

Orientation Information for New Clinical Nursing Instructors at University of Michigan Health/Michigan Medicine

Topics Covered:

- **INSTRUCTOR UNIT ORIENTATION**
- **GLUCOMETER COMPETENCY**
- **PYXIS MEDICATION CABINET ACCESS**
- **MICHART ACCESS**
- **CAMPUS AND BUILDING MAPS**
- **POLICY AND CLINICAL RESOURCES**

INSTRUCTOR UNIT ORIENTATION AND ONGOING RESPONSIBILITIES

ORIENTATION

Instructors who are new to the institution or unfamiliar with the unit must complete a unit-specific orientation. If you are a new instructor, please plan for up to two days on the unit. You are considered "new to the unit" if you do not currently work there or have not previously supervised students on the unit.

Contact the unit Clinical Nursing Director at least two weeks before the clinical placement start date to schedule a unit orientation. If you do not have contact information for the unit, please reach out to Anna Watterworth at annawatt@med.umich.edu. Unit orientation must be completed before students can begin their clinical practicum. There are no exceptions. Refer to this orientation checklist: [Core Unit Orientation for Faculty](#)

UNIT ORIENTATION EXPECTATIONS

- Discuss with the manager or student liaison how student assignments on the unit will be determined and the time the students should arrive for patient report each clinical day.
- Provide a copy of the student expectations, course objectives, and course syllabus to the nurse manager or student liaison.
- At the end of each term, schedule a time to meet with the unit leadership to evaluate the placement experience

INSTRUCTOR RESPONSIBILITIES

Instructors are responsible for ensuring that students are adequately prepared to meet clinical expectations before arriving on the unit. If you are unsure about any requirements, training, or new initiatives, please reach out to the unit representative and the school.

GLUCOMETER COMPETENCY

The Point of Care (POC) Glucometer Testing competency is required for all undergraduate students who will be performing glucose testing in the clinical setting. All students will complete the module in ACEMAPP and must complete a demonstration with their instructor on the unit.

Please complete the Point of Care Glucometer Demo with your students by the second week of the term. **Students will not receive barcode strips** for performing glucose testing. Instead, students will use their **LEVEL 2** password to log in.

Competency Evaluation: [Accu-Chek® Inform II Glucose Meter](#)

PYXIS MEDICATION CABINET ACCESS

Instructors and students granted Pyxis access will use their Level 2 password. Instructors are responsible for student enrollment and training.

For login problems, contact Health Information Technology & Services (HITS) at: 734-936-8000.

PYXIS RESOURCES

- [Register BD Pyxis BioID](#)
- [Trifold Quick Reference Guide](#)
- [Resolve a Discrepancy](#)

MICHART

All clinical instructors in the inpatient/ICU setting must complete the inpatient RN MiChart training requirement. This learning will be automatically assigned to you in Cornerstone when you are processed through the Secure Portal. This is a one-time training requirement, unless you have been away from Michigan Medicine for multiple years.

- To access this training, log into Cornerstone Learning:
<https://michmed.csod.com/samldefault.aspx>. You will need your LEVEL 2 password to log in.
- If you are new to Epic, you will also need to complete an instructor-led online class: **Inpatient Nurse Foundations Workshop (MC-IP1005C)**. Register for this class in Cornerstone. The class is 8 hours long, 8:00 AM - 5:00 PM EST. **Note:** class offerings may be limited during and around holiday weeks. Please plan accordingly to prevent delays in access.
- If you are familiar with Epic, you can test out of the class by completing the online test. The test is included in the assigned MiChart curriculum in Cornerstone.

CAMPUS AND BUILDING MAPS

- [Maps & Visitor Guide](#)
- [Medical Center - Building Floor Maps](#)

POLICY AND CLINICAL RESOURCES

- [UNDERGRADUATE STUDENT NURSE CLINICAL PLACEMENT POLICY](#)
- [GRADUATE STUDENT CLINICAL PLACEMENT POLICY](#)
- [Nursing A-to-Z Policies & Resources Page](#)
- [Nursing at Michigan Internal](#)
- [Clinical Home Page](#)