Welcome to Altru Health System. We are excited to have you here for your clinical experience. Below you will find key information including items to complete before the start of your clinical rotation. We look forward to working with you during your time at Altru Health System.

**Instructor Responsibility:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td><strong>Complete Orientation Module</strong></td>
<td>Orientation modules are required to be completed each calendar year prior to the clinical start date (Non-Altru instructors). Schools are responsible to ensure completion of orientation modules for students/instructors.</td>
</tr>
<tr>
<td><strong>Meet with Unit Leader (New instructors)</strong></td>
<td>Instructors new to Altru Health System must set up an orientation with the department leader. Department listing can be found here: Leader Listing</td>
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<td><strong>Epic (EMR) Training</strong></td>
<td>Instructors using the Epic (EMR) system for the first time (this is a self-guided training that is completed on Altru’s campus). Instructors can reserve a computer lab by calling 701.780.5079.</td>
</tr>
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<td><strong>Pyxis Access (Nursing instructors)</strong></td>
<td>Submit your information to the instructor form (altru.org/careers/student-placement), indicate you will need pyxis access. The first day on the floor you will complete your registration at the pyxis machine. Log in with your Epic credentials.</td>
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| **Annual Skills (Nursing instructors)**   | Non-Altru instructors are required to complete the annual medication administration skill validation. Contact the unit leader for completion. This must be completed before the start of your clinical rotation. It can be scanned and e-mailed to learning@altru.org.  
  - Is this your first semester instructing at Altru? Contact bjljarson@altru.org for self-guided instruction videos for our commonly used patient-care equipment.  
  - Skill Validation Link  
  - The student orientation module is also required for non-Altru instructors. |
| **Altru Issued Badge**                    | Instructors should visit the Altru Print Services department to have their badge printed prior to the start of their clinical at Altru. Print Services is located on the lower level of Altru Hospital, down the hallway from the employee elevators (East Wing). |
| **COVID Screening Tool**                  | All students and faculty at Altru facilities must complete the electronic COVID-19 screening process each day before they are on campus. Instructors will be sent a compliance report each day. Please ensure each student is filling out the form.  
  ➤ We are relying on everyone to answer the screening tool questions truthfully and responsibly to protect others.  
  This screening tool can be found here: altru.org/careers/student-placement (under resources). |
| **Dress**                                 | Wear a mask while in an Altru facility. Face coverings (of your own) can be worn until you have access to a procedural mask in your assigned area. Instructors can wear their school issued scrubs or professional attire with the Altru issued instructor badge. |
Parking

Click on the link for each facility:

❖ [Main campus parking map](#)– Zone 2 (Z2)
❖ [South campus parking map](#)– Employee Zone
❖ For all other facilities, students should park as directed by each site.

Dining Options

Social distancing guidelines should be followed during meals/breaks.

❖ Prairie Winds Café – lower level of Altru Hospital
❖ Altru Express – main lobby of Altru Hospital
❖ South Washington medical Park Kiosk – first floor Altru Professional Center

» Student Responsibility:

**Task:** Complete Orientation Module

**Notes:**

Orientation modules are required to be completed once **each year prior** to the clinical start date.
The student is responsible to send proof of completion to their instructor.

The email you received from Altru Service Now Portal contains the orientation module link and your system login information.

**Epic (EMR) Training**

Undergrad students using Epic (EMR) for the first time (this is a self-guided training that is completed on Altru’s campus). Your instructor will communicate location details with you. Training is typically held in the computer labs located in the lower level of the 1300 Columbia building.

Advance Practice students Epic provider training is available upon request, click [HERE](#) to schedule. Sessions are 2 hours in length.

**COVID Screening Tool**

All students and faculty at Altru facilities must complete the electronic COVID-19 screening process each day before they are on campus.

➡️ We are relying on everyone to answer the screening tool questions truthfully and responsibly to protect others.

This screening tool can be found here: [altru.org/careers/student-placement](#) (under resources). Reference the email from Altru Service Now Portal for login information.

**Dress**

Wear a mask while in an Altru facility. Face coverings (of your own) can be worn until you have access to a procedural mask in your assigned area.

Undergrad/Practicum – wear your school assigned scrubs and ID badge

Advance Practice Student – wear business attire with school ID badge

**Belongings**

Nursing students can utilize the current location on the second floor of the 1300 Columbia building to store their belongings (to the right, off the elevators). Due to limited space, please bring only the essential belongings for clinicals.

Students in other disciplines can bring their essential belongings to each department.

**Parking**

Click on the link for each facility:

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**General Information:**

The safety of our patients, employees, and students remains our number one priority. Altru is monitoring the COVID-19 situation closely in partnership with the North Dakota Department of Health and is following CDC guidelines. Students will follow Altru’s policies and procedures as it relates to infection control, mask guidelines and all other safety precautions.

**Mask and Eyewear Guidelines**

Wear a mask while in an Altru facility.

- Face coverings (of your own) can be worn until you have access to a procedural mask in your assigned area.
- Follow re-use guidelines for masks to ensure proper use and conservation.
  - All students/faculty will abide by either a one-day extended re-use guideline or a five-day extended re-use guideline (replace sooner if soiled).
- Students/faculty providing direct patient care will abide by one-day reuse guidelines.
- All other students/faculty will abide by a five-day extended reuse procedure. This includes five workdays; they do not need to be consecutive.
- **Masks must be worn at all times.** The only exceptions are when you are in an office alone or when on a break or eating while maintaining social distancing.

Wear eye protection

- Eye protection is optional for staff if they have completed COVID vaccination (14 days out from final dose), with the following exceptions.
  - Any staff caring for a patient with suspected or confirmed COVID-19, must continue to wear an N95 respirator and eye protection in addition to approved PPE.
- If you do not have your own eye protection, you will be provided one on your unit. Follow re-use guidelines for eye protection.

Practice social distancing

- During breaks and meal times
- In nursing stations

**N95 Masks and Personal Protective Equipment**

- Altru will provide necessary equipment, to include but not be limited to gowns, gloves, procedural masks, and N95 masks, for students working in areas that require personal protective equipment. School will be responsible for fit testing all students requiring N95 masks, which may include a Respiratory Questionnaire read by a licensed professional and a Pulmonary Functioning Test.
COVID screening Tool

All students and faculty at Altru facilities must complete the electronic COVID-19 screening process each day before they are on campus.

This screening tool can be found here: altru.org/careers/student-placement (under resources).

• Answer questions on the Employee Screening Tool within two hours of starting your shift.
• Once you’ve completed screening once, you can use the link within the text notification you receive to complete thereafter.
• **DO NOT come to the facility if you are symptomatic. Contact your instructor and call the Employee Hotline at 701.780.1855.**

If students do not have a personal electronic device to complete screening at home or access to a thermometer at home, they will need to report to an employee self-screening checkpoint with list of locations below:

**Employee COVID-19 Screening Stations**

• Door 14 in the back of hospital
• Fishbowl or the front of 1300
• Door 8 in the back of back of 1300 formerly the old therapy/rehab area
• FMC just inside the hall from the employee lounge near door 7 employee entrance
• FMR breakroom
• APC staff lounge/breakroom
• ASC staff lounge/breakroom

COVID-19 information can be found on Altrulink (internal website, only accessible on Altru’s campus):
http://www.altrulink.org/departments--resources/coronavirus-covid-19/

For Questions, Please Contact

Clinical Education
Altru Health System
701.780.5179 phone | learning@altru.org