

INSTRUCTIONS FOR FACULTY & STUDENTS COMING TO MERCY HOSPITAL FOR CLINICALS

1. Call Bridgette Johnson, Nursing Education Specialist (Affiliating Student Coordinator) **one to two weeks before clinicals is scheduled to begin** to arrange date and time for orientation - (305) 285-2766; bjohnson@mercymiami.org

2. The clinical instructor must provide Nursing Education Specialist with a copy of the following:
 - **Current CPR card**
 - **RN license**
 - **Health information for instructor completed on student roster**

3. The clinical instructor must review the information provided regarding patient care policies and refer any questions or clarifications to the Nursing Education Specialist at 305-285-2766

4. The clinical instructor must review the following packets with their students and return all forms listed below to the Nursing Education Specialist on the scheduled day for orientation:
 - **Student roster** (completed with health information and background check)
 - **HIPAA confidentiality agreement** (completed & signed)
 - **HIPAA self study** (return completed post test)
 - **Safety self study** (return completed post test)

5. The clinical instructor must submit a copy of the course objectives to the affiliating school coordinator on or before the first clinical day. This information will be forwarded to the appropriate nurse manager. For student preceptorships, the instructor is required to submit a copy of the course objectives at least three weeks prior to the student's first clinical day.

6. **Parking:** Please refer to attached memo. Call Brenda Ferris for any questions related to parking.