



# Nursing Faculty Orientation

2023-2024 School Year



BAPTIST HEALTH

LOUISVILLE



# Baptist Health Louisville

## Nursing Faculty Orientation Packet

Welcome to Baptist Health! We are glad that we have been given the opportunity to partner with your school in providing clinical experiences.

This packet contains orientation information for nursing instructors. It will give you the information you need to bring your clinical group into Baptist Health Louisville. Please complete the forms at the end of this packet indicating you received and understand the orientation information. As you will be orienting your students to this information, please contact me if you have any questions about the information in the packet.

### **General Information**

- Contractual Questions-Darla Meredith, Director of Education & Development
- Precepted students requiring 1:1 preceptorship-Donna Mosier

**The instructor and student orientation forms must be completed and signed; copy of COVID card or approved declination, returned to Donna Mosier before any clinical experiences can begin at Baptist Health Louisville.**

All paperwork for student groups and precepted students should be returned to Donna Mosier. This includes:

- ⌘ signed instructor forms (Clinical Faculty Contact Information),
- ⌘ student forms (Handbook Acknowledgement, Confidentiality)
- ⌘ COVID documentation

Please return paperwork to the Innovative Learning Center office located at 4007 Kresge Way, 2<sup>nd</sup> floor. Office hours are M-F 7am-4pm or Education After-Hours Drop Box, located before entering nursing unit 6 East.

If your clinical group will not be reporting on a scheduled day, please notify the nursing unit.

**Student Practice Guidelines** – Non-licensed nursing students may utilize skills they have learned and successfully mastered according to your school's criteria while caring for our patients. There are just a few things Baptist Health Louisville restricts nursing students from performing:

- 1) Students may not administer any type of blood product.
- 2) Students may not accept verbal orders from physicians.
- 3) Students may not push IV medications in an emergency situation.
- 4) Students may not administer IV chemotherapy.
- 5) Students will not be assigned a TB patient
- 6) Students may not give any medication, including flushing a saline lock independently.
- 7) Pull sheaths.
- 8) Draw blood, except from a central line or PICC
- 9) Perform any skill that requires a competency, EXCEPT blood glucose monitoring.
- 10) "Practice" procedures such as IV sticks, phlebotomy, sub Q or IM injections on anyone (staff or preceptor) other than their patient on the assigned unit.

Licensed students function within the scope of licensure, BHLOU policy, and their competency/experience with preceptor supervision.

## Meeting Conference Space

Contact the Nurse Manager for use of the conference areas/report rooms located on the nursing units. Pre and post conferences are encouraged to be held virtually.

**Passwords** are required for the Roche blood glucose machine.

## EPIC-EMR

**\*\*\*Employees of Baptist Health must have an instructor account separate from their employee account.\*\*\***

**Badges must be returned at the end of the rotation.**

## Roche Glucometers

The instructor will need to set up a time with Donna Mosier for validation on the meter. The instructor validates the students. The process for assigning codes is through the lab.

**Observational experiences** for your students can be scheduled directly with the designated site. Contact names and numbers are on the telephone list attached to the end of the orientation packet. We recognize the value of observational experiences in different areas and with different disciplines. Requests will be accommodated if at all possible.

**Instructor clinical time** – Clinical faculty should make arrangements with the Nurse Manager for orientation to the unit. Please feel free to come to Baptist Health Louisville for a day or even a few hours to familiarize yourself with your assigned unit. Names and numbers for the unit nurse managers is included in this packet. Contact the unit nurse manager to set up a time to shadow.

**Continuing education** offerings at Baptist Health Louisville are open to faculty and students as space allows. Pre-registration is necessary.

If you have any questions, please contact me at [Dmosier@bhsi.com](mailto:Dmosier@bhsi.com) or 502.896.7396.

Sincerely,

Donna Mosier, BSN, RN, NPD-BC  
Professional Development Specialist



**BAPTIST HEALTH**

LOUISVILLE

### Campus Map

4000 Kresge Way - Louisville, KY 40207  
502.897.8100  
BaptistHealth.com/Louisville



**3900** Medical Pavilion

**3950** Building

**4000** Hospital

**4001** Office Park

**4002** Building

**4003** Medical Offices/  
Cancer Center

**4007** Foundation and Support Services

Helicopter Pad Pharmacy

Parking

Valet Service - Entrance A | 8 a.m.-5 p.m., Mon.-Fri. \$2 per vehicle  
Call 502.259.4000 or ext. 4000

## Documentation

**All patient care that is given needs to be documented in the patient chart.** Faculty and students will be using the Student Nursing Assessment form, which can be obtained through Sharepoint. Go to BEN>Applications>All Forms to Print (OPTIO)>Louisville Forms> Search “Student Nursing Assessment”. Once on the unit, the Unit Secretary can assist with printing the form. All documentation must be co-signed by the nursing faculty and placed under the Nursing Flowsheet tab in the patient’s chart. It is the faculty’s responsibility to place the flowsheet in the patient chartlet. Please **do not** photocopy this form in the patient setting.

### How to document using Nursing Student Assessment:

1. Use military time.
2. **Bolded** letter codes and assessment codes are used for documentation on flowsheet.  
Assessment where a number is indicated-enter that number (ex. SPO2).
3. Complete all areas of the flowsheet as applicable.
4. Signatures are noted on the last page of the flowsheet with initials
5. **Do not write** in the margins of the flowsheet (scanner will not be able to see it).
6. Information recorded on the flowsheet does not need to be repeated in the nursing note.

**USE BLACK INK ONLY!**

**DO NOT MAKE PHOTOCOPIES OF ANY FORM. PHOTOCOPIES WILL NOT SCAN.**

**Please see next page for an example of Student Inpatient Nursing Assessment Forms.**





300247

Student Inpatient Assessment

Patient Label

WITHIN DEFINED LIMIT PARAMETERS	
CARDIAC	Regular rhythm, S1, S2; no reported chest pain
RESPIRATORY	Regular depth and pattern; unlabored; expansion symmetrical; breath sounds clear and equal bilaterally; no cough
PERIPHERAL NEUROVASC	Capillary refill <= 3 seconds; extremities warm with 2+ pulses; no discoloration or edema; no reported numbness, tingling or tenderness
SKIN	Warm; dry; intact; elastic; w/o discoloration; pressure points without redness
HEENT	Head/face/eyes/nose symmetrical at rest and with movement; expression; no edema, redness or discoloration; no external drainage; nares patent; lips/oral mucosa pink, moist & intact; swallows without difficulty; no expressed/observed changes in vision or hearing.
GI	Abdomen soft, nondistended; bowel sounds audible, normoactive in 4 quads; no reported/observed nausea, vomiting, diarrhea or constipation
GU	No reported or observed difficulties with voiding; urine reported or observed as clear, yellow and without foul odor
MUSCULOSKELETAL	No observed or reported muscle weakness; joint swelling or tenderness; all extremities with symmetrical movement bilaterally
COGNITIVE/NEURO/BEHAV	Alert; opens eyes spontaneously; arouses to voice or touch; oriented x4; follows commands; speech spontaneous, logical; purposeful motor response; behavior appropriate to situation.
SAFETY	Bed in low position, wheels locked; call light in reach; side rails up x 2; ID band on

ASSESSMENTS	TIME									
CARDIAC										
RESPIRATORY										
PERIPHERAL NEUROVASCULAR										
SKIN										
HEENT										
GI										
GU										
MUSCULOSKELETAL										
COGNITIVE/NEURO/BEHAV										
SAFETY										

ASSESSMENT KEY: WDL – WITHIN DEFINED LIMITS \* - EXCEPTIONS TO WDL

POSITION/HYGIENE/ACTIVITY											
TIME											
Turn											
Toilet											
Brief Changed											
Walk											
Chair											
Bathing											
Oral Care											
Perineal Care											
Alarm Bed/Chair											
Foley Cath Care											
Sitter											
Diet Type							Breakfast%		Lunch %		Dinner%

Revise 7/20/18

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Patient Label

Student Inpatient Assessment

TIME												CODES	
<b>VASCULAR CHECKS</b>	RUE RADIAL											<b>P-PALPABLE</b> <b>D-DOPPLER</b> <b>0-ABSENT</b>	
	LUE RADIAL												
	RLE DP												
	PT												
	LLE DP												
	PT												
	SHEATHS/GROIN CHECK												<b>B-BRISK</b> <b>S-SLUGGISH</b>
	CAPILLARY REFILL												
	COMPRESSION DEVICE												<b>F-FOOT / C-CALF/T-THIGH</b>
<b>PUPILS</b>	RT	SIZE										<b>REACTION</b> <b>S-SLUGGISH</b> <b>C-EYE CLOSED</b> <b>N-NON REACTIVE</b> <b>B-BRISK</b>	
		REACTION											
	LT	SIZE											
		REACTION											
<b>COMA SCALE</b>	Eyes Open	SPONTANEOUS										4	<b>C-EYES CLOSED</b> <i>i.e.-swollen</i>
		TO SOUND										3	
		TO PAIN										2	
		NO RESPONSE										1	
	Best Verbal Response	ORIENTED										5	<b>T- ENDOTRACHEAL TUBE OR TRACHEOSTOMY</b>
		CONFUSED										4	
		INAPPROP. WORDS										3	
		INCOMPRES. SOUNDS										2	
		NO RESPONSE										1	
	Best motor Response	OBEY COMMANDS										6	<b>RECORD THE BEST RESPONSE</b>
		LOCALIZE PAIN										5	
		W/D FROM PAIN										4	
		ABNORMAL FLEX										3	
		ABNORMAL EXT										2	
		NO RESPONSE										1	
	TOTAL												



300247

Patient Label

BAPTIST HEALTH LOUISVILLE  
Inpatient Nursing

**Student Inpatient Nursing Assessment**

+

**LDA' S**

LDA TYPE:	PREP:
PLACEMENT D/T:	WHO ENTERED:
SIZE:	ATTEMPTS:
ORIENTATION:	TOLERANCE:
LOCATION:	REMOVAL D/T:
DRESSING CHANGED:	FLUSHED/BLOOD RETURN:

LDA TYPE:	PREP:
PLACEMENT D/T:	WHO ENTERED:
SIZE:	ATTEMPTS:
ORIENTATION:	TOLERANCE:
LOCATION:	REMOVAL D/T:
DRESSING CHANGED:	FLUSHED/BLOOD RETURN:

LDA TYPE:	PREP:
PLACEMENT D/T:	WHO ENTERED:
SIZE:	ATTEMPTS:
ORIENTATION:	TOLERANCE:
LOCATION:	REMOVAL D/T:
DRESSING CHANGED:	FLUSHED/BLOOD RETURN:

LDA TYPE:	PREP:
PLACEMENT D/T:	WHO ENTERED:
SIZE:	ATTEMPTS:
ORIENTATION:	TOLERANCE:
LOCATION:	REMOVAL D/T:
DRESSING CHANGED:	FLUSHED/BLOOD RETURN:

LDA TYPE:	PREP:
PLACEMENT D/T:	WHO ENTERED:
SIZE:	ATTEMPTS:
ORIENTATION:	TOLERANCE:
LOCATION:	REMOVAL D/T:
DRESSING CHANGED:	FLUSHED/BLOOD RETURN:



## What is Magnet?

First awarded in 1994, Magnet designation recognizes health care organizations dedicated to providing excellent nursing care services. The Magnet Recognition Program is administered by the American Nurses Credentialing Center (ANCC), the nation's largest and foremost nursing credentialing organization. Magnet designation is the highest level of recognition that ANCC can extend to health care organizations. According to the ANCC Commission on Magnet Recognition, the Magnet Recognition Program recognizes excellence in:

- The management, philosophy, and practices of nursing services
- Adherence to national standards for improving the quality of patient care services
- Leadership of the nurse administrator in supporting professional practice and continued competence of nurses, and
- Understanding and respecting the cultural and ethnic diversity of patients, their significant other, and health care providers

### What does Magnet designated mean?

Magnet designation is considered the “gold star” in Nursing. Although Magnet recognition is awarded for excellence in nursing services, it takes an entire patient care team and ancillary departments to create and demonstrate a Magnet environment. The benefits also extend to patients and the organization as a whole. These benefits directly relate to the cultural transformation associated with pursuing, obtaining and maintaining Magnet status. More than 20 years of research has demonstrated that Magnet designation brings multiple benefits for the nurse, the consumer, the community, and the healthcare organization.

### Benefits to Nurses

- ✓ Autonomy in clinical practice decision-making
- ✓ Participation in organizational decision-making
- ✓ Higher RN satisfaction
- ✓ Enhanced nurse-physician collaboration

### Benefits to Patients

- ✓ Decreased length of stay
- ✓ Increased patient/family satisfaction
- ✓ High quality of nursing care

### Benefits to the Organization

- ✓ Reduced RN turnover and vacancy rate
- ✓ Positive, collaborative, engaging work environment for all employees
- ✓ A culture built on empowerment, pride, mentoring, respect, integrity, caring, and teamwork, which emerges during the process
- ✓ Competitive marketing advantage

⌘ Magnet designation is an *important recognition of nurses' worth*.

It acknowledges the quality of your nursing program and demonstrates its importance and the importance of your nurses to the success of the overall organization. Magnet designated hospitals are considered national models and standard bearers for nursing care.

⌘ Magnet designation *enhances the quality of care* delivered as well as patient outcomes.

Research shows that Magnet hospitals have lower patient mortality, fewer medical errors and complications, improved patient and employee safety structures, higher patient satisfaction scores, and shorter hospital stays. In Magnet facilities, direct care providers have a key role in decision making on issues which impact patient care. This results in an improved level of service.

⌘ Magnet designation *increases staff morale.*

A Magnet environment facilitates autonomy in professional practice, promoting job satisfaction and retention of high-quality performers. Pursuing Magnet designation requires pride in one's own practice and a belief in the excellence of the organization.

Once Magnet designation is received, staff innately desire to maintain it and devote energy to fostering excellence.

⌘ Magnet designation *attracts high quality physicians and specialists.*

Research supports that a key factor in attracting high quality physicians is a healthy nursing practice environment supported by high quality nurses. Magnet helps hospitals attract the brightest and best nurses in a competitive industry. In turn, physicians have confidence that their patients are in the hands of professional, expert clinicians.

⌘ Magnet designation *reinforces positive collaborative relationships.*

A fundamental premise of Magnet designation is a climate that reinforces collaborative working relationships. Magnet designated facilities foster mutual respect of the individual, patient, and staff.

⌘ Magnet designation is a *major factor in nursing recruitment and retention.*

Research has repeatedly shown that Magnet designated facilities consistently outperform non-Magnet hospitals in recruiting and retaining nurses. Today, nursing students are educated regarding the benefits of Magnet designation and strongly encouraged to seek employment in a Magnet designated facility.

⌘ Magnet designation gives a *competitive advantage.*

In addition to giving facilities recruitment edge, Magnet designated hospitals enjoy an overall marketing advantage. Magnet designated hospitals receive additional public relations opportunities when designated. These facilities are asked to publish the secrets of their success and serve as consultants to other hospitals seeking Magnet designation. Patients are increasingly educated to garner greater control over their own healthcare and seek out Magnet hospital as part of this effort. A segment on "Good Morning America" advised the public to seek out "Magnet hospitals as where the best nurses tend to work, the morale is highest, and the hospital has the best resources...you want to be where the nurses want to be."

⌘ Magnet designation *perpetuates the Magnet culture.*

Once a facility is Magnet designated, the existence of the Magnet environment which resulted in the designation grows and proliferates. Core values such as empowerment, autonomy, pride, mentoring, nurturing, respect, integrity, teamwork, and quality mushroom and further entrench in the organization. Initial Magnet designation "raises the bar" for future designation.

Baptist Hospital Louisville (BHLOU) obtained the first Magnet designation in 2008, with re-designation in 2014 and 2019. In 2023, BHLOU submitted for its 4<sup>th</sup> Magnet designation. Baptist Health LaGrange obtained Pathway designation in October 2015.

To learn more about ANCC and Magnet designation, please visit <https://www.nursingworld.org/organizational-programs/magnet/>.

## Dress Code

Following dress codes helps presentation and appearance, which makes a favorable impression on our customers. Students must present a neat and professional appearance. Hairstyles must be neat and clean. Unconventional hairstyles and colors should be avoided as should other dress styles and trendy apparel that would not be reasonable accepted as cultural norms or be offensive to customers served. Hair should not restrict vision. Ear piercings are permitted but should be simple and no more than two per ear. Nose, facial, tongue and other visible body piercings are not permitted. Small tattoos are permitted but must not be obscene or advocate sexual, racial, ethnic or religious discrimination. Facial tattoos are not permitted. You may be asked to cover any tattoo if it could be potentially offensive to others. Nail polish must be free from chips, cracks. Peeling and loud/inappropriate nail polish colors are not acceptable. [Please refer to the Dress Code policy for more detail.](#)

## General Student Information

**Parking:** Please ask students in your clinical groups to carpool whenever possible. Park in the Parking Garage above the 3<sup>rd</sup> floor. Please refer to the Parking Policy located on BEN. Students wishing not to park in the garage, they may park in the last two rows of Lot #2. Please refer to the Parking Policy.

**I.D. Tag:** Students and instructors should have a name badge from your college/university identifying you as a student/instructor. Nametags should be placed above the waist and worn at all times for identification and security purpose. There are no exceptions. Nametags must be shown in the cafeteria to receive meal discounts.

Cafeteria (located on 2<sup>nd</sup> floor): Breakfast 0615-1000; Lunch 1100-1330; Break 1400-1500;  
Dinner 1600-2300

**Personal Items:** Please bring as little into the hospital as possible. **Bring only the materials needed to clinical.** Storage space for personal items is at a minimum. The unit manager will show you the designated area where items such as coats and book bags can be stored. Money and valuables should be kept with you at all times in a safe place. The hospital cannot be responsible for the loss of personal items. Lost and found items are left with Environmental Services.

**Cell Phones:** Cell phones and pagers must either be turned off or placed in silence/vibrate mode during clinical. Use of phone for personal use should be confined to breaks and away from the patient care area.

### **EPO (Emergency Protective Orders)**

Please contact Security for further information.

## Medication Administration

Medications at Baptist Health Louisville are administered using EPIC. Students may administer medications under the direct supervision of a registered nurse. Students may not administer blood products, administer IV push medications in an emergency situation, or administer IV chemotherapy.

- Each patient's medications, scheduled and non-controlled prn, are placed in an individual cassette/drawer in the medication cart. The drawer is restocked by the Pharmacy every 24 hours.
- Medications are in unit-dose packages, inside plastic bags. The bag is NOT to be opened until it is ready to be administered to the patient.

The following policies are related to medication administration and will guide your practice. Please review these policies which can be found on BEN.

- Medication Administration
- High Risk Medication
- Unacceptable Abbreviations List

For these and other policies:

- Go to BEN/Sharepoint>Click Policies and Procedures tab>Baptist Health Policies>Using the Search box, type title of policy/procedure

## Guidelines for Smoking and Tobacco

- ⊗ Baptist Health Louisville is a tobacco-free healthcare facility.
- ⊗ Tobacco use is prohibited anywhere on the hospital campus and up to 100 feet beyond the hospital campus, including within personal vehicles parked on BH-Lou property.
- ⊗ There are no designated tobacco use areas on the campus.

## Restraints

There are two classifications of restraints recognized at Baptist Health Louisville: Non-violent or Non self-destructive restraint and Violent or Self-destructive restraint.

- Non-violent or Non-Self-Destructive restraint – Pulling at lines and tubes, need to limit mobility
- Violent or Self-Destructive restraint – hitting, kicking, biting, combative, physically aggressive

Please review the Restraint Guidelines policy.



# HIPAA for Students and Instructors:



What you need to know . . .

As a guest performing a clinical rotation at Baptist Health Louisville, you will have access to confidential medical information.

Federal and state laws protect this confidential medical information.

It is illegal for you to use or disclose this confidential medical information outside the scope of your clinical duties at BHLou.

Guidelines for the use of this information:

- You may use this information as necessary to care for your patients.
- You may share this information with other health care providers for treatment purposes.
- Do **NOT** photocopy patient information.
- Dispose of materials properly.
- Access the minimum amount of information necessary to care for your patient or carry out an assignment.
- Do not record patient names, dates of birth, address, phone number, social security number, etc., on the assignments you will turn in.
- You may only access the confidential information of patients for whom you are caring.
- Be aware of your surroundings when discussing confidential information. It is inappropriate to discuss patients in elevators, cafeteria, etc.
- If you have questions about the use or disclosure of confidential health information, contact your instructor or the student coordinator.



- If you believe you are party to or know of a violation in confidentiality, notify your instructor immediately.

## BHS workstations

Workstations should be used for business activities. Workstations/Work areas should remain clear of any patient information that could be visible to the public. Keep your password safe. **Never share your password with anyone.** When you are logging onto the system, be aware of people who might be looking over your shoulder. “Shoulder Surfing” is a common way to obtain someone’s password.

## Computer Use

You should always **log off** your computer terminal before leaving it unattended.

## **Use of Electronic or Mobile Devices**

We understand the value of external electronic mobile devices for research and patient care. However, external electronic mobile devices (Tablet, Laptop, Smartphone) may not be used at the bedside, public corridors of patient units/areas, or within the patient room and while working in the patient medical records. Additionally, the camera, audio, or video recording functions of any external electronic mobile device may not be used under any circumstances.

Additionally, according to Baptist Health policy, texting of patient information is strictly prohibited. This is outlined in section F of the policy “Controls for Device and Media Containing Electronic Protected Health Information (ePHI) and BHS Proprietary Data. BHLOU/LAG will not be responsible for the security of any external electronic mobile device brought into the facility.

Do not bring in media (CD, DVD/Thumb drives) from outside.

**\*\* Please review the “General Information for Non-BHLOU Employees, Students, Vendors, Contract Staff, Allied Health Professionals, Forensic Staff and Physicians” Handbook. Each student will need a copy of this and the last two pages will need to be returned to Education & Development prior to the first day of clinical.**

## **Code H**

- Code H stands for “Help”, and can be called by patients/families if they notice a clinical change in their loved one’s condition or if the healthcare team is not responding to the patient’s or visitor’s concerns. It can also be called if there is a communication breakdown regarding delivery of care from any caregiver or department. If the patient/family/visitor feels it is necessary to call a Code H, they can call the hotline number (4444). A trained hospital operator will triage the call and notify the appropriate department(s) and the house manager or ICU/CCU charge nurse.

## **Other Policies to Review:**

- Role of Students and Faculty in Patient Care

**CRITICAL CARE, IV THERAPY, 5EAST, RESPIRATORY CARE**

**DIRECTOR – April Clark, BSN, RN, CNML**

**Office 897-8373**

<b>NURSE MGR.</b>	<b>OFFICE # / EMAIL</b>	<b>UNIT</b>	<b>UNIT#</b>
Brittany Jones, BSN, RN, CCRN, SCRN	897-8346 <a href="mailto:Brittany.jones@bhsi.com">Brittany.jones@bhsi.com</a>	ICU / CCU	897-8324 / 897-8372
Lorin Spurrier, BSN, RN	897-8598 <a href="mailto:Lorin.spurrier@bhsi.com">Lorin.spurrier@bhsi.com</a>	5East/IV Therapy	897-8574
Frank Porter, BS, RRT	502-897-8884	Respiratory Care	897-8134

**ORTHOPEDICS & NEUROSCIENCE**

**Director-Bridget Fehr, MSN, RN, ONC, NE-BC**

**502-897-8479**

<b>NURSE MGR.</b>	<b>OFFICE # / EMAIL</b>	<b>UNIT</b>	<b>UNIT#</b>
Erin McCoy, MSN, RN, ONC	259-4722 <a href="mailto:Erin.mCoy@bhsi.com">Erin.mCoy@bhsi.com</a>	7Park 8Park	259-4700 259-4800
Kristina Thomas BSN, RN- Coordinator	896-6002 <a href="mailto:Kristina.thomas1@bhsi.com">Kristina.thomas1@bhsi.com</a>		
Nicole Seraphine, MSN, RN	<a href="mailto:nseraphi@bhsi.com">nseraphi@bhsi.com</a>	5Park	259-4500

**HOUSE FLOATS, HOUSE MANAGERS, TRANSPORT**

**Executive Director-Michelle Lynn, MSN, CCRN**

**502-896-7915**

<b>MANAGER /NURSE MANAGER</b>	<b>OFFICE # / EMAIL</b>	<b>UNIT</b>	<b>UNIT#</b>
House Managers	897-8107		

**EMERGENCY DEPARTMENT & OBSERVATION**

**Director-Cheryl Freudenberger, MSN, RN, NE-BC**

<b>NURSE MGR.</b>	<b>OFFICE # / EMAIL</b>	<b>UNIT</b>	<b>UNIT#</b>
Daniel Bisig, BSN, RN	259-4090 <a href="mailto:Daniel.bisig@bhsi.com">Daniel.bisig@bhsi.com</a>	ED POD F	897-8141 896-7370
Jen Hartley-Coordinator	897-8166 <a href="mailto:jhartley@bhsi.com">jhartley@bhsi.com</a>		
Anna Powell BSN, RN	928-6864 <a href="mailto:Anna.powell2@bhsi.com">Anna.powell2@bhsi.com</a>	Observation	

**CARDIOVASCULAR SERVICES****DIRECTOR – Kristen Mannix MSN, RN, CCRN****502-897-8373**

<b>NURSE MGR.</b>	<b>OFFICE #/ EMAIL</b>	<b>UNIT</b>	<b>UNIT#</b>
Anna McEnaney, BSN, RN	259-4187 <a href="mailto:Anna.mcenaney@bhsi.com">Anna.mcenaney@bhsi.com</a>	CVU / CVI	896-7209 259-4238
Alea Haydon, BSN, RN, PCCN, RN-BC -Coordinator	259-4247 <a href="mailto:Alea.haydon@bhsi.com">Alea.haydon@bhsi.com</a>		
Melanie Brown MSN, RN	259- 4247 <a href="mailto:Melanie.brown1@bhsi.com">Melanie.brown1@bhsi.com</a>	CVR	896-7216
Alea Haydon, BSN, RN, PCCN, RN-BC -Coordinator	259-4247 <a href="mailto:Alea.haydon@bhsi.com">Alea.haydon@bhsi.com</a>		
Michelle Delda	896-7320 <a href="mailto:Michelle.delda@bhsi.com">Michelle.delda@bhsi.com</a>	Cardiology Vascular Lab	897-8220 897-8151
Emily Coxon BSN, RN	259-4005 <a href="mailto:Emily.coxon@bhsi.com">Emily.coxon@bhsi.com</a>	Cath Lab	897-8008

**TELEMETRY****Director- Autumn Schnurr, MSN, RN, CPHRM****502-897-8827**

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Becky Werner, BSN, RN	896-7653 <a href="mailto:Rebecca.werner@bhsi.com">Rebecca.werner@bhsi.com</a>	6 East	897-8674
Dara Nutt, MSN, RN, CCRN-K, NE-BC	896-7861 <a href="mailto:dara.nutt@bhsi.com">dara.nutt@bhsi.com</a>	6South	897-8670
Calla Cissel, MSN, RN, NE-BC	897-8752 <a href="mailto:Calla.cissel@bhsi.com">Calla.cissel@bhsi.com</a>	4South	897-8470
Aimee Fahey, BSN, RN	897-8400 <a href="mailto:Aimee.fahey@bhsi.com">Aimee.fahey@bhsi.com</a>	4 East	897-8474
Sara Craig, BSN, RN, PCCN, CNML	897-8400 <a href="mailto:Sara.craig@bhsi.com">Sara.craig@bhsi.com</a>	4North	897-8472
Mary Davis BSN, RN	259-4095 <a href="mailto:Mary.davis@bhsi.com">Mary.davis@bhsi.com</a>	5 South	897-8570
Ashley Schrodt, BSN, RN	897-8405 <a href="mailto:Ashley.schrodt@bhsi.com">Ashley.schrodt@bhsi.com</a>	5North	897-8572

**WOMEN'S HEALTH, L&D, NICU, ANTEPARTUM, M/B, REPRODUCTIVE IMAGING**  
**DIRECTOR – Bonnie Hibbs, DNP, RNC, NEA-BC**  
**Office 896-7690**

<b>NURSE MGR.</b>	<b>OFFICE #/ EMAIL</b>	<b>UNIT</b>	<b>UNIT#</b>
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Kelly Gardner, MSN, RN	896-7541 <a href="mailto:Kelly.gardner@bhsi.com">Kelly.gardner@bhsi.com</a>	NICU Lactation	897-8377 3464

**SURGICAL SERVICES**

<b>DIRECTOR - Donna Triplett, MSN, RN, CRRN, NEA-BC</b> <b>Office 897-8672</b>		<b>Assistant Director of Surgical Services</b> <b>Melissa Thomas, MSN, RN, CAPA</b> <b>Office 897-8244</b>	
<b>NURSE MGR.</b>	<b>OFFICE #/ EMAIL</b>	<b>UNIT</b>	<b>UNIT#</b>
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Ashley Snyder, BSN, RN, CPAN	259-4964 <a href="mailto:Ashley.snyder@bhsi.com">Ashley.snyder@bhsi.com</a>	PACU & PHASE II Recovery	8207 8869
Pam Bastian, BSN, RN, CNOR Jenny Marksbury, BSN, RN, CAPA	259-4930 <a href="mailto:pbastian@bhsi.com">pbastian@bhsi.com</a> <a href="mailto:jmarksbury@bhsi.com">jmarksbury@bhsi.com</a>	Outpatient Surgery Center	4201

**REHAB, ONCOLOGY, PALLIATIVE**  
**DIRECTOR –DEBBIE NELSON, MSN, RN, CRRN, NEA-BC**  
**Office 896-7456**

<b>NURSE MGR.</b>	<b>OFFICE #/ EMAIL</b>	<b>UNIT</b>	<b>UNIT#</b>
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**Other Resources:**

Shana Nicholson, BSN, RN, CDCES, MLDE, PCCN  Sandora Wantland <a href="mailto:Sandora.wantland@bhsi.com">Sandora.wantland@bhsi.com</a>  Brigid Crush Christina Weiermann	Diabetes Manager  Diabetes Clinical Specialists	897-8047
Deanna Acton, MSN, RN, WOCN <a href="mailto:Deanna.acton@bhsi.com">Deanna.acton@bhsi.com</a>  Beth Fangman, MSN, RN, CWOCN <a href="mailto:bfangman@bhsi.com">bfangman@bhsi.com</a>	Wound-Ostomy Continence Clinicians	897-8329 897-8091
<b>Surgical Services</b>  Karrie Kernen BSN, RN, CHPE, CCRC <a href="mailto:Karrie.kernen@bhsi.com">Karrie.kernen@bhsi.com</a>  Sandy Douglas, BSN, RN, CAPA <a href="mailto:sandra.douglas@bhsi.com">sandra.douglas@bhsi.com</a>  Liz Goodin BSN, RN <a href="mailto:elizabeth.goodin@bhsi.com">elizabeth.goodin@bhsi.com</a>	Perioperative Coordinator  Educator (Endo, Pre-op, PACU, PH II, OSC, Pre/Post, PAT)  Educator (OSC, ACU, Pain Management)	259-4733  259-4508  896-7553

Elena Lockett Elena.lockett@bhsi.com	Emergency Department Educators	897-8889
Stefanie Ray <a href="mailto:Stefanie.ray@bhsi.com">Stefanie.ray@bhsi.com</a>		897-8854
Ashleigh Route <a href="mailto:Ashleigh.route@bhsi.com">Ashleigh.route@bhsi.com</a>	Critical Care Educator	897-4903
Sharon Morrison <a href="mailto:Sharon.morrison@bhsi.com">Sharon.morrison@bhsi.com</a>	Cardiology Program Educator	896-7209

## Evaluations

- We want to know how we can improve. Please have each student, including precepted students complete an evaluation and return to Donna Mosier, Education & Development. See form in packet.
- An Instructor Evaluation should be given to the Nurse Manager/Charge Nurse of the unit in which the clinical took place. Please see the form in packet to review expectations.

Baptist Health Louisville  
Education and Development Department  
Nursing Clinical Experience Evaluation

Name (optional): \_\_\_\_\_ Dates of Rotation: \_\_\_\_\_

Name of School and Clinical Instructor: \_\_\_\_\_ Assigned Unit \_\_\_\_\_

Please indicate which response best reflects your clinical experience at Baptist Health Louisville:  
**5=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree**

1. Nursing staff was responsive and helpful.

5 4 3 2 1

2. Overall environment was welcoming and friendly.

5 4 3 2 1

3. Sufficient supplies and resources to meet your needs.

5 4 3 2 1

4. Access to patient information sufficient to meet clinical preparation needs.

5 4 3 2 1

5. My personal learning objectives were met.

5 4 3 2 1

6. What did you like best about your clinical experience at BHLOU?

\_\_\_\_\_

7. What did you like least about your clinical experience at BHLOU?

\_\_\_\_\_

8. Please list any staff persons you would like to recognize during your clinical experience.

9. Would you consider employment at Baptist Health Louisville or LaGrange? Please circle

\_\_\_\_\_ Yes \_\_\_\_\_ No

If No, why? \_\_\_\_\_

Would you like a nurse recruiter to contact you about employment opportunities?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please be sure to put your name /number on this form.



## **Nursing Instructor Expectations**

- Instructors must maintain a professional appearance.
- Instructors must arrive promptly on the unit.
- Instructors must maintain professional conduct.
- Instructors must contact the Nurse Manager or designated staff member prior to clinical rotation to arrange faculty & student unit orientation.
- Instructors must provide the Nurse Manager with dates and times the students will be on the unit. If students will not be coming on a day when expected the Nurses Manager needs to be notified.
- Instructors will provide the Nurse Manager with contact information in case the instructor needs to be contacted outside of clinicals.
- Instructors must provide a formal assignment sheet. Please see form included. The information contained on this sheet is expected from all clinical groups.
- Instructors must remain with students at all times during clinical rotation

For precepted students (nursing instructor is not on site), BHLou expects that the instructor:

1. provide each preceptor with a 24/7 contact number
2. establishes an initial contact with each preceptor to orient him/her to the clinical
3. establishes contact at least once during, and at the completion of the clinical experience, to discuss student progress

Failure to do so may jeopardize the school's working relationship with BHLou.

## **Nursing Student Expectations**

- Nursing students must get report from the nurse caring for their assigned patient at the start of duty.
- Nursing Students must document the care of the patient on a paper flowsheet provided by the nursing unit. This documentation must be co-signed by the instructor and placed on the patient's chart. \*\*Integrated Practicum students may follow different guidelines for documentation-refer to your preceptor for more information.
- Nursing Students must report off to the nurse caring for their patient at end of duty and when leaving the floor for any reason.
- Nursing Students must maintain professional appearance & conduct whenever they are representing their school of nursing at Baptist Health Louisville. This includes when at BHLou to get information on patients for a future clinical.
- Nursing Students must not make copies of any portion of the patient record.
- Nursing Students must wear a visible school name tag.

## **Expectations from Unit**

- A representative from the nursing unit will provide the instructor with unit guidelines such as to where to post assignments, where to congregate, etc.
- A representative for the nursing unit will provide the instructor with a unit orientation covering location of clean and dirty areas, nourishment area, linen storage, and disposal, etc.
- Access codes will be provided for locked areas the students will need to enter to perform their duties.

Baptist Health Louisville  
Education and Development Department  
Clinical Nursing Instructor Evaluation  
To be completed by Manager or designated staff member

School \_\_\_\_\_ Instructor \_\_\_\_\_ Unit \_\_\_\_\_  
Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Please indicate which response best reflects your experience with the above clinical instructor.

**5=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree**

- |                                                                             |   |   |   |   |   |
|-----------------------------------------------------------------------------|---|---|---|---|---|
| 1. Maintained communication with the nurse manager, charge nurse and staff. | 5 | 4 | 3 | 2 | 1 |
| 2. Maintained professional demeanor.                                        | 5 | 4 | 3 | 2 | 1 |
| 3. Organized and well prepared for clinicals.                               | 5 | 4 | 3 | 2 | 1 |
| 4. Posted clear and specific patient assignments prior to clinicals.        | 5 | 4 | 3 | 2 | 1 |
| 5. Actively sought learning opportunities for students.                     | 5 | 4 | 3 | 2 | 1 |
| 6. Able to manage student load.                                             | 5 | 4 | 3 | 2 | 1 |
| 7. Student issues handled in a professional manner.                         | 5 | 4 | 3 | 2 | 1 |
| 8. Readily available to students at all times.                              | 5 | 4 | 3 | 2 | 1 |
| 9. Excellent rapport maintained with unit staff.                            | 5 | 4 | 3 | 2 | 1 |
| 10. Comfortable with computerized systems.                                  | 5 | 4 | 3 | 2 | 1 |

General Comments: \_\_\_\_\_  
\_\_\_\_\_

**\*\*After completion, please send to Donna Mosier, Innovative Learning Center, 4007 Kresge Way\*\***



Please forward this information to Donna Mosier, Faculty Coordinator prior to first clinical day.

### **Clinical Validation of Orientation to Baptist Health (INSTRUCTOR ONLY)**

Please initial each item indicating you have received the following information pertaining to your clinical rotation and have had your questions answered satisfactorily.

- \_\_\_\_\_ Baptist Health: Mission, Vision and Values statement
- \_\_\_\_\_ Dress Code
- \_\_\_\_\_ Parking/Faculty ID badges
- \_\_\_\_\_ Infection Control
  - Hand Washing
  - Personal protective equipment
  - Standard Precautions
  - Blood spills/exposures
- \_\_\_\_\_ Information Management Guidelines
- \_\_\_\_\_ Smoking Policy
- \_\_\_\_\_ Patient Rights and Ethics
- \_\_\_\_\_ Patient Safety
- \_\_\_\_\_ Restraints
- \_\_\_\_\_ Incident Reporting (SAFE Report)
- \_\_\_\_\_ Environment of Care – Hospital Safety Information
  - Emergency & Disaster Codes
  - Hazardous Materials and Waste Management ○ Material Safety Data Sheet ○ Red Bag waste vs. regular waste ○ Pharmaceutical Waste
  - Medical Equipment Safety
  - Fire Safety
  - Code H

I have read and understand the Baptist Health Louisville Orientation information. All my questions have been answered satisfactorily.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

School Affiliation \_\_\_\_\_

## Nursing Student Assignment Sheet

Date \_\_\_\_\_ School \_\_\_\_\_  
 Clinical Instructor \_\_\_\_\_ Contact Number \_\_\_\_\_  
 Time Start on Unit \_\_\_\_\_ Time leaving Unit \_\_\_\_\_

Student/Patient	Responsibilities	Comments
Student: Patient/Room #	<input type="checkbox"/> Bath <input type="checkbox"/> Personal Care <input type="checkbox"/> Bed <input type="checkbox"/> Treatments <input type="checkbox"/> Oral meds <input type="checkbox"/> IM meds <input type="checkbox"/> IV meds <input type="checkbox"/> Ambulation	
Student: Patient/Room #	<input type="checkbox"/> Bath <input type="checkbox"/> Personal Care <input type="checkbox"/> Bed <input type="checkbox"/> Treatments <input type="checkbox"/> Oral meds <input type="checkbox"/> IM meds <input type="checkbox"/> IV meds <input type="checkbox"/> Ambulation	
Student: Patient/Room #	<input type="checkbox"/> Bath <input type="checkbox"/> Personal Care <input type="checkbox"/> Bed <input type="checkbox"/> Treatments <input type="checkbox"/> Oral meds <input type="checkbox"/> IM meds <input type="checkbox"/> IV meds <input type="checkbox"/> Ambulation	
Student: Patient/Room #	<input type="checkbox"/> Bath <input type="checkbox"/> Personal Care <input type="checkbox"/> Bed <input type="checkbox"/> Treatments <input type="checkbox"/> Oral meds <input type="checkbox"/> IM meds <input type="checkbox"/> IV meds <input type="checkbox"/> Ambulation	
Student: Patient/Room #	<input type="checkbox"/> Bath <input type="checkbox"/> Personal Care <input type="checkbox"/> Bed <input type="checkbox"/> Treatments <input type="checkbox"/> Oral meds <input type="checkbox"/> IM meds <input type="checkbox"/> IV meds <input type="checkbox"/> Ambulation	
Student: Patient/Room #	<input type="checkbox"/> Bath <input type="checkbox"/> Personal Care <input type="checkbox"/> Bed <input type="checkbox"/> Treatments <input type="checkbox"/> Oral meds <input type="checkbox"/> IM meds <input type="checkbox"/> IV meds <input type="checkbox"/> Ambulation	
Student: Patient/Room #	<input type="checkbox"/> Bath <input type="checkbox"/> Personal Care <input type="checkbox"/> Bed <input type="checkbox"/> Treatments <input type="checkbox"/> Oral meds <input type="checkbox"/> IM meds <input type="checkbox"/> IV meds <input type="checkbox"/> Ambulation	
Student: Patient/Room #	<input type="checkbox"/> Bath <input type="checkbox"/> Personal Care <input type="checkbox"/> Bed <input type="checkbox"/> Treatments <input type="checkbox"/> Oral meds <input type="checkbox"/> IM meds <input type="checkbox"/> IV meds <input type="checkbox"/> Ambulation	
Student: Patient/Room #	<input type="checkbox"/> Bath <input type="checkbox"/> Personal Care <input type="checkbox"/> Bed <input type="checkbox"/> Treatments <input type="checkbox"/> Oral Meds <input type="checkbox"/> IM meds <input type="checkbox"/> IV meds <input type="checkbox"/> Ambulation	

Alternate Patients:

**Attention Nursing Instructors,**

Baptist Health is offering view only accounts for all nursing students to view their patient's charts during their clinical rotation here. Please fill out the following information as soon as possible prior to the beginning of the rotation so we can have their accounts available.

Please fill the following out and email back to [BHECIT@bhsi.com](mailto:BHECIT@bhsi.com) and Donna Mosier at [DMosier@bhsi.com](mailto:DMosier@bhsi.com). Please return letter with information typed in rather than handwritten so that we can assure correct spelling of the student names when making their accounts. Once we have the student's information from you we will build the student accounts and send you their log in information. All students will initially log in with a system default password which they will be prompted to change when they log in. Their new password needs to be 16 characters with 3 of the following 4 included: capital letter, lowercase letter, number, and symbol. It cannot contain their first or last name.

Student accounts will be active the first day of clinical. If you or your students have questions about locating information within Epic, please call the CIT office (896-7512). Office hours are M-F 0700-1600. If a student has issues with their login or passwords, please call the Help Desk (896-3020 – Open 24hrs/day) and they should be able to assist.

Thank you,

Louisville Clinical Informatics

