

Beaumont

Beaumont Hospital – Royal Oak
3601 West 13 Mile Road
Royal Oak, MI 48073

Dear Nursing Faculty:

Welcome to Beaumont Health, Royal Oak. We hope our affiliation will be a positive one and provide the needed clinical learning experience for your students.

We make every attempt to place you and your students in the atmosphere most suitable for the level of learning you request; however there may be times that particular units requested are unavailable. Occasionally, the number of clinical placements and their learning requirements necessitate that we have more than one group of students rotating through in a given week. If this impedes your clinical experience please contact me and we will attempt to adjust your placement.

We have developed a resource system so you may have access to a variety of nursing experiences for your students. The list is on our web site.

Please contact the Nursing Education and Research Department at (248) 551-6420 or nursingstudents@beaumont.org if we can be of assistance to you. Our office is located on the first floor of the Administration Building-East near the auditorium.

Sincerely,



Cheryl Barger, M.S, R.N.
Clinical Placement Coordinator
Manager - Nursing Education and Research
Beaumont Hospital, Royal Oak

GENERAL INFORMATION FOR AFFILIATING NURSING FACULTY

COMPUTER BASED TRAINING

Through the Alliance for Clinical Experience (ACE) you have completed some training modules that all universities and hospitals had in common, however, additional Beaumont specific training is also required.

We will email you instructions on how to access your personal 'Beaumont' learning account. We assign the training modules to your account which should be completed prior to your clinical experience. Any student or faculty that has not completed these modules prior to the first day of the clinical rotation will not be allowed to continue with the clinical rotation. Training for our Electronic Medical Record system is done only once, while others modules must be done annually (i.e. January – December). Keep your username as you will use this account if you return in future semesters.

BEFORE YOU BEGIN

Please make sure the following have been completed before the clinical experience:

- ✓ You and your students have completed the Beaumont Compliance and Epic *oneChart* training modules.
- ✓ You review our website to familiarize yourself with our processes.
- ✓ You meet with the Administrative Manager to discuss your clinical rotation and provide them with the 'Student Responsibilities Form' which you will find on the website.

BEAUMONT POLICIES

The Faculty orientation power point that you will do with your mandatory Beaumont training, will have listed hospital policies that you need to review and discuss with your students. Instructions on how to access these policies are on this web page.

CHARTING

Beaumont transitioned to the EPIC electronic medical record (EMR) system which requires that students choose the faculty name during log in. Faculty is then automatically assigned to be the documentation co-signer.

If you have difficulty setting up your passwords, DO NOT CONTACT THE UNIT MANAGER
Please contact the I.T. Help Desk 888-481-2448 or contact us at (248) 551-6420.

CLASSROOM RESERVATIONS

To reserve classroom time, contact any of the persons listed below. Please note that **ALL** requests must be submitted **2 weeks prior** to room need.

10 Central Classrooms A, B, C, & D – Email nursingstudents@beaumont.org

MEDICAL LIBRARY

Janet Zimmerman, Director of our Medical Library has requested that faculty and nursing students attend an orientation to our library if you have not done so before. The orientation lasts approximately 30 minutes and can be arranged by calling the main desk at (248) 898-1750.

GENERAL INFORMATION FOR AFFILIATING NURSING FACULTY

LOCKER ROOMS

Lockers for female and male students and faculty are available and located in the lower level-central tower basement. Most units do not provide areas for personal items. If you are interested please email nursingstudents@beaumont.org

MEDICAL RECORDS

To obtain a chart from Medical Information Services, students must submit a written request, signed by their nursing faculty, to the Medical Information Services Supervisor 48 hours in advance. Charts are available after the patient is discharged. Only two students can be accommodated in the Medical Information Services Department at one time and charts must be reviewed in that area.

MEDICATIONS

Only faculty will have an ID number and a password to access the Pyxis Medication System. Both faculty and students must initial and sign on the Medication Administration Record or eMar.

PARKING

Faculty and students **MAY NOT** park in designated 'Patient & Visitor Parking Only' areas. Violators will be booted or towed at their expense--currently \$100.00. Warning signs are at every designated Patient/Visitor Parking area.

Parking is allowed in the South (open) Lot and in the gated West Lot and West Deck. Gates are up from 4:30 a.m. - 10:00 a.m. daily. Parking information is also on the Nursing Website's – Royal Oak page.

SECURITY ACCESS - BADGES

All faculty must wear Beaumont identification. Badges are issued by the Security Access Control Department located on the 1st floor, west of the Central Tower Public Elevators, near the West Entrance. A map of the 1st floor of the hospital can be found on the Nursing Student Website. Hours are Monday - Friday, 6:45 a.m. - 4:30 p.m., closed 12 p.m. - 1 p.m. for lunch.

Faculty wear professional attire or preferable school scrub colors. Students wear their school uniforms and school ID badges.

Badges must be returned at the end of the clinical rotation.

Please note: There is a \$10.00 charge for each badge not returned.