital</b>	Hargovsky, Jenifer	Unit Director	75394	5EIW ICU	75590
<b>Madison Hospital</b>	Scott, Bobby	Unit Director	75099	Emergency Department	75051
<b>Madison Hospital</b>	Eason, Vaughn	Unit Director	75150	Respiratory Therapy, Imaging Service	75150
<b>Madison Hospital</b>	Marquez, Kate	Unit Director	75295	Surgical,Endoscopy, Materials Mgt.	75295
<b>Madison Hospital</b>	Wilder, Robert	Unit Director	55099	Cardiopulmonary, ED	55099