



Instructor/Academic Faculty Verification Process & Training

	<u>New Instructors</u>
✓	To Do
□	<p><u>Verification</u></p> <ul style="list-style-type: none"> Any instructor or academic faculty coming onto a Froedtert Health site (this includes Froedtert Hospital, Froedtert Menomonee Falls Hospital, or Froedtert West Bend Hospital) must enroll in the verification system <u>each semester</u>. Exception: instructors/faculty who check-in with students remotely via phone or email only. Click on the Verification Link and enter your <u>school</u> email address. You will receive a return email from the verification system to validate your email address, enroll into the current semester, complete security questions, and electronically sign the confidentiality agreement. Exception: Froedtert Health staff members who are nursing instructors should enroll using their employee email address. Check your junk/spam if you do not receive an email back from the system. See Student Verification Tip Sheet on website for questions/problems with verification. School coordinator is notified of your enrollment and is responsible to verify you when the requirements are met. Contact your school coordinator with any questions. Verification process must be completed at least 10 days prior to clinical or Learning Center and Computer Access may not be ready.
□	<p><u>Learning Center</u></p> <ul style="list-style-type: none"> Receive email from the system 48 hours <u>after verification by school coordinator</u>. Learning Center Modules: complete assigned modules prior to the start of clinical. <u>New instructors</u> - complete assigned modules prior to attending new instructor orientation.
□	<p><u>New Instructor Orientation:</u></p> <ul style="list-style-type: none"> See Orientation Requirements Complete Instructor Department Orientation Checklist and send to StudentDeptChecklist@froedtert.com.
□	<p><u>Computer Access</u></p> <ul style="list-style-type: none"> Computer Access: call Froedtert Help Desk 414-805-2101 to obtain network and epic log in/password the first day of clinical. Access will not be ready for at least 72 hours after you have been verified in the student verification system. If asked by IT - Instructor access is set up on an electronic student spreadsheet. Froedtert Health staff members who are nursing instructors - use your staff access.
□	<p><u>Forms to Complete & Return</u></p> <ul style="list-style-type: none"> Instructor Department Orientation Checklist (see above). Student Unit/Department Orientation Checklist - clinical group instructors, print a copy for each student, complete and return to StudentDeptChecklists@froedtert.com.

<u>Returning Instructors</u>	
✓	To Do
<input type="checkbox"/>	<p><u>Returning Instructors</u></p> <ul style="list-style-type: none"> • Verification: all instructors must enroll in the verification system each semester Verification Link (see Verification information above). • Verification process must be completed at least 10 days prior to clinical or Learning Center and Computer Access may not be ready. • Learning Center: Learning Center Link <ul style="list-style-type: none"> ○ Use school email address and password from previous clinical/rotation ○ Complete any new/updated assigned modules • Computer Access: call Froedtert Help Desk 414-805-2101 to obtain network and epic log in/password on first day of clinical. Access will not be ready for at least 72 hours after you have been verified in the student verification system. • See Orientation Requirements • Instructor Department Orientation Checklist - complete and return to StudentDeptChecklists@froedtert.com if you change units. • Student Unit Department Orientation Checklist - clinical group instructors, print a copy for each student, complete and return to StudentDeptChecklists@froedtert.com. • Communication to Nurse Manager/Educator/Staff <ul style="list-style-type: none"> ○ Provide contact information - home/cell phone, pager, and email. Notify with any changes. ○ Provide dates and times students will be on unit including prep times ○ Complete unit template or provide complete information on what students can/cannot do ○ Meet Director/Manager/Educator, and both weeks of staff ○ Meet with Unit Educator and/or Nurse Manager <u>at least weekly</u> to discuss issues/concerns
<u>General Information</u>	
	<p><u>Parking</u></p> <p><u>Froedtert Hospital</u>: see Froedtert Hospital Parking</p> <p><u>Froedtert Menomonee Falls Hospital</u>: Froedtert Menomonee Falls Hospital Parking</p> <p><u>Froedtert West Bend Hospital</u>: park in the front parking lot of the building</p>
	<p><u>Forms and information</u> - Nursing Student Website</p>
	<p><u>Questions</u></p> <ul style="list-style-type: none"> • Student Hotline: 414-805-8000 • Contact your instructor, preceptor or undergradstudents@froedtert.com • <u>Do not call the Froedtert Help Desk</u> for questions.