

## 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, [facsecadministerservices@corewellhealth.org](mailto:facsecadministerservices@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