

**To:** Clinical Instructors (*not intended to be forwarded to students*)  
**From:** Lisa Dewhurst-Walker, MSN, RN, NPD-BC, CNEcl  
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**Date:** January 18, 2024  
**Re:** Information & Requirements for Students and Instructors at University of Michigan Health-West

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We are pleased to have you and your students at University of Michigan Health-West. The purpose of this memo is to share information and clarify orientation and other requirements for clinical groups, leadership students and instructors.

### Account Access

Students are given access to the network, Talent Solutions (our learning management system) and the EMR based on student lists provided by the college/school. These lists, including students' middle initials, email addresses and mobile phone numbers are to be submitted to the Nursing Administration Office as early as possible but no later than three weeks before your students are scheduled to start. **Please notify us immediately if students are added or deleted.**

### Orientation Requirements

Before the first clinical day, each student and instructor must have completed the assigned orientation self-study in their Talent Solutions account.

To access Talent Solutions, go to <https://umhealthwest.csod.com>, enter the User ID that will be provided, and the initial password of [Uofmhealthwest24](#) (*note the Talent Solutions password will now change yearly*). Students must complete this training prior to you picking up student badges. When you are given the student logins and passwords, you will be given information regarding pick up of badges.

**\*\* Instructors will be assigned a Hand Hygiene module in Talent Solutions (one time only). Once this is complete, instructors must confirm that they have personally witnessed each student correctly following handwashing protocols with both soap and water and alcohol-based sanitizer. We will need your initials on the badge sign-out sheet that this has been done.**

### Instructor Website

Information such as dress code and parking policy is available [Nursing Student Orientation/Information Documents - University of Michigan Health-West \(uofmhealthwest.org\)](#). The password for this site is [Metrostudent](#). **Do not share this link or password with students;** obtain any necessary materials and forward them to the students.

### Electronic Medical Record (EMR)

Students are expected to complete the Epic Curriculum in Talent Solutions prior to the first clinical day.

If you would like to use an IT Training Room to review the EMR with your students, contact Shannon Gomez at [Shannon.gomez@umhwest.org](mailto:Shannon.gomez@umhwest.org) and she will assist you with reserving the room.

If your students have difficulty logging into the network or EMR, please contact the IT Service Desk at 616-252-7378.

### COVID-19 Considerations

If a student or instructor tests positive for Covid-19, the hospital policy is that they cannot return to the hospital until at least 5 days after the start of symptoms. To return at the 5-day point, they must be afebrile for a minimum of 24 hours and have overall improving symptoms. They are required to wear a procedure mask until 10 days after symptoms started.

**The only students allowed into COVID rooms are leadership students whose learning would be impacted by not being able to enter COVID isolation rooms. No other students are to be in COVID rooms. Leadership students must go to Employee Health to be fit-tested. Employee health is open Monday-Friday 0700-1500. Their phone number is 252-7241, please call for an appointment to be**

**fit tested. Students must be fit tested at UMH-West Employee Health Services prior to entering a COVID room.**

### **Vaccination Requirements**

UMH-West is requiring that all students and faculty be fully vaccinated per the affiliation agreements. Proof of vaccination for COVID-19 and influenza **no longer needs to be provided** with the student information. The school/university is required to keep these records, along with other vaccination records. If UMH-West requires this information the school would be notified.

### **Conference Rooms**

Please do not use a conference room without a reservation. To reserve a conference room for pre- and post-conferences, contact Shannon Gomez at 616-252-5116 or [Shannon.gomez@umhwest.org](mailto:Shannon.gomez@umhwest.org). She will schedule rooms for you and will obtain a room as close to your clinical department as possible. In some cases, the room may be in your clinical department. Any conference room will be available to you only during the actual conference time; materials may not be left in the room between conferences.

### **Post-Conference**

There are Nurse Managers and Nurse Educators who would enjoy talking to your students during a post-conference. Topics can include leadership topics or various clinical topics appropriate for students' level of understanding. If this interests you, please reach out to Shannon Gomez with what topic you would like to have discussed at your post-conference and we will facilitate this opportunity for your students.

### **Observation Experiences**

If you students will be having days off their usual clinical site for observation days in other units, please discuss this with your lead faculty to ensure those sites are available through the consortium. If these experiences have been approved through the consortium, please ensure student names/dates/times/unit/objectives are shared with that units leadership so they will be able to welcome your students and provide the best experience for them. If you need assistance reaching out to the unit leadership, please contact Shannon Gomez.

### **Elevators/Stairs**

To promote elevator availability, you are encouraged to follow the "one up, two down" guideline. That is, take the stairs if you are going up one level or down two levels. An exception is for those needing access to the Childbirth Center on Level 2 Tower A—the only way to access that department is by using the Public Elevators.

Please use either the Public Elevators or stairs located near the Service Elevators. Avoid using the Service Elevators so that they remain available for patient transport.

### **Skytron Health Library**

Students and instructors are welcome to use the Skytron Health Library for research and study. Please refrain from using it for breaks or conferences.

### **Use of Lobby/Guest Lounges**

Students and instructors are welcome to visit the coffee bar and gift shop in the Steelcase – Workstage lobby. However, breaks and conferences should not occur in the lobby or in the guest lounges of any departments. The coffee stations in guest lounges are for patients and visitors only. The Metro Café seating area is always open for breaks.

### **Entering the Hospital**

Enter the hospital through the Emergency Entrance. Use the back staff hallway rather than the front curved public hallway whenever possible and especially when traveling as a group.

### **Personal Belongings**

Purses and backpacks should not be brought into the hospital. Students and instructors are encouraged to pack their lunches with a cold pack; refrigerator space is not guaranteed. If your clinical

experience is on Level 5, there is a student lounge with lockers and a refrigerator for your use. Other units have varying amounts of space available; please discuss with the unit educator or manager.

### **Student Badges**

Students and instructors are required to always wear their school's photo ID badge while participating in clinicals. The badge must be worn above the waist with name and photo visible. Please email Shannon Gomez at [Shannon.gomez@umhwest.org](mailto:Shannon.gomez@umhwest.org) to arrange a time to pick up your group's badges.

Many areas of the clinical units (including med/supply rooms) are access controlled and require a proximity badge for entrance. Each department has created proximity badges for students and instructors to use. It is the instructor's responsibility to collect the badges at the end of each clinical day and keep them secured until the next clinical day. The badges (and attachment devices) must be returned at the end of each clinical rotation. **The instructor will be charged \$20 for each badge not returned.** For security and inventory control purposes, please return the badges even if you have another clinical group starting soon.

### **Automated Medication Dispensing System (ADS) Access for Nursing Instructors**

At no time may a nursing student access the ADS alone. Students may access the medications in the ADS under the direct supervision of the instructor. Each instructor will be given an annual access code and password to the ADS. The instructor must complete an authorization form annually. Form will be given with student logins and you will need to return this to Shannon Gomez when picking up your group's badges.

### **High-Alert Medications Requiring Dual Sign-Off in the EMR**

Medications that have been designated as high-alert medications require a dual sign-off by licensed personnel. This cannot be accomplished under a student's EMR login. Therefore, either the instructor or UMH-West RN must be signed into the EMR, and the instructor *and* UMH-West RN must document the medication administration. The student may administer the med under the direct supervision of the instructor and UMH-West RN, but the documentation must occur as described.

### **Co-Signing Documentation in the EMR**

Instructions on how to co-sign in the EMR are located in the EPIC training and tip sheets are on the instructor website: [uofmhealthwest.org](http://uofmhealthwest.org) with the password Metrostudent

### **Parking**

Students and instructors are required to park in the far southeast corner of the patient/visitor parking lot. Enter the parking lot driveway from Metro Way South, make an immediate left, then an immediate right to park in section H. If that section is full, park in row G (then row F, etc.) as near as possible to the road. Please leave parking spaces closer to the hospital available to patients and visitors.

### **Glucometers**

Glucometers require a user ID. Instructors and students will not be issued user IDs and should not use the glucometer. An exception is leadership students who may use the glucometer under their preceptors' supervision and user IDs.

### **Policies & Procedures**

All policies are located online on the M-Net. A procedures reference is available within the EMR by clicking the Lippincott link.