Orientation to Clinical Site

Ochsner LSU Shreveport Health Monroe Campus

4864 Jackson Street

Monroe, LA 71202

Clinical Coordinator

Anita O’Toole

[anita.otoole@ochsnerlsuhs.org](mailto:anita.otoole@ochsnerlsuhs.org)

anita.otoole@lsuhs.edu

(318) 426-8473

Supervising CRNA

Anita O’Toole

**Required Forms:**

Please email Mrs. Arielle Buxton at [abuxto@lsuhsc.edu](mailto:abuxto@lsuhsc.edu) **six weeks prior to the beginning of your rotation at Ochsner**.

**Please verify or complete the following** forms in a fillable PDF format:

*Personal Data Sheet, Confidentiality Statement, APRN Student Guidelines and Agreement, Student Handbook form* located on the LSUHSC, School of Nursing, and Nurse Anesthesia Clinical Site Handbook website.

Be sure to save your file as to avoid sending blank forms.  You must have at least *Adobe Reader version 8.* (You may download Adobe Reader for free at <http://get.adobe.com/reader/>).  Please note, these required forms will only be accepted electronically.

Request any additional attestation requirements from LSUHSC Student Affairs @

[nsstuaffairs@lsuhsc.edu](mailto:nsstuaffairs@lsuhsc.edu)

Leann Landrum, LPN is the Education Program Coordinator for Professional Practice for Ochsner LSU Health Shreveport and Monroe (InPlace Coordinator). If you receive an email from her please respond and copy Ms. Buxton.

[Leann.landrum@ochsnerlsuhs.org](mailto:betsy.harris@ochsnerlsuhs.org)

**Anesthesia Department Contact Information**

**Department Chair:** Brian Johnson, MD (318)680-2437, brian.johnson@lsuhs.edu

**Department Administrator:** Anita O’Toole, CRNA, MSNA

**Chief Nurse Anesthetist:** Anita O’Toole, CRNA, MSNA

**Surgery Desk Phone Number:**

(318) 330-7272

**Anesthesia Desk/Office Phone Number:**

(318) 330-7261

**Student Credentialing Requirements**

**Typhon Documents/Passport**

* Driver’s License
* BLS, ACLS, PALS Certifications
* Background Check
* Liability Insurance (Individual Student Policy)
* Nursing License Verification (Nursys)
* Health Compliance Record

**Site-Specific Requirements**

* Actual Background Check; Facility Background Check
* Specific Immunization/Titers
* Attestation of Compliance with Institutional Policies
* All In-Place documents must be uploaded by the program scheduler for clinical rotations.
* Email anita.otoole@ochsnerlsuhs.org full legal name, date of birth, last four of SSN, cell phone number, and email address one month prior to clinical rotation
* Complete all assigned EPIC training through OLN 3 weeks prior to assigned clinical rotation (you will receive an email from OLN with login and temporary password). Once completed email Anita.

**Credentialing Specialist Contact Information**

Anita OToole, Chief CRNA, [anita.otoole@ochsnerlsuhs.org](mailto:anita.otoole@ochsnerlsuhs.org)

**Clinical Site Requirements and Expectations**

**Orientation/Parking**

* Orientation and Welcoming day of arrival (Surgery Dept)

**Parking, Resources at Site**

* Students can park in either of the 2 big parking lots located to the left or right of the front door.
* Please do not park on the front 2 rows. This is reserved for patients and families.
* Do not park in the Emergency Room Parking lot or assigned parking in the doctor’s lot.

**Housing**

They have 3 fully furnished 1 bedroom, 1 bath dorm rooms that can be rented out. (approximately $300 per month and limited availability).

Grant Saulter (Student Resident Contact)

Phone number: 318-342-5248

Location: 4032 Northeast Dr. Monroe, LA 71203

(15 minutes from clinical site)

**Surgical Suite Location**

* Enter the hospital from the main entrance. Doors open at 6am.
* Take the elevator to the 2nd Floor
* Follow the signs to surgical services. Code to enter is 2 digit month, 2 digit year, followed by star (0324\*)
* Walk straight down the hall, the anesthesia lounge will be on the left.

**Dress code & ID Badge**

* Students will change into hospital scrubs on arrival to the surgical services suite. Teal department scrubs are provided from the scrub dispensing machine.
* Students must wear their school issued photo ID badge at all times.

**Supervision of SRNAs**

* **Ratio at Site:** SRNAs will be supervised 1:1 with an Anesthesia team member.

**Clinical Arrival Time**

* Arrival time is recommended to be 1 hour prior to the surgery/case start time.
* If SRNA feels like they need more time to get ready, then arrive earlier.
* Daily recommended arrival would be at 615 am for most days.
* SRNAs need to be mindful of setup and patient preop tasks to prepare for surgery.
* Room and case setups vary with case type- (Bigger cases =bigger setup=more time)

**Patient Assignment Procedures**

* Patient assignments will be sent made by the on-call anesthesia team member the afternoon before
* Assignments are adjusted accordingly to the SRNAs needs for developments and requirements.
* Assignments will be given out in a fair manner to accommodate all members.
* Assignments are made in EPIC and the SRNA will be able to login to view; there will also be a handwritten copy of assignments in the anesthesia lounge.

**Case Start Times**

* Daily surgery start times are at 0730, unless otherwise indicated. This means the case should be in the OR by 0715
* Early case start times can be at 630-645
* Mid-day start times do happen daily for services that did not receive a morning block.
* OB cases are scheduled by the labor unit. The c/sections will be a 0715 start and inductions vary from MN to 0600.

**Call Shift Experiences**

* Call shift and rotations will be set by the Chief CRNA/Clinical Coordinators
* Call shifts are set to give SRNA experience in emergent unplanned cases.
* Shifts will be fairly assigned to all personnel.

**Controlled Medication Process**

* Pyxis drug dispensing machines are in all surgical suites
* Pharmacy pyxis access will not be given to rotating SRNAs
* All controlled drugs require witness waste disposal
* Due to frequent drug shortages nationwide, be mindful of drug usage
* Keep all controlled drugs out of high traffic areas
* Keep all drugs labeled and locked away in Pyxis machines
* Label the Time and date of drugs when prepared using the Codonix

**Anesthesia Supplies**

* All anesthesia supplies are in the department supply rooms
* Anesthesia supplies are stocked in room supply Pyxis machine carts
* Anesthesia supplies are in and on the Blue Supply Carts
* Supply tour will be given on Orientation

**Perioperative Responsibilities**

* Prepare for daily patient surgical case
* All days will see some similar cases but will be different
* Prepare for daily tasks and be ready for unforeseen events

**Preoperative**

* Preop your assigned patient for case on the paper preop (some preops can be done the night before case) the MDA will do the documented preop in EPIC
* Allow ample time for room setup and needs for assigned case
* If patient is not at hospital yet, set room up with general case needs
* Set rooms up for specific Case requirements (i.e. tubes, scopes, monitors)

**Postoperative**

* Patient delivery to PACU/ICU and report to provider
* After case is over and you report off to provider return and turnover your room
* Room should be made ready and clean for another case
* Set up for your rooms next case or return to front desk/anesthesia lounge to seek next duty or assignment.

**End of Day (Debrief)**

* Make your room ready for next cases
* Check with anesthesia daily team leader for any needed tasks or help
* Seek your anesthesia team member for daily feedback
* Get appropriately required evaluations completed
* Complete assigned care plans required
* Check out with CRNA leading daily tasks
* All feedback is given for skills development

**Appendices**

1. Orientation Packet
2. Attestation Forms (Confidentiality, HIPAA)
3. Code of Conduct
4. Immunization Table/Vaccine Chart

27 JAN 2025

Barras