



Nursing Instructors Packet, 2012



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To: All Nursing Instructors
From: Palomar Pomerado Health (Academics@pph.org)
Period: Spring, 2012

This packet is based on the Standardization of Orientation developed by the San Diego Nursing Service-Education Consortium and Palomar Pomerado Health (PPH) procedures.

1. At least two weeks prior to the beginning of a clinical rotation, complete the **San Diego Nursing Services Consortium Student Orientation Record** (Attachment 7) and send electronically along with course objectives to Academics@pph.org. **Instructors and students must always use their full legal names at PPH** on all PPH forms including their student orientation record, when taking on-line orientation courses, on their ID badges, when requesting a background check, when charting, etc.
2. **Online Orientation to PPH**
Instructors and students go to pphol.org - create an account (use full legal name), and complete the "Nursing Student Orientation Course" module which includes Code of Conduct, Confidentiality, and HIPAA. Academics will receive automatic notification of completion. Students (and their instructors) who will be performing point of care blood sugar testing also complete the "Accu-Chek Meter Competency." **PPHOL modules must be completed at least once per Academic Year** (August-July).
3. **New to PPH Instructor** (or returning if it has been more than 12 months) must attend PPH **Nursing Services Orientation** (NSO) which is offered twice a month in Escondido to be current with PPH policies and procedures, documentation, and equipment. See Attachment 9 for dates, and then send an e-mail with your name and dates you plan to attend to Academics@pph.org to reserve a seat. Instructor Orientation forms will be completed during Nursing Services Orientation and returned to Academics before clinical rotation begins.
4. **Instructor Orientation** is to be completed prior to the beginning of each rotation.
 - a. **Supervision and Processing of Nursing Students** (Attachment 1) – read and adhere to this PPH procedure.
 - b. **PPH Instructor Orientation Record** (Attachment 3). Fill out, sign, and send electronically to Academics@pph.org at least two weeks before assigned rotation begins. Note: **all instructors must include their pager number** on this form.
 - c. **Instructor Orientation to PPH Procedures** (Attachment 4) lists initial procedures to be viewed in Lucidoc. Instructor initials by each PPH procedure they review, then signs, and sends an electronic copy to Academics@pph.org before assigned rotation begins.
 - i. **Mosby Nursing Skills** is our primary procedure reference.
 - ii. **Lucidoc** is our on-line resource of PPH-specific procedures (both are found through a link on our Intranet website under Clinical Applications). Review the procedures that apply to your clinical area. Both instructors and students are expected to review a procedure prior to performing it for the 1st time at PPH.
Enter **title: key word** or **id: procedure #** (if known) and click "search."



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5. PPH ID Numbers

Student and Instructor ID numbers will not be issued until Security Checks (per consortium policies) and the pphol.org “Nursing Student Orientation Course” (per PPH procedure) are completed. Review these Consortium policies on their website <http://sdnsec.org/>

- a. Background Check/Drug Screen Process, and Dress Code
- b. Each clinical instructor/student will arrange for the required check (students < 18 years of age are exempt) through American Data Bank Website: www.sdnsebackground.com

No instructor or student will be admitted until background check is completed through American Data Bank Website: www.sdnsebackground.com

6. PPH Identification (ID) Badges

After the requirements in steps 1 – 5 are fulfilled, ID numbers for you and your students will be assigned and sent to you in an encrypted e-mail. Follow instructions contained in the last section of this document “Secure Email Exchange with Palomar Pomerado Health” to set up your e-mail account to receive these encrypted e-mails. All instructors and students on campus are required to wear their PPH ID badge. PPH ID badges are obtained from the PPH Security department. It is the instructor’s responsibility at the end of each clinical rotation to return their students’ ID badges to Security.

- a. Security at Palomar Medical Center is located at the entrance to the parking garage that faces Valley Parkway.
 - b. Security at Pomerado/ Villa-Pom is located on the 2nd floor, near the Emergency Department.
- Note: The student’s ID number will be bar coded on their badge and will be used to give medications, perform Accu-Cheks, and obtain patient specimens. The student’s ID number is kept on file in the Security office and used to access EHR records in Clarity.

7. Parking Information

- a. **Palomar students and instructors must park offsite at Center for the Arts** (340 North Escondido Boulevard) between the hours of 0615 and 2000. The area is marked by signage. The shuttle waits at Center for the Arts until 1330 and then waits at PMC. If the shuttle is not there when you arrive – ask the front desk call or you may call 760-801-5137. Be sure to obtain a parking decal when you get your PPH ID badge.
- b. **Pomerado Hospital and Villa Pomerado:** Park on 3rd floor parking structure located in the Pomerado Outpatient Pavilion (POP) building behind the Emergency Department. Turn right toward the Emergency Department when entering from Pomerado Road.
- c. **Palomar Continuing Care Center (PCCC):** Parking is on the street. Please leave the spaces in the small lot for family and visitors.

8. Forms to use while on the Unit with students

- a. **PPH Facility-Specific Student Orientation by Instructor** (Attachment 2): to be filled out the first day students are on their assigned unit (one for group) and sent to Academics@pph.org.
- b. **Accu-Chek Inform System Skills Checklist** (Attachment 5): one form to be filled out for each student the first day they are on their assigned unit and turned into Deb Mason, PMC Lab, who will grant Accu-Chek access for students.
- c. **Nursing Student Assignments Form** (Attachment 8): To be used on all areas except Palomar Tele unit (on Tele student assignments go directly on staff assignment sheet). Fill out completely and post in nursing station in all areas each shift where students will be working and remove them



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when leaving the area for the day. **Note: remind student to notify primary nurse what meds they will be giving so nurse will know not to dispense too!**

9. Medication Administration

- a. **PYXIS** is used at Palomar and Pomerado for medication administration. The PYXIS machine has a tutorial available on it. PYXIS passwords will be issued by Pharmacy to instructors after receiving your **PYXIS MEDSTATION ID/Password Confidentiality Agreement** (Attachment 6) that is completed during NSO. Only instructors (**not unlicensed students**) will be granted access to PYXIS. The Pharmacy Department will activate your access for PYXIS specific to the unit(s) you will be on. If you change your unit or facility in another semester, you will need to be updated. Contact Pharmacy if you are having difficulty accessing. **Students must be directly supervised by their instructor** or an RN during the entire process of obtaining medications out of the PYXIS, and may not use someone else's ID.
- b. **Prepare the medications for 1 patient at a time and administer to the patient before starting another patient or task. All syringes must be labeled after drawing up a medication unless taken immediately to the patient. Medications are not be left unattended.**
- c. Student nurses may have code access to the med rooms for the purpose of preparing medications for administration. See the Charge Nurse for the respective code.
- d. **Pain medication response must be documented.** Review in Lucidoc the procedures concerning Medication Administration, Insulin and High Risk Medications (includes Heparin, Coumadin, Lovenox, etc).
- e. All high risk medications must have a/another nurse verify the medication vial and observe the dose being drawn up (No "drive-by" checks).

10. Documentation

- a. **"Clarity"** is PPH's computerized charting system. Training for instructors is part of Nursing Services Orientation. **Instructors are responsible for training their students after they have been trained themselves.** Clarity Training modules are on the pphol.org website and on the Intranet for your use. **Your Clarity ID # is the same as your PPH assigned ID number.** **Access/password problems should be called to the HELP desk. Dial H-E-L-P (x4357) from any hospital phone.**

11. Point of Care Testing at all PPH facilities (PPH uses the Accu-Chek machine)

- a. **Accu-Chek Glucose Monitoring:** Instructors and students must complete the pphol.org module at least once per academic year.
- b. **Accu-Chek Inform System Skill Checklist** (Attachment 5) is required for instructors and students using Accu-Chek.
Instructor must print student's name, ID, and unit they will be training on at the bottom and **sign the sheet validating the student's competency.** The lab will not accept an unsigned form. **Completed forms are turned in to the Laboratory at either facility to the attention of the POCT Supervisor prior to each class rotation.**
- c. **Quality Control:** Students and Instructors must complete a quality control (both levels) on the Accu-Chek on the unit they will be training on each semester (whether QC is due or not) or they will be locked out of the Accu-Chek machine.

For problems with Accu-Chek, contact POCT Supervisor: Debbie.Mason@pph.org.



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12. **IV Pumps:** PPH uses **Alaris pumps and the Alaris capnography monitoring for PCA patients.** These are reviewed in Nursing Services Orientation.
13. **National Patient Safety Goals and Core Measures/Best Practice Guidelines:** PPH has specific systems and procedures in place to follow the National Patient Safety Goals provide evidence proven best practice guidelines to our patients. These include MI, CHF, Pneumonia, Hip and Knee, Stroke, Diabetes, and CABG. Students must be familiar with these Joint Commission Guidelines.
 - a. See http://www.jointcommission.org/standards_information/npsgs.aspx
 - b. See <http://www.igh.org/index.php?> to print Core Measures Help booklet
14. **Standards of Care**

Review the Standards of Care for your patient population (i.e. Adult Inpatient, Birth Center, etc).
Ask for a printout of the current version to carry with you to use as an important reference.
15. **Resources for Instructors and Students:** Encourage your students to use the on-line resources available rather than bring books and paper references. PPH e-resources are evidence based and current. To access these references go to Internet Explorer icon which brings up the PPH home page. On left hand side click “Clinical Applications.” There you will find:
 - a. **Lucidoc** - the PPH specific procedures
 - b. **Krames On Demand**– patient education handouts for disease information and follow-up care (available in several languages)
 - c. **Micromedex** – drug information
 - d. **Mosby Nursing Skills** – on-line nursing procedures and videos
 - e. **Mosby Nursing Consult** – to perform a literature search
 - f. **National Patient Safety Goals**
 - g. **Nurse IV Drug Handbooks**
 - h. **Nutrition Care Manual**
 - i. **Physician Order Sets** (examples of what is online - PPH specific)
 - j. **Up to Date** – medical literature search
16. **Safety**
 - a. Students are not to be assigned to a patient with behavioral restraints.
 - b. MSDS information can be obtained via phone number on unit phones.



Attachment 1



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PPH Procedure #34112 : Supervision and Processing of Nursing Students

I. PURPOSE:

To identify procedures and levels of supervision for Registered Nursing (RN) Students.

II. DEFINITIONS:

- A. **Academics:** Academics@pph.org email account monitored by Center for Nursing Excellence.
- B. **BCMA:** Bedside Bar-Code Medication Administration Process.
- C. **Float Student:** RN students floated to a specialty area to provide direct patient care under the supervision of the clinical instructor and staff RN.
- D. **Instructor/Faculty:** Employee of a school/college responsible for supervising clinical rotations for a student or group of students. Clinical instructor must be present on the unit with students at all times.
- E. **Post Licensure Student:** RN or other licensed individual completing clinical experience for a Graduate or Undergraduate program.
- F. **Preceptorship:** Formal educational assignment of a student from a nursing program with a specific PPH RN who has taken a preceptor course. Instructor from the academic program is available through the school or via pager and is not routinely on site.
- G. **Resident:** Individual concurrently enrolled in a BSN program and in a formal PPH Residency Program.
- H. **RN Student:** Individual enrolled in an educational nursing program completing clinical experience for his/her program at PPH under school/agency contracts.
- I. **Staff RN:** PPH licensed RN nurses.

III. STANDARDS OF PRACTICE:

- A. Performed by:
 - 1. Center for Nursing Excellence Staff
 - 2. Human Resources
 - 3. Instructors
 - 4. RNs
 - 5. RN Students
 - 6. Security
- B. **AUTHORITY:** The authority for students to perform RN functions can be found in the Business and Professions Code 2729 Services by Student Nurses which states nursing services may be rendered by a student when these services are incidental to the course of study when the RN student is enrolled in a board-approved nursing program (see [Student Medication Administration, BRN Letter](#) dated Nov, 2008).
- C. All RN school courses and RN student placements must be submitted via the San Diego Nursing Service Education Consortium (SDNSEC) website and be approved by Academics.
- D. **Instructor/Staff Responsibility and Supervision**
 - 1. Nursing faculty of a California Board of Nursing approved nursing program are authorized by the above referenced law to initiate and continue to allow RN Students clinical educational functions including administering of medication. The role of the nursing instructor on-site is to provide direct and indirect supervision of RN students in all clinical activities. When determining the appropriate level of supervision, instructors consider the severity and stability of the assigned patient and the patient's condition, the types of treatments, procedures, medications required for the patient, and the student's competency and ability to adapt to changing situations in the clinical setting. When engaged in clinical learning experiences the RN student is directly under the supervision of the clinical instructor plus the PPH Staff RN at the facility. Both the instructor and the PPH Staff RN staff are responsible for the quality of care.
 - 2. During a preceptorship, a PPH staff RN preceptor, approved by PPH and the school, will supervise the student's independent learning contract at the facility. Supervision guidelines are the same as in (1) above, as faculty for precepted experiences are available through the school or by pager.



- E. Security:
1. Students must complete RN student on-line orientation modules using their full legal name on pphol.org and complete a background check and be cleared by Academics prior to coming to PPH.
 2. Students must go to security their first day to obtain a PPH name badge.
 3. Students and Instructors must wear their PPH name badge at all times.
 4. Instructors are required to collect student badges and return them to PPH Security once rotation has been completed.
 5. Cell phones and cameras are not allowed in any patient care area.
- F. **Float Students** must have specific, written clinical objectives that provide focus for their learning experience and a list of skills showing their competency has been verified and what they are allowed to performed. A copy of this skill checklist must accompany student to the float area. Clinical instructors are required to supervise float students.

IV. STEPS OF PROCEDURE:

- A. Equipment:
1. n/a
- B. **Academics Process for Onboarding of Students.** School sends Course Objectives and PPH Student Orientation Record to Academics@pph.org mailbox (at least 2 weeks prior to first day of class). Academics will then:
1. Verify consortium information on PPH Student Orientation Record received matches SDNSEC data that has been accepted.
 2. Transfer Student data from Orientation Record to PPH database.
 3. Send student names to support@americandatabank.com for background check verification.
 - a. If student's record is flagged, it is sent to HR for approval.
 - b. Academics notify school if student background check was not cleared.
 4. Verify that each student has taken these orientation courses at pphol.org using their legal first and last name:
 - a. Nursing Student Orientation Course, 2011-2012
 - b. Accu-Chek Meter Competency 2011 (not required for preceptor, leadership, or OB students)
 5. Request IT to assign and activate Student ID for duration of the course.
 6. Send list of Student IDs to instructor (Clarity password=student ID).
 7. Notify L_Security student is cleared to be on site.
 8. Notify HR with name of non-exempt employee student which will require that a secondary student job code (5999) be created so employee may clock in and out during their clinical time as a student.
- C. **Academics Process for Onboarding of New Instructors supervising students.** School or Instructor sends PPH Instructor Orientation Record to Academics@pph.org mailbox (at least 3 weeks prior to first day of class). Academics will then:
1. Transfer Instructor data to database
 2. Verify instructor has taken orientation courses at pphol.org:
 - a. Nursing Student Orientation Course, 2011-2012
 - b. Accu-Chek Meter Competency 2011
 - c. Monitoring EtCO2 During Opioid Delivery
 3. Save e-copies of the following Instructor Competency forms filled out during Nursing Services Orientation:
 - a. Faculty Facility Specific Orientation (this form will be made available and completed during Nursing Services Orientation).
 - b. PPH Instructor Orientation to PPH Procedures (lists initial procedures to be viewed in Lucidoc) signed by instructor (Attachment 4).
 4. Request IT to assign and activate Instructor ID
 5. Send PYXIS MEDSTATION ID/Password Confidentiality Agreement to Pharmacy
 6. Send Instructor their Instructor ID



7. Notify L_Security Instructor is cleared to be on site.
- D. **Preceptorships.** All student Preceptorship student placement requests must be approved via the San Diego Nursing Service Education Consortium (SDNSEC) <http://sdnsec.org/> website.
 1. Instructor Requirements
 - a. Completely fill out a Student Orientation Record with student name(s) and send electronically to Academics@pph.org along with student objectives (at least three weeks prior to student's first clinical day).
 - b. Schedule an appointment to meet with student's Preceptor, once Academics sends Preceptor(s) name with contact information.
 - c. Meet with the Preceptor to share student information, student objectives, clarify skills the student has been taught and may perform, and discuss evaluation method.
 - d. Check in with Preceptor to evaluate the student(s) mid-term progress, if preceptorship experience is greater than 72 hours.
 - e. Contact Preceptor to obtain an evaluation of student from them at the end of the student's experience.
 - f. Be available by pager.
 2. Student Requirements
 - a. Complete a background check and drug screen according to the SDNSEC guidelines.
 - b. Go to <http://pphol.org> , create an account, and complete "Nursing Student Orientation Course" (at least two weeks before first clinical day). Students who will have contact with patients must also complete "Accu-Chek Meter Competency."
 - c. Review "Welcome Clinical Students" packet available at <http://sdnsec.org/PPH.asp>.
 - d. Attend Nursing Services Orientation (NSO) if student will have patient contact or access to patient information. NSO is offered twice a month in Escondido. Student must attend all portions in order to be current with PPH policies and procedures, documentation, and equipment. Student to send e-mail with dates they plan to attend to Academics@pph.org to reserve their seat.
 - e. Go to Security on first clinical day to obtain a PPH ID badge and parking sticker.
 - f. Contact assigned Preceptor to schedule meeting times with them.
- E. Instructors and Students must receive orientation prior to providing patient care:
 1. Instructors will be oriented prior to starting a group of students in a clinical area by attending Nursing Services Orientation (NSO) and unit orientation with completion of a competency checklist by an Advanced Practice Nurse.
 2. Orientation for all students must be completed online at pphol.org using their full legal name.
 3. Student groups are oriented to the use of routine equipment and procedures, including items on the Consortium Facility Specific Orientation Checklist, by their instructor prior to a patient care assignment.
 4. Precepted students who will have patient contact or access to patient information are required to attend Nursing Services Orientation (NSO) prior to beginning their rotation.
- F. Supervision of Students:
 1. The staff RN will retain ultimate responsibility for assessments, patient care, and documentation.
 2. The staff RN may observe students performing procedures on their skills list, if the staff RN is willing to observe. The instructor will sign off skills inventory lists.
 3. Instructors will post student assignments on the unit bulletin boards. Nursing Student Assignment forms will include the name of the instructor and their pager. Consultation with the charge nurse prior to making an assignment is required.
 4. The staff RN and student will hold report at the beginning of the clinical time to discuss the patient, delineate assignment and plan of care the student will be implementing, and clarify level of supervision (instructor vs. staff).
 5. Students will report on and off to assigned staff RN. They will report off each time they are leaving the area and identify:
 - a. Assessments made
 - b. Care and documentation completed



- c. Patient needs for the remainder of the shift
 6. At the end of a shift, the student will go to the bedside with the staff RN and provide report with focused assessment of lines, IVs, and tubes.
 7. For student groups: (excludes: precepted and post licensure students) instructors must be immediately available and in the facility when students are providing patient care.
 8. When students are floated to another specialty unit or department, the instructor will provide that area ahead of time a student schedule including names and dates for approval, and a list of the student objectives and skills they may perform.
- G. Skills:
1. Students may perform any function within their objectives if verified on their skill lists. A copy of the student's skills must be provided to the clinical unit by the start of the clinical rotation. Students do not perform any function for which the facility/department has special competence criteria (e.g: chemotherapy, defibrillation, blood administration, etc.). Both consideration of the educational level of the RN student and verification of the individual student's competency by the instructor will occur prior to delegation of supervision of medication administration and other procedures to a staff RN in the facility.
 2. **Computerized documentation.** Computer access and passwords are requested from IT by Academics once student's background check is cleared with American Databank and they have completed the required pphol.org on-line orientation modules. Students sign in using their own Student logon. They may not document under a staff member's or instructor's logon. Students may not print any patient information.
 3. **Patient Assessments.** Students will document their assessments on the computerized documentation system or on the appropriate assessment forms. Instructors are expected to assess the care and documentation of each student throughout the shift relative to quality and thoroughness. Students are expected to discuss assessments, especially anything outside defined limits, with the staff RN prior to documentation. The staff RN will complete his/her own assessment and document, or write a clinical note stating he/she has assessed the patient, reviewed the student's note, and whether they concur with the student's assessment.
 4. **Glycemic testing:** Instructor's competency is verified by a qualified PPH clinician, usually during NSO. The student must use his/her own Student ID code not the code of their preceptor or instructor. Students may perform Accu-Cheks:
 - a. After a demonstration to an instructor who has completed a competency validation (Student Accu-Chek competency forms will be completed, signed off, and sent to the PMC lab attention of the Lab POCT Coordinator for activation).
 - b. Under direct supervision by a staff RN or competency-verified instructor.
 5. **Venipunctures:** IV starts may be done by RN students with their instructor (subsequent to verification of instructor's competency) or with a staff RN supervising them.
 6. **Medication Administration:** RN instructors may have access codes to PYXIS. All students must be under the direct supervision of a licensed RN, preceptor, and/or instructor throughout the medication-use process.
 - a. During initial communication with the staff RN (within 30 minutes of the start of the shift) clarification to be made regarding which medications will be student administered.
 - b. Instructor to mark on the Nursing Student Assignments Form if giving PO, IM &/or IV medications.
 - c. Students must communicate to patient's nurse intent to administer a medication.
 - d. Students must use the BCMA process.
- H. Instructors will be notified immediately of any concerns or problems regarding a student. Instructors may be paged for any procedure or situation requiring their presence. If a staff RN is uncomfortable working with a student on a clinical day, s/he should notify the instructor and his/her supervisor.



Attachment 2



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PPH Facility-Specific Student Orientation by Instructor

Consortium Course # _____ School _____ Orientation date _____

Student Level _____ Course # _____ Course Title _____

Instructor Name _____

Phone Office _____ **Pager** _____ Cell _____

Home Phone _____

Facility _____ Unit _____ Date _____ Hours _____

I have completed the following orientation with my students.

Instructor Signature _____ **Date** _____

Scan this completed form to Academics@pph.org (fax 858-675-5482) at conclusion of first orientation day.

Topic Covered	Content	Additional Information
	PPH ID Badge – Instructor and Students obtained a picture PPH ID badge (and parking decal) from Security. Security has embedded the student's ID number (starting with 999....) in their badge to be used for Clarity documentation, Accu-Chek scan and Dolphin POC med admin / specimen collection scan.	PMC: Parking garage entry POM: ED lobby 2 nd floor
	Documentation in Clarity – Instructor has reviewed the documentation for the area of the clinical rotation and instructed students on the use of the system. Students complete tutorials and demos at pphol.org or on pph.net Intranet website if using Clarity.	
	Medication Administration – Instructor has reviewed guidelines and procedures for safe medication administration.	
	Student Assignments – Nursing Student Assignment sheets for students are posted near the nurse assignments and include the Instructor's name and pager (no patient identifiers except room #).	Attachment 8
	Patient Report – Students should listen to their patient's report during face-to-face handoff at the bedside and ask questions when entire report is completed. Students never interrupt nurses during handoff.	
	Patient Safety/Restraints – Students will not care for patients in behavioral restraints. A review of quick release done by instructor.	Attachment 1 Lucidoc # 34112
	Equipment – Instructor has reviewed equipment including the blood glucose monitor, PYXIS and Alaris IV pumps, POC med admin/specimen collection (Dolphin or tethered in specialty units) and other equipment specific to the unit of the rotation (as indicated by the APN).	
	General Safety – Hazardous materials and disinfectant safety. Report safety issues to staff members.	



Topic Covered	Content	Additional Information
	Unit Tour will include the area specific for the rotation and will specifically include but not be limited to: All safety information pertinent to that area The communication system on the unit CODE equipment and its location Chain of Command Patient population served The location and use of all lifts and supplies Point of care needle boxes, Personal Protective Equipment, Fire Alarm boxes	The instructor will orient with the APN or designee before the arrival of the students.
	Parking for instructor and students is “off site” at the Center for the Arts and accessible via shuttle when at PMC, in parking structure, 3 rd floor for Pom/Villa, and on the street for PCCC. Obtain parking decals from security at PMC or Pom.	
	Cell Phones – are never allowed on any clinical unit or any area where patients or visitors would observe. May be used only in break room, cafeteria, or classroom. Instructors use Pagers for students to reach them	
	Food – can be stored in designated areas on the unit and the cafeteria may be used (there is no cafeteria at PCCC)	
	Valuables – should be left home or secured in vehicles as lockers are not available. No Backpacks are allowed.	
	Supervision and Processing of Nursing Students – has been reviewed and understood by students	Attachment 1 Lucidoc # 34112



Attachment 3



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PPH Instructor Orientation Record

E-mail this form to Academics@pph.org at least two weeks before your assigned rotation

Consortium Course # _____ School _____ Orientation date _____

Student Level _____ Course # _____ Course Title _____

Facility _____ Unit _____ Dates from _____ to _____ Hours _____--_____

Instructor Name: _____ Email _____

Office Phone: _____ **Pager** _____

Cell Phone: _____ Home Phone: _____

I **have / have not** (circle one) been a clinical instructor in this **facility**.

I **have / have not** (circle one) been on this **unit** before.

**** I have scheduled my unit orientation on Date _____ Time _____ with _____**

Note: write to Academics@pph.org for APN contact information APN/designee

Date completed	Action	Note
	Course Objectives sent to Academics@pph.org	Include consortium number in Subject line of e-mail
	Reviewed PPH Procedure # 34112 – “Supervision and Processing of Nursing Students”	Attachment 1

I understand the following:

Food can be stored in designated areas on the unit or be purchased in the cafeteria. There is no cafeteria at PCCC.

PPH ID Badge must be worn at all times by all students and instructors.

PPH ID Badges and Parking Decals are obtained from Security once ID number has been assigned by Academics

Injury/ hospital acquired illness to instructor/student must be reported immediately to Employee/Corporate Health – 24 hour number is (760) 802-7941

Valuables should be left home or secured in your vehicle as lockers are not available.

Instructor Signature _____ Date _____

****Instructors arrange to spend 2-4 hrs on the unit with the Advanced Practice Nurse (APN) to become familiar with procedures, equipment and supplies, and staff before the arrival of their students.**



Attachment 4



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Instructor Orientation to PPH Procedures

Students as well as instructors are expected to review a procedure either in Lucidoc or Mosby prior to performing it for the first time at PPH. Mosby contains general (non-PPH specific) procedures that are accessed via PPH Intranet).

Access Lucidoc for PPH specific procedures from the PPH intranet home page

Enter **title: (key word)** or **id: (procedure #)** and click "Search"

Select and review the appropriate (depending on clinical area) procedures that are frequently used

I have reviewed the following Lucidoc procedures (initial the line to left of each procedure reviewed):

Area	Initials	Number	Procedure
All PPH			
		34112	Supervision and Processing of Nursing Students
		15117	Standard Precautions
		18246	Medication Administration Procedure
		17064	Medication Orders with Dosing and Frequency Ranges
		15327	Transmission-Based Precautions
PMC/Pom			
		17405	High Risk Medications (focus on Heparin, Lovenox, Insulin sub-Q, Narcotics IV and Oral, and Warfarin) if student giving
M/S		18244	Standards of Patient Care for the Adult Inpatient
		12825	Accu-Check Inform Blood Glucose System
			Order Sets: Sub-Q insulin order for patients eating or NPO Continuous sub-Q insulin pump orders Intravenous insulin infusion order set
Birth Center			
		18468	Standards of Care for Birth Center
		24932	Immediate Care of the Newborn (Standardized Procedure)
PCCC/Villa			
		14917	Medication Administration
		12379	Scope of Service: Palomar Continuing Care Skilled Nursing Facility
		17881	Villa Pomerado Sub-acute Unit
		14526	Alarm, Roam Alert Use

Instructor Name: _____

Signed: _____ Date : _____

Scan this completed form to Academics@pph.org (fax 858-675-5482) before first clinical day with students.



Attachment 5



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SPECIALIZING IN YOU

ACCU-CHEK INFORM SYSTEM SKILLS CHECKLIST

USER ASSEMBLES EQUIPMENT

1. Accucheck Inform System

Lancet/soft click

Warm water and washcloth or alcohol pad

Accucheck Comfort Curve Strips

Cotton ball or 2x2

Gloves

QC Controls

USER REVIEWS PROCEDURE

2. Coding

Understands it is with each new vial of strips

Inserts Key Code (check code key)

Presses power button on

Compares code with vial code

Enters additional test strip information

Leaves code key in the meter

Goes on to do test

3. Routine testing procedure

Clean patient's finger with soap and water, alcohol pad, or appropriate cleaning solution and wipe dry with gauze.

Puts on gloves

Presses power on button (purple button)

Scans or enters operator ID (emp No.)

Presses Patient Test

Scans bar code on patient's arm band

Answers Patient ID prompt –Yes or No

Scans bar code on side of strips

Removes test strip from vial and recaps vial

Inserts strip in opening - yellow window up

Performs finger puncture

Applies drop of blood to comfort curve strip from the side

Reads results

Enters one comment

1. Accept Result

(result will be on pts chart)

2. Reject Result

(result will not be on patient's chart)

Presses forward arrow button to return to patient screen

Presses purple button to turn the meter off

Removes strip and gloves and discards

Washes hands

Documents results if appropriate

Return the meter to the docking station after completing the glucose test

4. Quality Control

Understands that quality control is done q24h or when "QC Due: Immediately" appears in the window

Lab replaces Controls every 3 months

Discards test strips at expiration

Dates all vials of strips upon opening

Performs QC like patient test

Enters 2 comments after every QC

1. Accept Result

2. CLEAN METER

Repeats QC test 1x if test FAILS

Returns meter to lab if QC test FAILS 2x

Understands that every nurse must do one QC test annually for QC competency

5. Cleaning Meter

Cleans meter with Asepti-Wipes after every patient test

Cleans window with dry cloth only

6. Battery

Understands that the battery recharges in the base

7. Reviewing results

Presses power button on

Scans or enters operator ID (emp No.)

Presses Review Results

Presses up and down arrows to display

Selects patient's FIN# to view that patient's results

Selects ALL to view All results

Selects QC to view only QC results

8. Extra Notes:

Knows that critical High >400mg/dL or

Critical Low <40mg/dL glucoses are

confirmed with a lab draw every 8 hours

Knows about interfering substances

User PRINT NAME: _____

Trainer signature: _____

User Cerner Log in ID: _____

School: _____

Date: _____

Instructor E-mail: _____ @ _____ Last day of Class: _____

Send completed form to Deb Mason, PMC Laboratory (fax: 760.739.3045) – (e-mail DAM1@pph.org)



Attachment 6



PALOMAR
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PYXIS MEDSTATION ID/Password Confidentiality Agreement

Name: **PRINT LEGIBLY** Date:

User ID (Select Cerner #):

User Initial Password (Date of Birth):

		Check units you will be on
<input type="checkbox"/> Anesthesiologist	<input type="checkbox"/> Charge Nurse/Nurse Manager	<input type="checkbox"/> ARU (PMC 9 th floor Rehab)
<input type="checkbox"/> Cardiovascular Technician	<input type="checkbox"/> Nursing Night Supervisor	<input type="checkbox"/> Cathlab
<input type="checkbox"/> Emergency Room Technician	<input type="checkbox"/> Full Time/Part Time/Per Diem	<input type="checkbox"/> CCU / IMC
<input type="checkbox"/> Licensed Vocational Nurse	<input type="checkbox"/> Traveler: Contract Expiration Date	<input type="checkbox"/> ER / ED / EDA / ED Trauma / ED Triage / Promptcare
<input type="checkbox"/> Pharmacist	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Labor & Delivery/ Birth Center / OB/
<input type="checkbox"/> Pharmacy Technician	<input type="checkbox"/> Agency/Registry/Stat Nurse	<input type="checkbox"/> Med (Oncology) T7
<input type="checkbox"/> Physician	Must be activated by Charge Nurse at Pyxis medstation	<input type="checkbox"/> MHU / MPS
<input type="checkbox"/> Physician Assistant	<input type="checkbox"/> Instructor	<input type="checkbox"/> OR / PACU / SurgH / PreOp / OPH
<input type="checkbox"/> Radiologist	<input type="checkbox"/> Nursing School _____	<input type="checkbox"/> Endo
<input type="checkbox"/> Radiology Technician	<input type="checkbox"/> Respiratory	<input type="checkbox"/> Ortho T5
<input type="checkbox"/> Respiratory Therapist	<input type="checkbox"/> Contract Dialysis Nurse	<input type="checkbox"/> Outpatient
<input type="checkbox"/> Registered Nurse	<input type="checkbox"/> Palomar	<input type="checkbox"/> Radiology
<input type="checkbox"/> Student RN / LVN Nurse	<input type="checkbox"/> Pomerado	<input type="checkbox"/> Surg (Med-Surg) T8 at PMC or T3,4 POM
<input type="checkbox"/> Surgery Technician		<input type="checkbox"/> Tele

Above is your User ID/Initial Password for the Pyxis System. It will be used to access patient medications or supplies on your assigned nursing unit(s). The first time you access a Pyxis Med Station you will be required to enter a new confidential password. It must be from 6 to 8 letters/numbers long. It is your responsibility to keep your new password secret. You will be accountable for all transactions performed under this User ID and confidential password. Please read and sign the following statement to verify that you understand this statement and will maintain the integrity of your password once it has been changed.

Above is a copy of my User ID, my initial password will be my date of birth (MMDDYY). Upon accessing the Pyxis for the first time, I will change my password to a new confidential password. I understand that my User ID will be my electronic signature for all transactions to the Pyxis system. I understand that no retrievable record of my new password exists. All of my transactions on the Pyxis system will be maintained and archived per the policies of this hospital and will be available for inspection by the Drug Enforcement Agency (DEA), the State Board of Pharmacy, Board of Registered Nursing, or other auditing agency, as is presently done with my handwritten signature for all controlled substance records.

I also understand that to maintain the integrity of my electronic signature, I must not give my password to any other individual.

Unauthorized access, release or dissemination of this information shall subject me to disciplinary action. Should I have any suspicion that my personal password has become known to another individual, I will change it immediately and, if deemed appropriate, will immediately report such to my supervisor.

Instructor Signature:

Authorized By: **SIGNATURE** Title: Educator

Manager / Supervisor/Educator Name: **PRINT LEGIBLY** Date:

NS 8390-405 (01/17/08)

PYXIS MEDSTATION STAFF AGREEMENT

PALOMAR POMERADO HEALTH
A California Health Care District



Attachment 7



PALOMAR
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HEALTH
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San Diego Nursing Service-Education Consortium Palomar Pomerado Health

STUDENT ORIENTATION RECORD

Consortium #: _____	Orientation Date: _____ Rotation dates: _____ to _____
Course # : _____ Course Title: _____	College: _____ Level of student: _____
Instructor Name: _____ License#: _____ Expires: _____ Email: _____ Work phone: _____ Cell/other: _____	Hospital/Agency: _____ Clinical Area: _____ Day(s) of Week: _____

Two weeks prior to the first clinical day, the Instructor named above verifies that the students listed below meet all requirements defined in the *San Diego Nursing Service-Education Consortium Faculty/Student Requirements* policy and sends this form electronically along with the course objectives to Academics@pph.org

Student's Name	Student SS#	Tdap on file Y/D	Flu Shot Y/D	PPH Employee Y/N	Student Phone #	Emergency contact/phone

Note: Copy of Tdap or flu vaccine administration or declination form to be kept on file at school



Attachment 8



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HEALTH
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Nursing Student Assignments

Name of College

Day / Date: _____ Unit: _____ Hours on Unit: _____ -- _____

Instructor's Name: _____ Instructor's **Pager:** _____

Student Name	Room	Patient Initials	Nurse	PO/ SQ/ IM Meds	IV Meds	Assess	Full Care	Chart

Post on Unit Below the White Assignment Board



Attachment 9



PALOMAR
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Nursing Services Orientation (NSO) Dates 2011-2012

Nursing Orientation is a 4 day course held in Escondido, from 0800-1630

Send an e-mail with your name and the four dates you plan to attend to
Academics@pph.org to reserve a seat

November Session 1: Tues-Fri		November Session 2: Tues-Fri	
1	Wed 11/9: RNs/LVNs only	1	Wed 11/30: RNs/LVNs only (ML)
2	Thurs 11/10: All	2	Thurs 12/1: All
3	Fri 11/11: All	3	Fri 12/2: All
4	Mon 11/14: RNs/LVNs only (not WHB)	4	Mon 12/5 RNs/LVNs only (not WHB)
Traveler Orientation Tues. 11/1		Traveler Orientation Tues. 11/15	
December Session 1:			
1	Wed 12/14: RNs/LVNs only		
2	Thurs 12/15: All		
3	Fri 12/16: All		
4	Mon 12/19: RNs/LVNs only (not WHB)		
Traveler Orientation Tues. 12/6			
January 2012: Session 1		January 2012: Session 2	
Note order of days change d/t holiday		Note order of days change d/t holiday	
1	Tues 1/10: RNs/LVNs only	1	Tues 1/24: RNs/LVNs only (L)
2	Wed 1/11: All	2	Wed 1/25: All
3	Thurs 1/12: All	3	Thurs 1/26: All
4	Fri 1/13: RNs/LVNs only (not WHB)	4	Fri 1/27: RNs/LVNs only (not WHB)
Traveler Orientation Tues. 1/17		Traveler Orientation Tues. 1/31	
February 2012: Session 1		February 2011: Session 2:	
		Note order of days change d/t holiday	
1	Wed 2/8: RNs/LVNs only	4	Tues 2/21: RNs/LVNs only (L) (not WHB)
2	Thurs 2/9: All	1	Wed 2/22: RNs/LVNs only
3	Fri 2/10: All	2	Thurs 2/23: All
4	Mon 2/13: RNs/LVNs only (not WHB)	3	Fri 2/24: All
Traveler Orientation Tues. 2/14		Traveler Orientation Tues. 2/28	



SECURE EMAIL EXCHANGE WITH PALOMAR POMERADO HEALTH

PALOMAR POMERADO HEALTH
INFORMATION SECURITY OFFICE

Version: 1.3
Updated: 12/06/2010
Updated By: 9317

PALOMAR
POMERADO
HEALTH

SPECIALIZING IN YOU

Dear Business Partner,

Data security and privacy are important to Palomar Pomerado Health (PPH). In support of our mission to heal, comfort, and promote health in the communities we serve, we are making a commitment to maintain confidentiality in all our corporate e-mail communications. To ensure optimum privacy for our patient, employee, and business information, we have implemented an email encryption system. We value your support in our effort.

Beginning immediately, confidential electronic communications from PPH to your organization will be encrypted and delivered via ZixMail. If you do not have ZixMail software, you will still be able to receive our email communications easily via PPH's secure web portal. You will continue to receive unencrypted (unsecured) email from PPH as usual.

Our secure web portal will allow you to receive encrypted email from PPH as well as send encrypted (secured) messages back to PPH staff. We've created the following guide to assist you in the use of the PPH-secure.org web portal.

Please contact the Palomar Pomerado Health Information Security Office at InfoSec@pph.org with any questions.

Best Regards,

Information Security Office
Palomar Pomerado Health
InfoSec@pph.org

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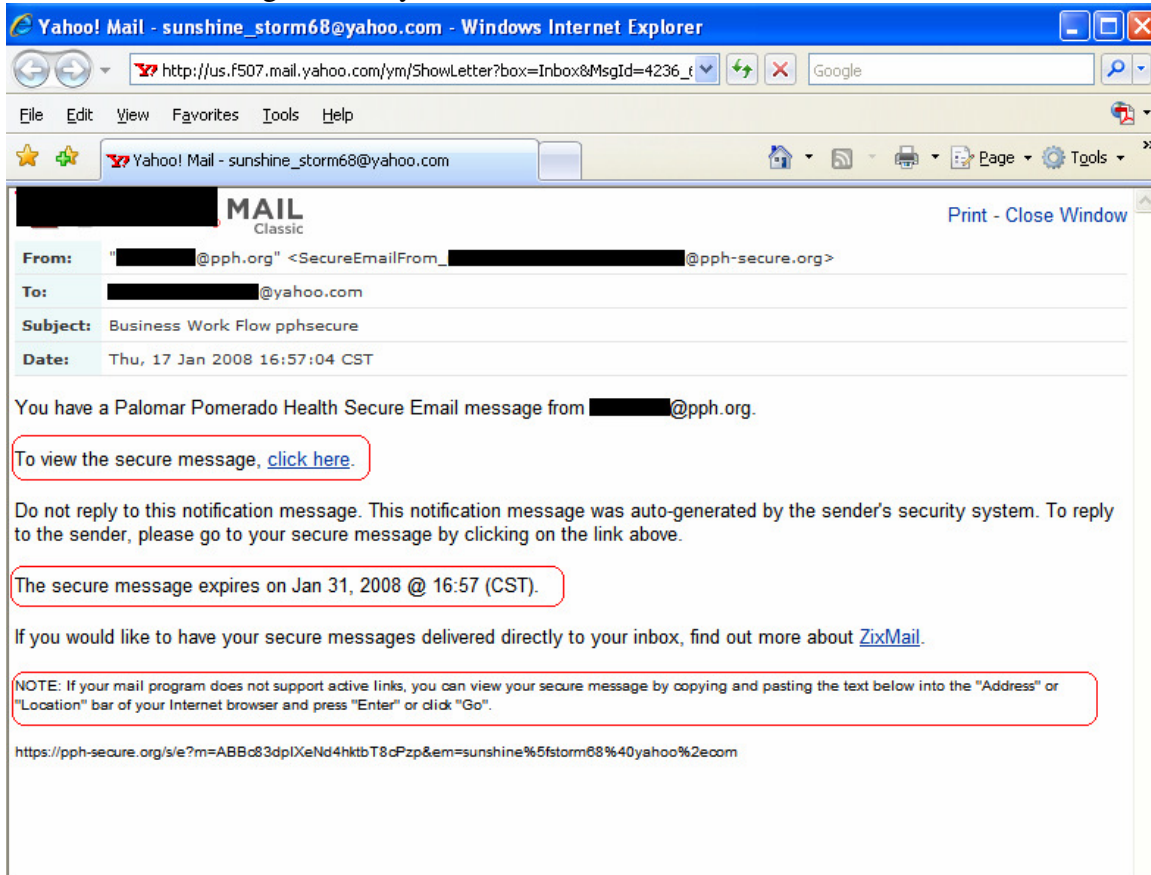
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ZixMail

If your organization is not affiliated with or you have not used Zix before you will receive the following email in your in basket:



New User Set up

If you are a New Users to Zix, you will need to “Click here”:

Welcome to Palomar Pomerado Health Secure Email Message Center

For first time users, [click here](#) to create your account.

Email Address: [redacted]@yahoo.com

Password: [Forgot your password?](#)

[Sign In](#)

[Change your password](#)
[Use online help](#)

Want to receive your secure messages directly in your inbox? Learn more about [ZixMail](#).

For Customer Support, contact the Help Desk at (858) 613-4357.

Secured by **zixcorp**

Then complete the registration form:

Change Password

Please complete the information below to change your password, then click "Submit Password".

Email Address:*

New Password:*

Re-enter New Password:*

New Password Reminder Phrase:*

Choose a word or phrase that will help you remember your password.

[Cancel](#) [Submit Password](#)

Password Rules

Passwords must be at least six characters and must meet two of the following three conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character such as: ~!@#\$\$%^&

* Indicates required field

Want to receive your secure messages directly in your inbox? Learn more about [ZixMail](#).

For Customer Support, contact the Help Desk at (858) 613-4357.

Secured by **zixcorp**

Signing on

Once registration is complete & each time you come back to Zix to pick up an email, you will need to sign in:

Welcome to Palomar Pomerado Health Secure Email Message Center
For first time users, [click here](#) to create your account.

Email Address: [redacted]@yahoo.com

Password: [masked] [Forgot your password?](#)

Sign In

[Change your password](#)
[Use online help](#)

Want to receive your secure messages directly in your inbox? Learn more about [ZixMail](#).

For Customer Support, contact the Help Desk at (858) 613-4357.

Secured by **zixcorp**

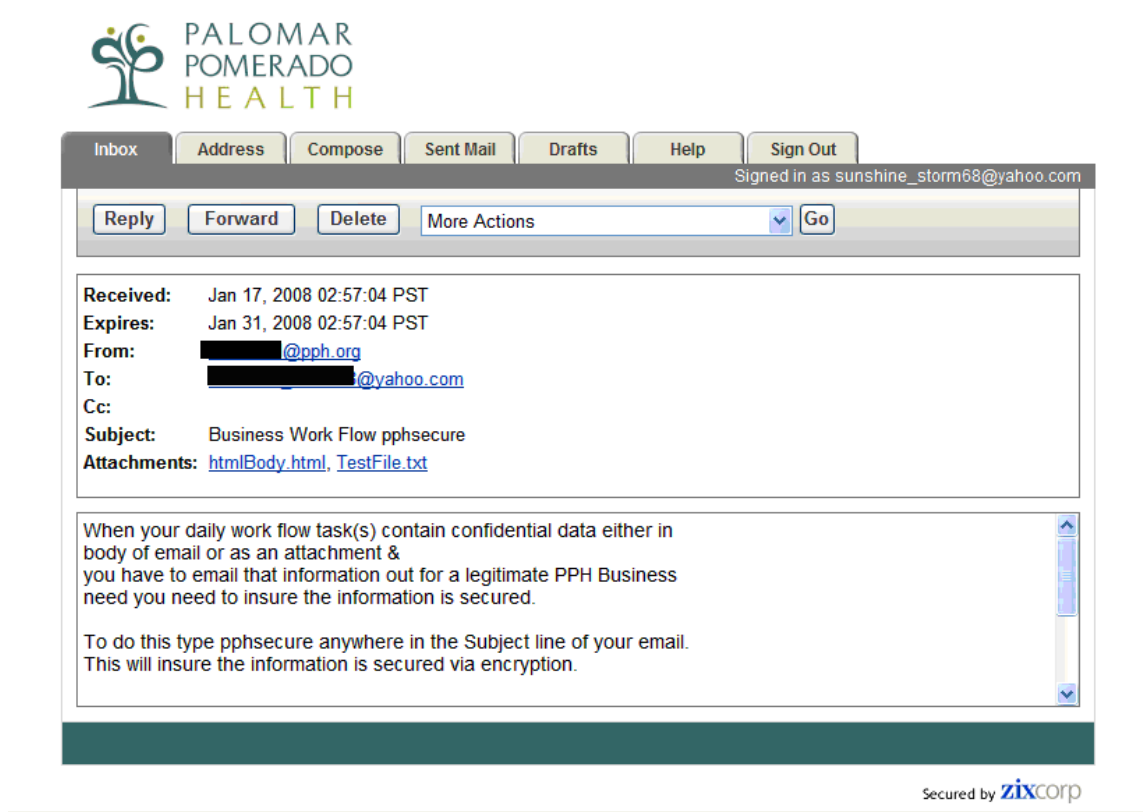
Managing emails

Viewing from the inbox

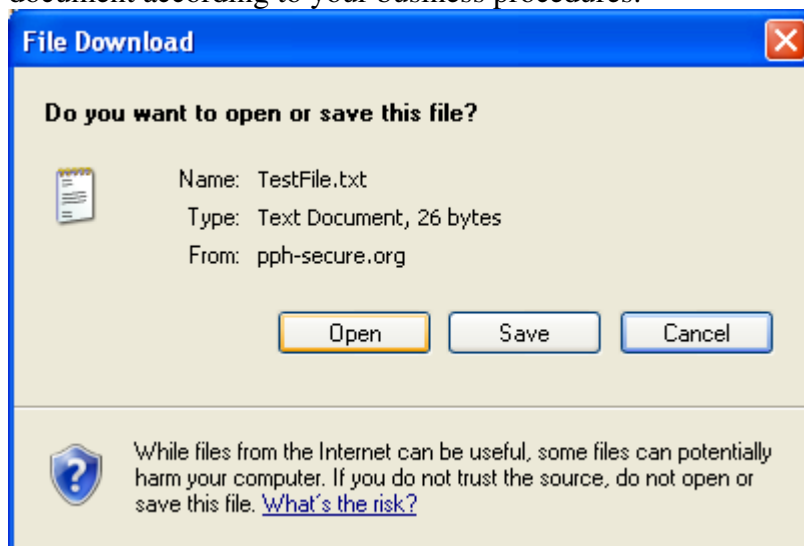
Select	From	Subject	Date
<input type="checkbox"/>	[redacted]@pph.org	Business Work Flow pphsecure	Jan 17
<input type="checkbox"/>	[redacted]@pph.org	testing the forward again pphsecure	Jan 17
<input type="checkbox"/>	[redacted]@pph.org	FW: original email pphsecure	Jan 17
<input type="checkbox"/>	[redacted]@pph.org	RE: original email pphsecure	Jan 17
<input type="checkbox"/>	[redacted]@pph.org	FW: original email pphsecure trying again	Jan 17
<input type="checkbox"/>	[redacted]@pph.org	FW: original email pphsecure	Jan 17
<input type="checkbox"/>	[redacted]@pph.org	original email pphsecure	Jan 17
<input type="checkbox"/>	[redacted]@pph.org	2nd try original email - pphsecure	Jan 17

Secured by **zixcorp**

Emails with attachments

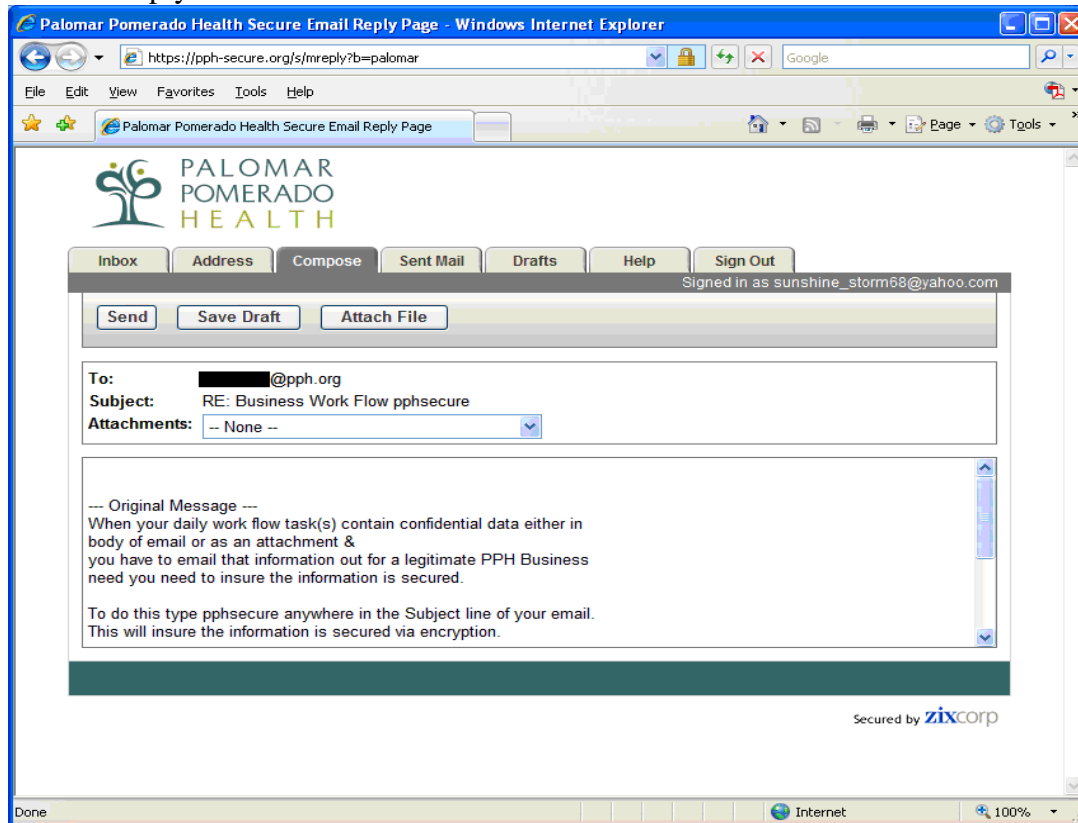


You will get the following pop up when trying to open. You can either Open or save the document according to your business procedures:

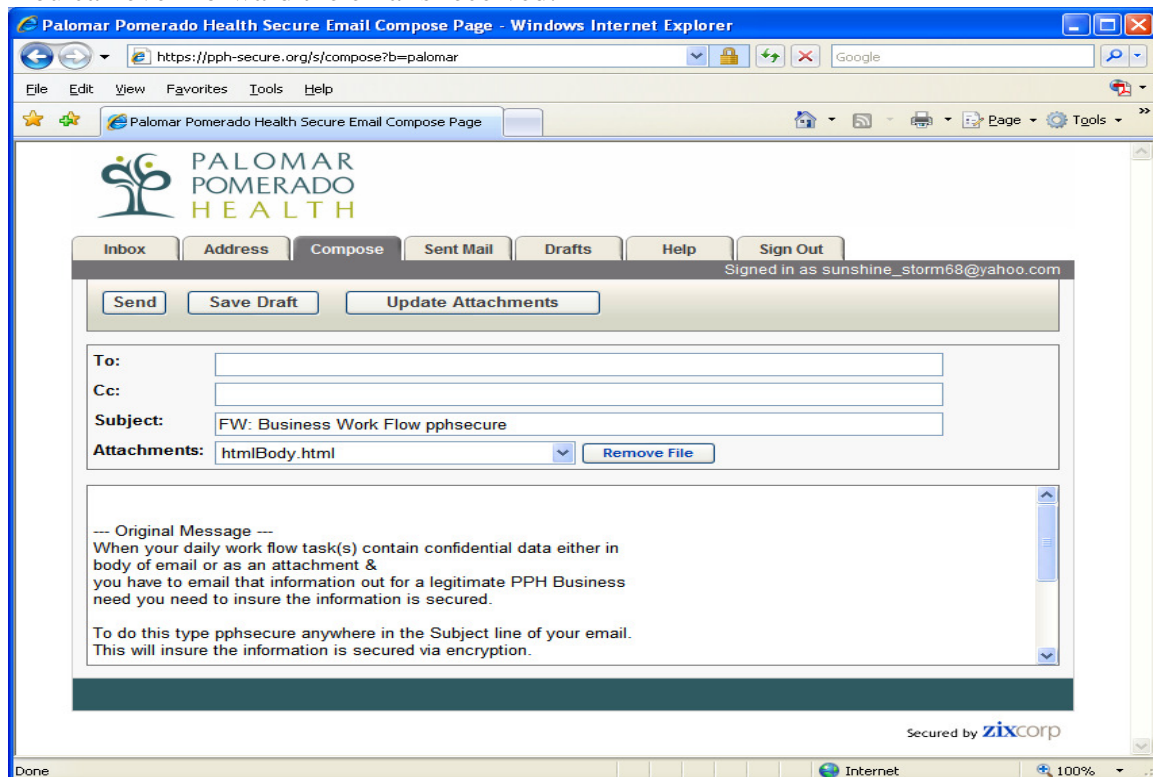


Replying or Forwarding Emails:

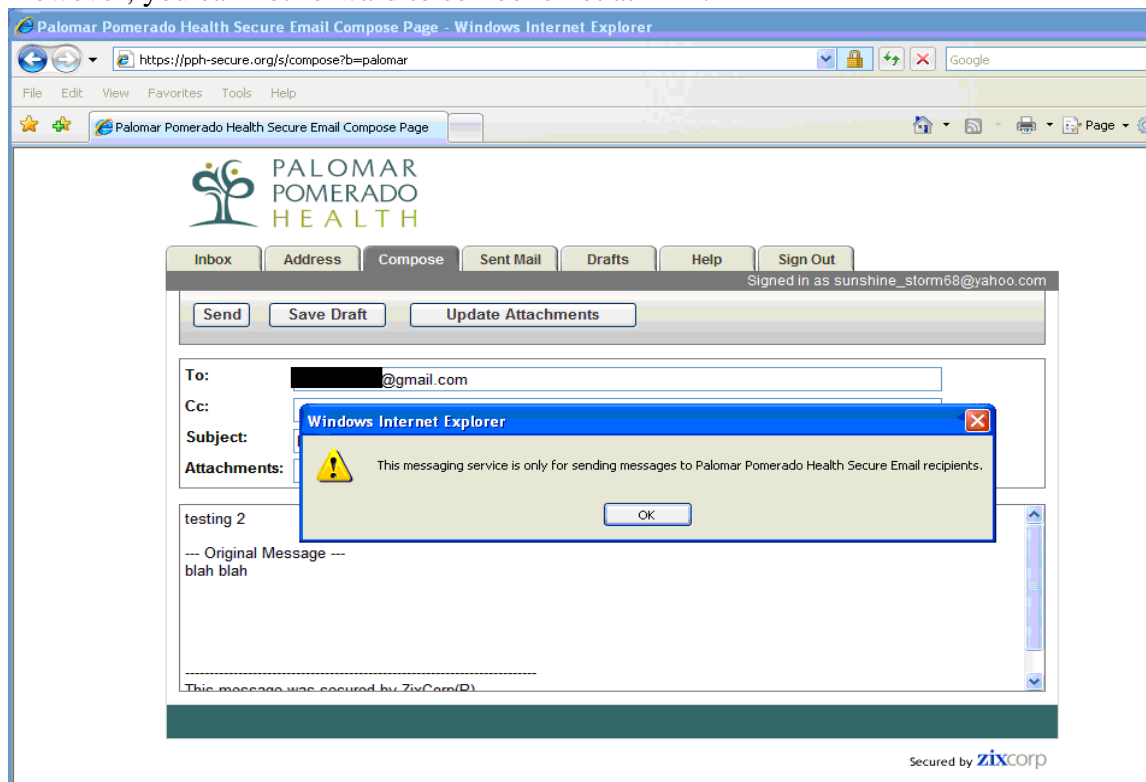
You can reply to emails received in Zix:



You can even forward the emails received:



However, you can not forward to someone not at PPH:



Password Management

Forgotten/Lost Password

Click on Forgot your Password?

Enter your email address & click Submit:



Password Reminder

Enter your email address and a password reminder will be sent within a few minutes.

Remember: Your email address must be the one used when you registered.

If you do not receive a password reminder within a few minutes please return to the login page, select "Change your password" and follow the instructions.

Email Address:

██████████@yahoo.com

Cancel

Submit

Secured by **zixcorp**

You will need to go to your regular email account where you will receive an email that contains your email password reminder phrase: *If this trigger doesn't help you to remember your password go to **Changing Your Password** below.*

Requested Palomar Pomerado Health Secure Email Information

"notification@pph-secure.org" <notification@pph-secure.org> Add

To: ██████████@yahoo.com

Your Palomar Pomerado Health Secure Email password reminder phrase is:

██████████

Once you have the information, Click on the Return to Palomar Pomerado Health Secure Email Log In and sign in (if you are still unsure of your password, see Changing Your Password:



Your password reminder has been sent to your email address.

[Return to Palomar Pomerado Health Secure Email Log In](#)

Secured by **zixcorp**

Changing your Password

To change your password,

From the Zix Mail sign-on screen & click on Change your Password:



Welcome to Palomar Pomerado Health Secure Email Message Center

For first time users, [click here](#) to create your account.

Email Address:

Password: [Forgot your password?](#)

[Sign In](#)

[Change your password](#)

[Use online help](#)

Want to receive your secure messages directly in your inbox? Learn more about [ZixMail](#).

For Customer Support, contact the Help Desk at (858) 613-4357.

Secured by [zixcorp](#)

Enter your email address & new password & new password reminder phrase then click Submit Password: (note Password Rules)



Change Password

Please complete the information below to change your password, then click "Submit Password".

Email Address:*

New Password:*

Re-enter New Password:*

New Password Reminder Phrase:*

Choose a word or phrase that will help you remember your password.

[Cancel](#)

[Submit Password](#)

Password Rules

Passwords must be at least six characters and must meet two of the following three conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character such as: ~!@#\$%^&

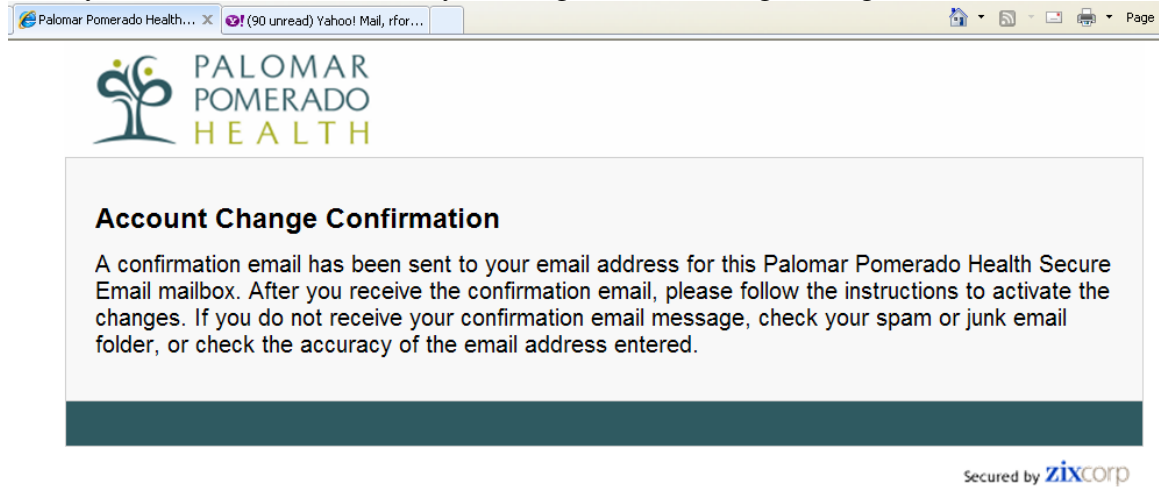
* Indicates required field

Want to receive your secure messages directly in your inbox? Learn more about [ZixMail](#).

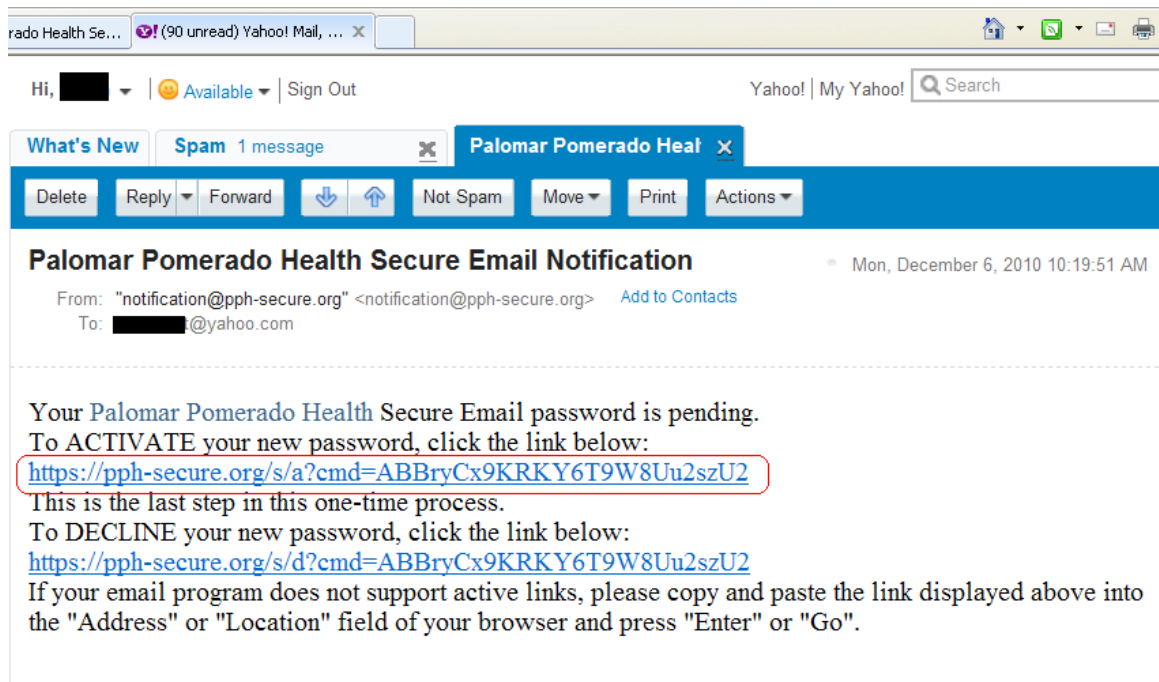
For Customer Support, contact the Help Desk at (858) 613-4357.

Secured by [zixcorp](#)

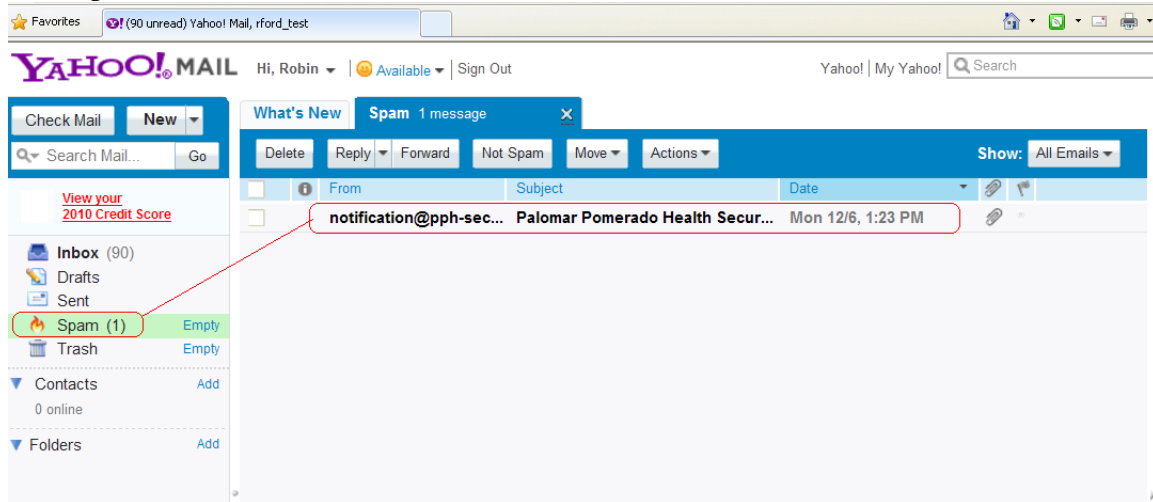
Once you click Submit Password you will get the following message:



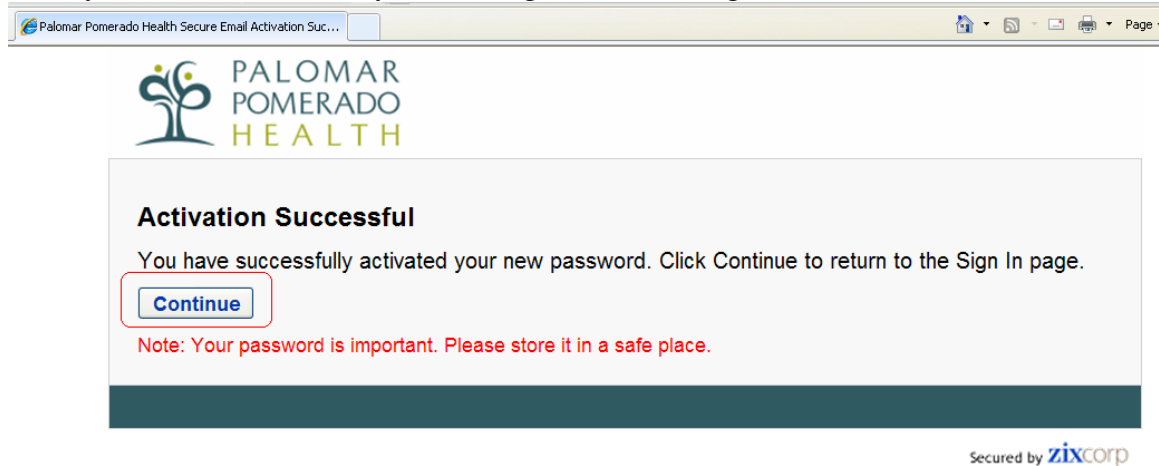
From your regular email inbox you should receive the following email. Click on the link below the ACTIVATE your new password:



If you don't find the email in your inbox, check your spam box, sometimes the email ends up there:



Once you click the Activate you should get the following screen, Click Continue:



You should then be able to sign in with your new password:

