

Top 7 Steps:

To Get Nursing Student Set Up For Clinical

(Applicable to most Oregon Providence hospitals)

Step 1: Secure placement for your students

- ☐ For Cohorts placement please work with ACEMAPP and the facility directly to secure a placement, see attached: "PHS-OR Placement coordinators".
- ☐ For Precepted placement please work with Chelsey Dyer to secure a placement, contact information below.

Complete & Submit spreadsheets to Beth Cherry:

Step 2: Complete & Submit the Providence Affiliate Regulatory Spreadsheet once for NEW students/instructors only (Student & Instructor)

- ☐ The Affiliate spreadsheet is the first step in ensuring your placed nursing students meet our Human Resource Departments regulatory requirements.
- ☐ Must be submitted **30 days prior** to arrival at facility.
- ☐ Make sure to use the **Anticipated Graduation Date or Program End Date** **NOT** the end date of each clinical experience.
- ☐ Only needs to be completed **ONCE** for each student/instructor (unless they leave the program & return). Students/Instructors need to only be cleared one time please do NOT resubmit their information.
- ☐ Spreadsheet **MUST BE** submitted by **replying** to a **#secure#** email from Beth Cherry to ensure security of data – Contact Beth @ elizabeth.cherry@providence.org when an email is needed.
- ☐ Providence HR-Student Affiliation distributes the Nursing Packet via email to each student and instructor, they must complete the packet and return to Providence HR- Student Affiliation per the instructions located on the packet.

Note: *It is the school coordinator/instructor's responsibility to ensure each student has received Clearance notification from Providence HR prior to allowing the student to access the clinical site.*

Step 3: Request Computer Access via Sail Point

- ☐ Access for the following is provided through Sail Point: **Network/Active Directory & Epic**
- ☐ Must be **submitted at least 30 days prior** to arrival at facility.
- ☐ Instructions for Sail Point provided separately.
- ☐ Once access has been provisioned via SailPoint, school will receive an Access Letter via email.
- ☐ School can forward Access Letter email onto student who will need to "claim their account" in order to set their password as no passwords will be provided in most cases.

Step 4: Complete & Submit the Providence PYXIS Access Spreadsheet (Student & Instructor)

- ☐ Access for the following is provided by this spreadsheet: **Pyxis, HealthStream, Scrubs & Badges**
- ☐ Must be submitted as soon as the computer logins are received, at least 2 weeks prior to arrival at facility for **each clinical experience** and must include Computer Login (Active Directory/Epic Login).
- ☐ This process is applicable to most Oregon Providence hospitals with the exception of Providence Newberg which requires a separate form. Please request as needed.

Step 5: Point of Care Training (POCT) (Student & Instructor)

- ☐ Before students can use a Providence glucose meter, they must be trained by faculty from your school. Trainers must attend an initial Providence POCT Super User class. Super User trainers must then attend renewal training annually.
 - To sign up for POCT Super User classes, go to: [SignUpGenius](#) (2019 classes)
 - The complete glucose meter training process is attached.
 - Meter access forms must be e-mailed to the point of care coordinator 2 weeks prior to the beginning of clinical in order for the students to use the meters.

Note: for schools located outside of Oregon, contact the hospital's POCT coordinator to organize student credentialing

Step 6: Training Epic & Regulatory: (Student & Instructor)

- ☐ **Epic HealthStream Training** is set up based on the Pyxis Access request spreadsheet
 - HealthStream Logins will be placed on the Pyxis access spreadsheet and returned to school.
 - See INSTRUCTIONS FOR USING HEALTHSTREAM for more information.
- ☐ **Regulatory Training** - Providence requires that clinical students & faculty comply with Oregon Administrative Rule-Chapter 409-Division 30 and participate in education that includes appropriate OSHA, Joint Commission and Centers for Medicare & Medicaid Services regulations. Students & faculty may complete this education through ACEMAPP and by going to [Providence School Outreach Program](#) web page.

Note: Documentation of the training mentioned above can be kept on file and does not need to be sent to Providence.

Step 7: Obtain Name Badge and complete Orientation at Facility

- ☐ **Badge** can be obtained at Nursing Administration or Nursing Education office at each facility:
 - School coordinator/instructor must verify student clearance prior to requesting badges
 - Name Badge must be returned to same facility at the end of each clinical experience
 - Providence staff will also check student clearance prior to providing name badge
 - Access to Scrub machines will also be coordinating through Nursing Administration
- ☐ **Orientation at Facility** - Instructor or Preceptor will orient student to facility ([Student nurse safety checklist - Inpatient units](#))

Please ensure that your **[Nursing Instructors](#)** are fully trained in this process!

Click here for the [Providence School Outreach Program](#) web page loaded with valuable information!

Additional Important documents meant for student nurse and instructor use are included in document titled **"Student Nurse and Instructor Documents"**:

- Attestation - Required Training for Clinical Students and Faculty
- How to Claim Your PSJH Network Account
- Instructions For Using HealthStream
- EPIC - Role Overrides for Student Nurse
- HRO Toolbox for Everyone

Items for use by school coordinator, faculty & instructor:

- School of Nursing Clinical Requirements
- PNMC PYXIS Access Form
- PHSOR Student Placement Process Overview
- Instructions for Using SailPoint

If you need further assistance contact:

All spreadsheet questions should be directed to:	Questions regarding placement and student access:	On boarding process questions e.g. background checks:
Beth Cherry - 503-893-6100 Elizabeth.cherry@providence.org	Chelsey Dyer - 503-893-6105 chelsey.dyer@providence.org	<i>Preferred contact method is email. Please send email first as this email account is constantly monitored.</i> ORRegHRStudentAffiliation@providence.org Jamicia Williams - 503-893-6187 Jessica Portschy - 503-893-6812
Questions related to POCT/Glucose meter credentialing:	Assistance with NP or Midwives at hospitals:	Assistance with NP or Midwives at clinics:
Sarah Ganje - 503-216-7519 sarah.ganje@providence.org	Gail Manickam - 503-215-3498 orregmeded@providence.org	Jennifer Cox - 503-893-7002 Jennifer.R.Cox@providence.org