

Clinical Checklist for Nursing Clinical Instructors at Corewell Health West

Before Starting Clinical

Complete Onboarding Requirements and Epic Training

- ☐ Ensure all onboarding requirements in ACEMAPP and Workday are completed
- ☐ Log into Workday, complete the onboarding process, verifying your personal information
- ☐ Complete Corewell Health West orientation and compliance training online
- ☐ Review the *Nursing Student & Faculty Orientation and EPIC Training* document for detailed instructions (ACEMAPP)
- ☐ Attend a 6-hour New Hire Epic Inpatient Nurse in-seat class if new to Corewell Health or Epic
- ☐ Complete online Nursing Instructor Epic training if it has been more than 12 months since last accessed or if unable to attend in-seat training
- ☐ Review process for cosigning student documentation (ACEMAPP)

Verify Access Needs

- ☐ Ensure you have received your network ID credentials and Epic access
- ☐ Request access to the Voalte phone/messaging system if needed (provide your cell phone number and assigned unit for setup)
- ☐ Request Pyxis access if needed
- ☐ Contact security to issue badge access cards to instructor and students if needed for doors and parking, facsecadministrationservices@corewellhealth.org
- ☐ Ensure students and instructor has been fit tested for N-95 respirators, and use the appropriate N-95 on the unit as needed

Connect with Nurse Manager

- ☐ Contact the nurse manager on your assigned unit to introduce yourself and discuss any specific expectations or requirements for the clinical rotation. This will help establish a good working relationship and ensure smooth coordination and communication
- ☐ Obtain and review the *Corewell Health Nursing Unit Welcome Guide* to understand key unit contacts, routines, and expectations
- ☐ Arrange for shadow time on the unit prior to arriving with students to become familiar with the layout, location of key equipment and supplies, and unit routines

During Clinical Rotation

Student Engagement and Daily Communication:

- Use the *Nursing Student Clinical Communication Worksheet* to communicate with nursing team members regarding student patient care assignments and clinical expectations each day
- Collaborate with Charge RN to obtain information for making student assignments

Technical Support

For any technical issues with accounts, passwords, or access to applications, contact the Corewell Health Digital Services ServiceDesk at 1-HELP (616) 391-4357, Option 3

End of Clinical Rotation

Complete Clinical Experience Evaluation in ACEMAPP:

- ☐ Complete the faculty clinical evaluation in ACEMAPP to provide feedback on your experience
- ☐ Remind students to complete their clinical evaluations in ACEMAPP