

Clinical (Preceptorship) Orientation / First Theory Class Combination

Fall 2015

Our first class meeting will be a combination (a) Preceptorship Orientation Part 2 and (b) First theory class. You need to arrive prepared with paperwork for both!

This page will explain what we will be doing and guide you through the necessary preparations. Our meeting is Tuesday, 9/15, from 11AM to 3PM in the Don Bautista Room, Campus Center.

For Clinical...

Preceptorship Orientation is a 2 part process:

1. On Your Own (At Home): Before our meeting you need to view the orientation video, which is the bulk of the preceptorship orientation. The video is available on 3C Media (link provided by instructor.) Please view early to allow ample time in case of technical difficulties. Take notes on the video to prepare for clinical experience and the preceptorship quiz (the first part of the on-campus orientation).
2. On Campus (9/15/15, 11AM-3PM): Combination *Preceptorship orientation Part 2* and *First Week's Theory Class* (come prepared for this “double class” session). The preceptorship portion starts with a quiz on the preceptorship orientation video. This must be passed with 90% in order for you to start your preceptorship. Any uncollected hospital paperwork will be collected at this time.

Before the On Campus Combination Preceptorship Orientation Part 2 and First Week's Theory Class, please do the following:

- Read and print or download N86L Greensheet (instructor's website)
- Read and print or download/bookmark N86L web pages and links, with emphasis on the following (class will begin with a quiz) – many can be found on Nursing86 web page:
 - IV Therapy Guidelines
 - Commonly Used Medications
 - **Preceptorship Agreement Sheet – print and bring**
 - Miscellaneous Clinical Information
 - Introduction to the Preceptorship
 - Beginning Your Preceptorship
 - Sample Student Goals
 - Weekly Clinical Guidelines
 - **Prepare a Preceptor Packet – prepare and bring for instructor to view** (described in “Beginning Your Preceptorship” website link)

Please also bring to Friday's orientation & theory class:

- Your proposed preceptorship schedule, as far as you know it.
- The signature page from the current Student Handbook (located on page 6) indicating you have read and understand the policies in the Student Handbook (this would be a good time to re-read the SHB if you have not done so lately).
- Your Bloodborne Pathogen packet, complete with your personal data (Hep B info) written on the front.
- Your current CPR card **and** your last TB test result – must be valid until the LAST DAY of the quarter.

Please bring unless directed otherwise (if these pertain to you):

- ECH signature pages (ECH students)
- OCH post test to OCH "meet and greet" (date and time TBA) (OCH students)
- Good Samaritan Meditech reactivation and confidentiality forms (GS students)

For Theory...

Information for First Week's Theory Portion of the Class (subsequent theory class will meet according to the schedule of classes – only the first one is different because of the HESI Exit Exam taking place during our normal meeting time during Week 1 of the quarter)

Before this theory class, please do the following:

- Go to the BRN website and view the information on applying for RN licensure: http://www.rn.ca.gov/online_services/breeze_online.shtml ; Read and familiarize yourself with the process. You MAY apply for your license before you graduate: they will review it and send you a letter stating that it is "missing transcripts" (or if any other information is missing) which is OK: it means they have created a file for you and, once transcripts are received (upon graduation) you're good to go.
- View, print, and complete the following form and **bring to the first class meeting**: http://www.rn.ca.gov/pdfs/applicants/end_transcript.pdf ; Detailed instructions about how to complete this form are in the Week 1 video lecture.
- View, print (or have in electronic form to view) class greensheet

Other Information ("the fine print")...

--You must attend all orientations plus hospital orientations in order to precept during your scheduled Quarter. All preceptorships begin Monday of Week 1 of the quarter (or your RN's next scheduled shift).

Things to remember (beginning of the quarter):

- Traffic may be unpredictable
- Parking may be difficult at De Anza and the hospitals
- *Late comers to any of the orientations (De Anza or elsewhere) will begin the quarter with a Reflection and a P.I.*

[Speaking of PIs...if you are coming to Quarter 6 with a PI in place, remember it is your responsibility to bring a copy of the PI to your theory and clinical instructors and arrange a time to discuss it - the very first time you see them, otherwise you risk getting withdrawn from the program. Please see your Student Handbook if you have any questions.]

MORE CLINICAL ORIENTATIONS BEFORE AND DURING WEEK 1 OF THE QUARTER (also mandatory to precept this quarter): Please keep your schedule open the weeks leading up to the quarter (during the day) until after you learn your hospital assignment and any scheduled orientation or ID badging dates/times. Depending your hospital assignment to, you may have a **mandatory hospital orientation** to attend during those weeks. These may occur at your hospital location or possibly at another location (e.g., Kaiser orientations sometimes occur in the East Bay, North Bay, etc.) These are also only scheduled once per quarter, and if you miss your hospital orientation, you will not be able to precept until the following quarter. Each hospital has different requirements, parking can be challenging at the hospitals, and punctuality is required at these orientations also, along with professional attire (no jeans, baggy/cargo pants, yoga pants, etc.) + your De Anza name tag. PIs will be given to anyone who fails to dress and/or act professionally at *any* time while setting foot in a clinical setting representing De Anza College. Basically: dressy casual with name tag (see Student Handbook). Remember: any time you arrive at a hospital representing De Anza College (even to pick up a parking sticker, schedule – anything!) these guidelines must be followed.

IMPORTANT: Please register early for the courses. N86 is theory and N86L is clinical. N86L sections might be 01 and 02, or 55 and 56. If you are unable to register for one section, try others. Non registered students will not be able to go to any clinical orientations until the instructor sees written proof that the student is enrolled, for liability reasons. The student who is not enrolled and misses clinical orientations will likely need to take a LOA and resume Quarter 6 the following quarter (depending on space availability). Theory class will be **every Friday** (see theory greensheet for time and location), starting Week #2. (Theory class time during Week 1 will be spent taking the HESI Exit exam).

IMPORTANT: Please ensure that your CPR and all immunizations are current **through the end of Finals week** of the quarter. Your updated information needs to be submitted to Marge by the date published by the nursing department or you can expect a PI - (you may dropped from your courses if the hospital deadline has already passed). Please submit each update to Marge on a separate piece of paper (do not save trees), and verify with her your currency if in doubt.