



POLICY NAME: Orientation of Faculty of Affiliating Schools of Nursing

POLICY ID: NUR:II:3108

DEPARTMENT: Nursing Educ Professional Dev

POLICY EFFECTIVE DATE: 08/01/1998

POLICY LAST UPDATED DATE:
05/13/2026

I. PURPOSE

The purpose of this policy is to define how the clinical nursing faculty are oriented to the organization and units prior to bringing students to Children's National (CN). It also outlines the requirements for the clinical training rotation partnership between schools of nursing and Children's National.

II. POLICY STATEMENT

A. Nursing Education and Professional Development staff within the Division of Nursing provides a coordinated orientation program for the faculty of schools of nursing affiliated with Children's National Hospital (Children's National).

B. The orientation requirements for affiliating nursing school clinical faculty are consistent with the Joint Commission, Human Resources and applicable standards, the Magnet® Model components and Children's National's Nursing Professional Practice Model.

C. All faculty members directly supervising students at Children's National must complete a faculty orientation program.

III. PROCEDURE

Children's National Nursing Education and Professional Development (NEPD), conducts an orientation program for faculty of affiliating schools of nursing.

A. Responsibilities

1. Children's National NEPD Affiliate Education Coordinator will ensure there is:
 1. A signed and active clinical training rotation agreement between the school of nursing and Children's National.
 2. Documented evidence of professional liability insurance as required by the clinical training rotation agreement.
 3. Request from the school for group faculty-led student clinical rotations and individual senior practicum experiences.
 4. Learning objectives for expected clinical experiences.
 5. Verify each faculty member and student participating in clinical experiences at Children's National has met the Occupational Health medical and Human Resources requirements.
 6. Copy of the faculty member's current Registered Nurse DC license.

7. Copy of the faculty instructor's current curriculum vitae.
8. Documented evidence that the faculty member has pediatric clinical nursing experience within the year preceding role as pediatric nursing faculty.
9. Copy of the faculty member's current CPR card.
- j. Ensure the following documentation is complete prior to the faculty's orientation:
 - k. Maintain the affiliate schools of nursing faculty records and ensure compliance with Children's National NEPD education program requirements/prerequisites. Coordinate the faculty's centralized nursing orientation and unit-based orientation. Notify the faculty instructor and the school of nursing when the Unit/Department/Service reported that the faculty instructor did not meet required competencies and request the school of nursing withdraw the faculty instructor from Children's National.
2. Children's National Unit/Department/Service Director, Unit Manager or designee will:
 - a. Coordinate the faculty's unit/clinic/service orientation. Notify the Nursing Affiliate Education Coordinator if a faculty instructor does not meet required competencies, demonstrates unsafe practice and/or does not comply with organizational policies.

B. Affiliate Faculty Orientation

1. All returning school faculty will receive updated centralized Children's National nursing orientation reference material each year at the beginning of the fall semester.
2. All new nursing faculty will complete the faculty curriculum and the annual update in the learning management system (LMS) orientation modules and the Patient Care Management System EMR web-based training 2 weeks prior to the start of the clinical rotation.
3. All new nursing faculty instructors will meet with the Nursing Education Affiliate Coordinator at least two weeks prior to beginning rotation. Continuously returning faculty will complete annual electronic learning modules and meet with Nursing Education Affiliate Coordinator a minimum of every two years.
 - a. Content of the faculty's central orientation includes the following but not limited :
 - Organizational mission & standard of excellence; ethics, organizational Structure; mission and vision (Hospital and Division of Nursing); Nursing Professional Practice Model
 - Medication administration safety and adverse reaction reporting
 - Expectations of faculty
 - Management of students
 - Assigning patients to students, supervision of students
 - Maintaining safety at the point of care
 - Communication, collaboration and coordination
 - Documentation expectations in EMR
 - Math calculation exam

- Medication and Treatment Policy for faculty and students
 - Content of electronic learning Modules and Orientation Handbook
 - Key safety measures including fire response, infection control, and all code responses
4. Affiliate faculty must obtain a score of 90% or higher on the Medication Calculation Exam.
 - a. Faculty members who do not achieve a score of 90% or higher are offered individualized remediation from the Affiliate Education Coordinator.
 - b. Following remediation, the faculty member is provided a second Medication Calculation Exam. Should the faculty member fail to achieve a score of 90% or higher on the second Medication Calculation exam, the School of Nursing will be contacted for appropriate action.

C. Required Logistics

1. ID Badge: Faculty instructors are required to wear a Children's National ID badge whenever present on the CNH campus for clinical and related experiences. ID badges are obtained from the hospital Parking Office. IDs are the property of Children's National and are required to be returned upon separation. Faculty instructors are responsible for picking up and returning all clinical group students ID badges.
2. Parking: Faculty and students are strongly encouraged to take mass transit to get to the hospital for rotations. All students and all faculty that are not current employees, will park off-site and may use daily parking at Brookland parking garage. On-site parking is allowed on nights, weekends, and holidays.
3. Clinical Management Access System
 - a. The Affiliate Education Coordinator will provide access to EMR web-based training and the electronic learning management system to faculty, to senior nursing practicum and graduate students when needed for clinical duties.
 - b. The Affiliate Education Coordinator will input names of faculty/students in electronic LMS, and human resource information system (HRIS) to obtain EMR access.
 - c. The faculty instructor will take the web-based training (WBT) on the Children's National internet.
 - d. The faculty instructor will take the RN assessment test in the electronic LMS.
 - e. The faculty instructor will have completed the WBT and successfully passed the electronic LMS exam to secure a login.
 - f. When the clinical group undergraduate nursing student is on rotation at Children's National, the documentation will be completed with the faculty instructor login and under direct supervision by the clinical instructor.

IV. ACCOUNTABLE EXECUTIVE(S) AND REVIEWER(S)

- A. Accountable Executive(s): Brooks, Cicely
- B. Committee(s) Responsible for Review: Nursing Education Congress

V. APPROVAL

Approved by:

Brooks, Cicely

Date

VI. REFERENCES

3109P Orientation for Faculty of Affiliating Schools of Nursing Procedure