

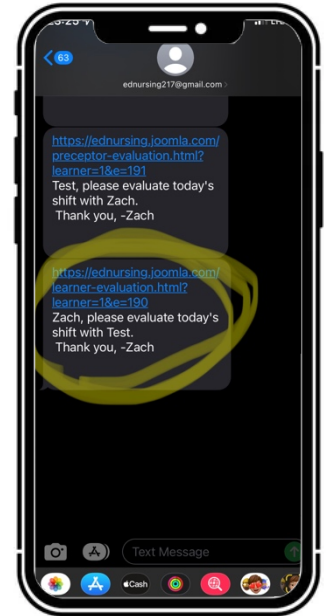
User Guide - Preceptor

Following each shift, you will receive a message to your phone or your email inviting you to evaluate your shift with a learner.

Messages will come from website@edorientation.com or 844-929-2278

Answering questions is easy, just move the slider along the scale:

Critical Thinking
 Requires _____ direction and assistance from preceptor to determine the "why" for tasks that are being performed.
 Needs Direction & Assistance Independently Provides Care



The learner will do the same each shift. The aim is to evaluate both their progress to becoming an independent ED Nurse but also the effectiveness of you as a preceptor. Doing this daily creates trends that show progress and allow the orientation experience to be modified to help meet the learner's goals.

After you submit your evaluation, you are re-directed to your Preceptor Page

Preceptor Page for Allison Helmerichs

Springfield Memorial Emergency

Upcoming Simulations:

- Initial Patient Care - 8/04/22 12:00pm
- Behavioral Health & Deescalation - 9/01/22 12:00pm
- Cardiac Rhythm Recognition and STEMI Care - 9/15/22 12:00pm
- Care of the patient with Neurologic Deficit - 10/13/22 12:00pm
- Care of the Septic Patient - 10/27/22 12:00pm
- Trauma and Critical Care - 11/17/22 12:00pm

Preceptor Information: helmerichs.allison@mhsil.com

Preferred Communication: (217) 414-0501

Shift: Other

Weekend: Learning Consultation

Charge Nurse: Yes

Orientation Nurse: Yes

Affiliates: Springfield Memorial Emergency

Test ED Experience

Contact Information: znorm87@gmail.com

Learner Goals:

- Prioritization of Clinical Day: Get organized especially for holds, about at shift change.
- Evaluation: Check post intervention for changes.
- Documentation: Document as you go each day.

WEEK	NOV, 21	OCT, 21	SEP, 21	APR, 21	MAR, 21	
AVAILABILITY	Always	Always	Always	Usually	Always	
APPROACHABILITY	Always	Always	Always	Sometimes	Usually	Sometimes
GOALS	Always	Always	Always	Usually	Always	Usually
CLEAR FEEDBACK DELIVERY	Always	Always	Always	Usually	Always	Usually

Link to your orientation schedule

Link to your completed learning events (utilize for clinical ladder advancement)

Review comments about your practice.

This area contains announcements with a section for each Learner with their contact information and current goals.

Review how learners have scored your teaching style

Additional Features on your Preceptor Page

Preceptor Page for Ashley Collingwood

[Schedule](#)

[Transcript](#)

Preceptor Information +

Learners on Orientation -

[Test ED Experience](#)

[Test Experienced RN](#)

[Sarah Fetter](#)

[Bridgette Flemming](#)

[Kayla Houston](#)

[Tuesdi Jones](#)

[Madeline Massie](#)

[Test New Graduate](#)

[Courtney Richardson](#)

Springfield Memorial Emergency (RN)

Spring Cohort Simulation

Transcript: Zach Norman (03/01/2022-03/01/2023)

Zach's Page

Print

Accomplishments

Hours by Event

Topics by Hours

Course Details

Complements & Comments

Change Dates

Preceptor Assessment

Career Accomplishments

- Charge Nurse
- Triage Nurse
- Preceptor
- Quality Improvement Initiative
- Trauma Nurse Specialist

Hours by Event Type

Use this list to identify hours accrued in different orientation activities.

EVENT TYPE	DATE	HOURS	LEARNER
FLOOR SHIFT (6)		75	
Shift on 08/1...	08/18/22 6:45am - 7:15pm (08/18)	12.5	Baillie Smith
Shift on 09/0...	09/08/22 6:45am - 7:15pm (09/08)	12.5	Baillie Smith
Shift on 09/2...	09/29/22 6:45am - 7:15pm (09/29)	12.5	Ross Borger
Shift on 10/0...	10/07/22 6:45am - 7:15pm (10/07)	12.5	Daniel Camp
Shift on 10/2...	10/28/22 6:45am - 7:15pm (10/28)	12.5	Daniel Camp
Shift on 11/1...	11/18/22 6:45am - 7:15pm (11/18)	12.5	Danielle Griner
		6/6	
SIMULATION / DIDACTIC (14)		98	COURSE LEADER
Initial Patient Care	03/02/22 12:00pm - 8:00pm (03/02)	8	Allison Helmerichs
Behavioral Health & ...	03/17/22 12:00pm - 8:00pm (03/17)	8	Ashley Collingwood
Cardiac Rhythm Rec...	03/31/22 12:00pm - 8:00pm (03/31)	8	Zach Norman
Care of the Patient ...	05/05/22 12:00pm - 8:00pm (05/05)	8	Zach Norman
Care of the Septic P...	05/26/22 12:00pm - 8:00pm (05/26)	8	Zach Norman
Trauma and Critical ...	06/09/22 12:00pm - 8:00pm (06/09)	8	Ian Starkweather
Initial Patient Care	08/04/22 12:00pm - 4:00pm (08/04)	4	Allison Helmerichs
Behavioral Health & ...	09/01/22 12:00pm - 8:00pm (09/01)	8	Ashley Collingwood
Cardiac Rhythm Rec...	09/15/22 12:00pm - 8:00pm (09/15)	8	Zach Norman
Care of the Patient ...	10/13/22 12:00pm - 8:00pm (10/13)	8	Zach Norman
Care of the Septic P...	10/27/22 12:00pm - 8:00pm (10/27)	8	Allison Helmerichs
Trauma and Critical ...	11/17/22 12:00pm - 6:00pm (11/17)	6	Allison Helmerichs
Initial Patient Care	01/11/23 12:00pm - 4:00pm (01/11)	4	Allison Helmerichs
Cardiac Rhythm Rec...	01/11/23 4:00pm - 8:00pm (01/11)	4	Zach Norman

Test ED Experience

Contact Information: ✉ znorm87@g...

Learner Goals:

- Prioritization of Clinical Day: Get...
- Evaluation: Check post intervent...
- Documentation: Document as yo...

Preceptor Goals:

- Availability: Let me know when you need to...

Course Details

Initial Patient Care

COURSE DETAILS:

Date / Time: 03/02/22 12:00pm - 8:00pm (03/02)

Hours: 8.00

Location: Memorial Learning Center

COORDINATOR: Allison Helmerichs

LEARNERS: Isabel Barnes, Justin Cornett, Sabrina Tucker-Hinton

PRECEPTORS: Ashley Collingwood, Colin Frisch, Allison Helmerichs, Rachel Hodo, Zach Norman, Ian Starkweather

OUTCOME: The learner performs initial patient assessment, establishes a safety net, and recognizes bias.

OBJECTIVES:

- The learner will identify components of initial patient assessment
- The learner will verbalize components of patient safety net and rationale for safety net
- The learner will identify and assign patient acuity based on initial patient assessment
- The learner will recognize when bias introduced into initial patient assess

DESCRIPTION: Didactic: 2hr course on regarding assessing acuity, establishing safety net, and initial patient care. Simulation: 3 simulations utilizing both high fidelity simulators and standardized patients

Preceptor Complements & Concerns

Each complement, comment, & concern includes a quote from the Daily Note on an Evaluation and/or further comment from the Orientation Nurse

Complement from: Baillie Smith

Thursday, September 8th, 2022 | Posted by: Zach Norman

"Today I felt really good about doing things on my own. When things got busy, I needed a little more help. One big takeaway that I took from today was to be more comfortable being expressive to doctors. I think I should get more involved and ask questions more because this will not only help me learn from others, but they will see my critical thinking skills and trust me more. I also got more help from Zach when it comes to thinking about smaller details in the patients care."

Baillie is being very insightful about her performance gaps. She recognizes where she has made progress and where she can improve.

Source: Daily Preceptor Evaluation re: shift: 9/8/2022 06:45. Evaluation ID: 1035

This area lists all Learners on Orientation. If you have a shift with a person not normally assigned with you, review their goals & progress

Hours invested in orienting staff members

Courses & Preceptor Training Events w/ all information needed for Clinical Ladder.

Comments from Daily Evaluations highlighting how your practice is making a difference

Your preceptor **Transcript** (outlined green) is a comprehensive review of all your orientation activities. Click the link [Transcript](#) on your Preceptor Page to access. It includes a listing of shifts, courses that you helped teach, preceptor training, and comments from Orientation Nurses that highlight your practice. *Best Practice:* bring this document to your performance appraisal. It can also aid your application for Clinical Ladder.

Any **Preceptor Assessments** (circled in orange) can be accessed from the Transcript. These documents reflect your efforts with a cohort of learners and the plan established with an Orientation Nurse to enhance your practice.

User Guide – Competency

Completing required documentation for your orientation/role:

Access each item that needs to be documented for your orientation via: your To Do list (left) from your Learner or Preceptor Page or links from reminder emails (right):

TOPIC	NEXT STEP	DUE DATE	VERIFIED BY
Test New Graduate			
Care of the ED Patient with Possible Ischemic Chest Pain	Start	Thu May 27, 2021	
Care of the ED Patient in Chest Pain Protocol	Start	Thu May 27, 2021	
Care of the ED Patient going to the OR	Start	Thu May 27, 2021	
Care of the ED patient with Behavioral Health complaint / Seclusion	Start	Thu May 27, 2021	
Care of the ED Patient receiving blood products	Start	Thu May 27, 2021	
Care of the ED Patient Undergoing Procedure with Sedation	Start	Thu May 27, 2021	

ED Learning Center
Updated Orientation Checklist
To: Zach Terranova Norman,
Reply-To: Zach Terranova Norman

Inbox - Gmail June 1, 2023 at 4:01 PM

Test, the following is a [list of the assignments](#) that remain on your Orientation Check-list.

Assignment	Status	Due Date
1. Hospital Locations	Completed	Thu, Jun 1st, 2023
2. Care of the ED patient with Behavioral Health complaint / Seclusion	Assigned	Fri, Jun 30th, 2023
3. Care of the ED Patient receiving blood products	Assigned	Fri, Jun 30th, 2023
4. Care of the ED Patient Undergoing Procedure with Sedation	Assigned	Fri, Jun 30th, 2023
5. Care of the ED patient with acute stroke symptoms / Star 45 protocol	Assigned	Fri, Jun 30th, 2023
18. Care of the ED Patient with Abdominal Pain	Assigned	Fri, Apr 30th, 2021
19. Care of the ED Patient with Possible Ischemic Chest Pain	Assigned	Fri, Apr 30th, 2021
20. Care of the ED Patient in Chest Pain Protocol	Assigned	Fri, Apr 30th, 2021
21. Care of the ED Patient going to the OR	Assigned	Fri, Apr 30th, 2021

[Review Orientation To-Do List](#)

Use your [Transcript of Learning Events](#) to help identify when you provided different kinds of care.

-Test

1. Select one of items from the lists above
2. Fill in all the required fields (highlighted yellow)
3. Choose a Preceptor, Orientation Nurse or Leader who can verify your Competency.

Click “Save” to keep track of your progress. When all the yellow fields are completed, the “Save” button will change to “Save & Send to Verifier” When you *Send to Verifier*, the person you selected to verify this competency will receive an e-mail.

They will fill any remaining required fields (highlighted yellow) and click “Sign & Submit”

Once the item is signed by the verifier you will be notified in an e-mail that it is completed.

From your Transcript or your To Do list you can print a copy of all your completed items.



Test New Graduate Skill Checklist: Airway < Back to List

Document the date that you completed or the date that you reviewed the location / policy for each activity. Once each item is completed send to your Orientation Nurse to validate.

Competency	RESULT	DATE
1. Airway Checks		
2. Oral Airway insertion		
11. Oral Airway Suctioning		
12. Home Oxygen setup		

Who can verify this competency?

Care of the Patient with Possible Pneumonia or Sepsis / Star 3 protocol < Back to List Generate Transcript

❗ Rachel, Test New Graduate submitted this competency document to you on Sun, May, 28th 2023 16:06pm and is currently waiting for you to sign. Please complete all boxes highlighted yellow and click Sign & Submit.

The E-Signatures of the Learner and Verifier at the bottom of this document indicate that both agree that the Learner was able to independently and without prompting, completely demonstrate the skills indicated.

Patient FIN	Date of Service
99999999	2023-04-10

Competency	RESULT
1. Recognizes clinical criteria and informs the ED provider of S / S of sepsis <i>Record review / verbalizes need</i>	Observed
2. Places patient on Cardiac Monitor, spO2, and BP monitoring, obtains VS q15min <i>Record review / verbalizes need</i>	Observed
9. Completes SBAR, preparation of record, and steps necessary for transfer of care to inpatient unit. <i>Direct observation / record review / verbalizes need</i>	Ob

Electronic Signature
Rachel Hodo RN, Preceptor

Sign & Submit

Fill-in all fields outlined Yellow then choose who will verify.

Preceptors / O.N. / Leadership:
Complete any remaining fields outlined yellow & sign.