

StDavid's HEALTHCARE

Unit Based – Semester Faculty Communication Tool

This form will be completed with the unit Clinical Manager or designee. The instructor will email the completed form to the Education Generalist at the specific facility, prior to the student rotation.

Facility: _____ Unit: _____

Name _____ School: _____

Unit Manager: _____ Academic School Year: _____

Discuss the unit priorities regarding:

- Patient Safety – Core Measures, NPSG, CMS Standards, HIPAA, Falls, Medication Safety
- Cultural Competency, Patient Satisfaction, Service Excellence
- Care Environment Measures/Metrics – HCAHPS, CMS and pay for performance, Cost/supplies

Information/Skill	Date	Comments
Unit Standards and Routines		
Student assignment process <ul style="list-style-type: none"> • Posting • Charge nurse verification 		
Reporting routines – beginning/end of shift, breaks		
Bedside Shift Report		
Role of patients' nurse related to student rotation		
Role of charge nurse related to student rotation		
Responsibilities of support staff (<i>Patient Care Technicians</i> related to student rotation)		
Unit routines – day, evening, night shifts		
Patient documentation & clinical information systems – Meditech/eMar (Ensure scanning of patients' meds at end of clinical)		
Medication administration systems and policies (Complete Accudose form, return to Pharmacy and obtain training by unit manager.)		

Policies, protocols, preprinted orders –How to access on the Hospital intranet.		
Phone, intercom, pagers, patient call system		
Information/Skill	Date	Comments
Supply System – Barcoding of supplies		
Emergency equipment and activation of arrest and/or Rapid Response Team		
Clinical Equipment and Skills: (manager to complete)		
Facility/Unit-specific skills and initiatives:		
Nursing Process for Falls Prevention:		
<ul style="list-style-type: none"> • Completes SDH Falls AHI Prevention program • Proper function of bed alarm in each facility 		
Nursing Process for Pressure Ulcers:		
Nursing Process for Safe Patient Handling:		
<ul style="list-style-type: none"> • Complete the ARJO lift Equipment training • Location of equipment in each facility • Use of equipment in each facility 		
Share one or two shifts as an orientation to the nursing unit. Required initially during the 2011-2012 school year, prior to the beginning of the student rotation. The amount of time needed for the initial unit orientation and/or updates will be left to the Unit Manager's discretion		
Hourly intentional rounding in each facility		
Share Unit Changes, Challenges, Initiatives, New Equipment, Renovation		

Schedule a post conference meeting among students, faculty and unit leadership		
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Instructor/Date

Manager/Date