

First Contact Script — Unit Manager / Charge Nurse Call

Chapter 6: Building Your Clinical Site Relationship

"Hi, I'm [name], the clinical instructor bringing a group of [number] nursing students to your unit starting [date]. I wanted to introduce myself before our first day."

"My students will be at [level] — here's what they're cleared to do independently, and what needs direct supervision."

"If a concern comes up with a student mid-shift, the fastest way to reach me is [phone/method]. I'll also check in with you directly at the start and end of each clinical day."

"Is there anything about the unit right now — census, acuity, recent changes — I should know before we start?"

From The Clinical Faculty Complete Field Guide: Ready-to-Use Tools, Scripts, and Evidence-Based Guidance for Every Stage of the Clinical Rotation.

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