For **Instructors** before you begin your clinical rotation:
Welcome to our Health Care Organization. You will find that DeKalb Medical takes pride in improving lives through the delivery of Health and Wellness Services. In an effort to ensure that you and your students align with our Mission, Vision and Service theme we provide you this list of expectations and requirements.

**Unit Orientation**
Please be available to supervise your students at all times and minimize any burden on the staff nurse.
Before beginning your clinical rotation, unit orientation is required.
- Please arrange a 1-4 hour orientation period with the Nurse Manager/Clinical Educator.
  
  Date _______________ Hours _______________.
  Nurse Manager or Clinical Educator Signature

**Blood Glucose Training**
1. Please schedule and attend a clinical education class session on Tuesday of employee clinical orientation week from 2:45 pm – 3:15 PM in the Women’s Tower Auditorium
   **OR**
2. Contact Diabetes Education to get access through their department educators.
   Phone number is 404-501-2790.

**PYXIS ACCESS:** Please come to the Clinical Education Office where Phyllis Telesford, Clinical Education Manager or Ann Bates, Office Coord. will process the Pyxis Authorization Form. Remember to bring your driver’s license for security validation.
- You will be given access for the duration of the present clinical rotation.

**ACUTE CARE and EMAR Computer Access ID’s:** In an effort to facilitate this process your access ID’s and passwords have been emailed to you or to your representative at the school. Please do not ask the Nurse Manager for computer access ID’s.

**Name Badges:**
Name badges with pictures will now be in use at DeKalb Medical (all 3 campuses). Please refer to page 5 of this manual for further instructions for you and your students.

By adhering to these guidelines you will positively enhance the academic partnership process. Let us know if you have any questions and welcome to DeKalb Medical.