



To all instructors:

The department of Clinical Education would like to thank you for the opportunity to work with you and your students during their clinical placement at St. Mary's Health Care System. We hope that your students have a meaningful experience and gain valuable knowledge as they interact with patients and staff in our clinical areas.

We ask for your assistance so that we may better facilitate the clinical placement process. Please submit to Clinical Education all requests for clinical placement thirty days prior to the clinical start date. Clinical Education will coordinate requests with nursing directors and notify instructors when placement schedule has been approved. Each instructor should send a copy of the clinical placement schedule and a list of student names that will be in the facility to Clinical Education prior to the clinical start date.

Instructors will receive a copy of the St. Mary's orientation packet to distribute to their students. All completed packets must be returned to the Clinical Education Department at least two weeks prior to the clinical start date. The school is responsible for advising and ensuring that each student has had a background check, seven panel drug screen, and a 2-step tuberculin skin test prior to the start of their clinical rotation. The school and/or student should also maintain a record of immunization.

After all paperwork has been completed and submitted to the Clinical Education Department, students that require an ID Badge may make an appointment to have a badge made. Students that require a new ID Badge must contact the Clinical Education Department at 706-389-2150 to schedule an appointment for badges. Badges may be made Monday-Thursday, 8:00-11:00AM and 1:00-4:00PM. This badge must be worn at all times while the student is participating in clinical placement. Student ID badges do not access employee parking lots and students should park during daytime hours in ungated parking areas on campus (at the "bowling alley" next to Zoe's or the old nursing home) and the designated deck area at night.

Clinical Education will coordinate Meditech training dates for nursing instructors, who will then in turn train their students. Instructors should have Patient Care System (PCS) and Bedside Medication Verification (BMV) training. Students are trained by instructors in PCS only. Instructors will receive passwords from Clinical Education after they are issued by the IS department.

Students should wear the appropriate school uniform in clinical areas and comply with STMH dress code while attending classes.

Thank you again for the opportunity to work with you and your students. If you have any questions or we can help you in any way, please call Clinical Education at 706.389.2150.

Sincerely,

Clinical Education