

Hospital Orientation Requirements – Due December 15, 2009

Please read both pages thoroughly

If your clinical is at:

Parkview Health—Parkview, Parkview North, Parkview CCC, Parkview Rehab, or Parkview Behavioral Health.

Fall 2009 NUR 115 students:

Students in NUR 115 will be given instructions to complete the on-line orientation program. Students need to complete all modules listed on acknowledgement sheet (2nd sheet), then turn in acknowledgement with NetLearning transcript attached, to the nursing office by December 15th.

All other students with Parkview clinicals:

Who have previously completed the NetLearning training and submitted a copy of their paperwork do not need to turn in anything. If you have not had the training, please contact the nursing department.

If your clinical is at:

Lutheran Health Network (LHN)—Lutheran, St. Joseph, Rehabilitation, Dupont

And you have not done the LHN orientation, you need to complete both the online and on-site computer classes. If your online orientation was completed more than twelve (12) months ago, you must redo the online training and quizzes. You do not need to repeat the computer training.

ONLINE ORIENTATION

- Go to <http://www.Lutheranhospital.com/education/>
- Username: lhnstudent Password: access09
- When the quizzes are complete, select “Print.” Do not select “Finish.” You must earn 80% or higher on each of the two (2) quizzes.
- The two printed quizzes, Code of Conduct, Student Confidentiality Agreement, and Annual Personal Disclosure forms must be given to the Department of Nursing secretary by December 15th.
- Students must complete the online orientation content every 12 months.
- Students employed by the Lutheran Health Network, may turn in an Annual Safety Fair Quiz (equal to the Hospital Orientation Quiz on the Web site). However, they must also turn in copies of HIPAA, Compliance, Harrassment and Confidentiality Training (group test), as well as the of Code of Conduct, Student Confidentiality Agreement, and Annual Personal Disclosure forms.
- Several of the segments contain streaming video. Computer access with a minimum of DSL and sound is required.

COMPUTER CLASSES

- Computer classes must be completed one time; they do not need to be repeated annually. Schedule computer classes by calling Sharon Long or Sharon Morgan, **435-7783**.
- Available dates and times are:

Monday	November 30 th	9 – 11 AM or 2 – 4 PM
Wednesday	December 2 nd	8 – 10 AM
Thursday	December 10 th	10 – 12 noon or 2 – 4 PM
Friday	December 11 th	9 – 11 AM
Monday	December 14 th	1 – 3 PM

The computer training room is located at Lutheran Hospital, 7950 W. Jefferson, MOB 2, 3rd floor, room 307. (Class size is limited to 15. Please call 435-7783 to register.)

If you completed both the LHN online orientation (in the last 12 months) and the computer class and submitted the documentation to the nursing department, you do not need to turn in anything.

SPECIAL CIRCUMSTANCES:

NUR 115

- Most students in NUR 115 will receive their hospital orientation during the first weeks of their clinical. Students attending a Parkview or LHN clinical will receive instructions at a later date.

NUR 281

- All students complete Lutheran and Parkview Clinical requirements.

NUR 418

- All students complete health requirements, but will not need to complete the clinical requirements for Parkview or Lutheran.

NUR 419

- All students complete Parkview Health clinical requirements.

NUR 442

- All students complete Lutheran and Parkview Clinical requirements.

***To find clinical locations** go to <http://www.ipfw.edu/nursing/resources/clinical.shtml> and click on "Spring 2010 clinical locations".