**Student and Faculty Guidelines**

**Women and Newborn’s Services - Kennestone**

**2013-2014**

*We welcome students in our area. In addition to the WellStar prerequisite requirements, some units provide specific instructions to facilitate a positive student experience for all.*

*For Women and Newborn Services at Kennestone, the following is requested:*

**Clinical Faculty on the unit with cohorts will:**

* New faculty (who have not had students on the unit in the past) will come to an orientation presented by the Mother/Baby contact to become familiar with the unit, supplies, post conference rooms and staff 2-3 weeks prior to beginning the clinical rotation.
* Wear their badge identifying them as faculty while on the WellStar campus
* Orient, supervise and coordinate the student’s learning activities.
* Arrive 15 minutes before the start of the shift to prepare for report. If the shift starts at 6:45am the faculty should arrive at 6:30am.
* Check in with the charge nurse upon arrival, providing their contact phone number for the day. Consider writing the phone number on the white board.
* Be present on the unit the entire shift scheduled.
* Be available throughout the students shift via telephone
* Provide the resource nurse with a curriculum overview and a skills checklist.
* Be available to assist students with assignments, nursing procedures, check offs and assessments.
* Not leave the unit without communicating with the students and charge nurse on Mother Baby as this is the primary student placement unit (home base).
* Notify the charge nurse if part of the clinical time is off the unit, such as post conference time.
* Avoid use of cell phones in the presence of patients, guests and staff.
* Limit use the internet during clinical time.

**Faculty with Precepted Student will:**

* New faculty (who have not had students on the unit in the past) will come to an orientation presented by the mother/baby contact or will arrange for a private orientation 2-3 weeks prior to beginning the clinical rotation to become familiar with the unit and introduce themselves to the staff.
* Wear their badge identifying them as faculty while on the WellStar campus.
* Meet with the preceptor at least 1 week prior to the beginning of the preceptorship to introduce themselves, provide contact information, discuss student goals and objectives and complete any paperwork required*. (See Nursing Faculty Preceptor Form)?*
* Provide the precepting nurse with a curriculum overview and a skills checklist.
* Complete an in-person visit with the precepting nurse during the student’s shift at least every 4th shift. Check in with the charge nurse upon arrival.
* Be available throughout the students shift via telephone within 1 hour of a call.

**Students will:**

* Wear their badge identifying them as a student while on the WellStar campus.
* Wear their school uniform during their clinical rotation. Wear appropriate surgical attire if in the OR.
* Arrive on time for report at the start of the shift to prepare for report, i.e. 6:30 am for a 6:45 am shift.
* Be present on the unit the entire shift scheduled.
* Notify their assigned nurse if part of the clinical time is off the unit, such as post conference time.
* Limit use of cell phones for personal use during clinical time. Avoid use of cell phones in the presence of patients, guests and staff.
* Limit use the internet during clinical time.
* Not record or take pictures of any kind during their time on the WellStar campus. This includes using a camera or cell phone taking pictures or recording of any patient, records, organs or other PHI (protected health information).