

PeaceHealth (PH) Columbia Network

- **Both St John in Longview and Southwest in Vancouver**

[Click here](#) for PeaceHealth facts at a glance information

Coordinators: [Send the completed spreadsheet of student and clinical instructor names](#) a minimum of two weeks prior to the clinical start date to the [PeaceHealth Columbia Network Site Coordinator](#). The spreadsheet has several cells with options to select from. In "Name of PH Facility" column we are "CN-STJN" and "CN-PHSW." Clinical instructors may have their access requested for a maximum of 6 months. Please add specific unit(s) assigned in the "comments" column which allows for appropriate door access set-up. The spreadsheet can't be processed until the confidentiality agreement date is completed. This form generates both the ID badge and computer access requests. Each student/faculty member will be sent an [auto-generated email](#) from sailpoint@peacehealth.org with their initial user name/password. Most students/faculty will be provided CareConnect (EPIC) access. This access will be activated within two days of receiving the email. There are directions in the email regarding action to take if they are unable to log in successfully.

1. **Coordinators, Students and Faculty:** All student/faculty PH site-specific required documentation can be uploaded into AceMAPP. If your school background check does not include the State of WA., you must complete the [WATCH](#) (Washington Access to Criminal History) Washington State Patrol background check; name and date of birth option.
2. **Students and Faculty:** Complete the [confidentiality agreement](#) and upload into AceMAPP. Electronic signatures are not acceptable. This document will need to be updated every twelve months. You may receive an automated email from a PH Organizational Integrity Officer when its time for the update.
3. **Students and Faculty:** Complete the [CareConnect Study Guide](#) prior to your first rotation needing computer access. This training is **one time only**. Once you have reviewed the CareConnect (EPIC) clinical study guide, take the [password protected student exam](#). The case sensitive password is "PeaceHealth." There is nothing to print out. We have a record of exam completion. You will receive your initial login and password via an [auto-generated email](#) from sailpoint@peacehealth.org. If you are a PeaceHealth caregiver, it is imperative you keep your access logins separate; [See tooltip attached](#).

4. **Students and Faculty:** Complete [Nova Glucose Meter Computer Based Training](#) You need to complete this training **one time only**.

- First Name: Your first name
- Last Name: Your last name
- Email: Your school email
- Department: Name of your school
- Hospital Name: STJN (St John) or PHSW (Southwest)

Print out your certificate of completion for uploading into AceMAPP. Come to the PH [Southwest Medical Center Clinical Education Dept.](#) to pick up your barcode; office hours are generally 07:00 am to 3:30 pm Monday-Friday. Clinical Education is located in the Health Education Center basement and most easily accessed off of 92nd Avenue/parking lot G. It is preferred clinical instructors pick-up the barcodes for their cohort(s). The barcode will be active at both clinical sites; faculty indefinitely, students until graduation.

5. **Students and Faculty:** Licensed nursing students and clinical nursing instructors will be given limited Pyxis access based on the unit(s) they/their students are assigned. The login will be limited to each quarter/term.
- The initial login will be assigned by the Pharmacy Department at each site.
 - **When choosing a password, remember no more than 7 characters or the Pyxis Medstation will lock you out.**

Non-licensed nursing students **will not** have access to Pyxis and are encouraged to work with staff nurses or clinical instructors for medication administration skills.

6. **Students and Faculty:** Complete the [Student Nurse Safety Orientation Checklist](#). There are several items for the first day on the unit. Follow the directions on the checklist for what to do with the completed form.
7. **Students and Faculty:** You will be required to wear a mask in all patient care areas during flu season if you have not received the seasonal influenza vaccine. Our Employee Health Department will provide you this vaccine at no cost to you. If you decline the vaccine, you will need to complete a yearly declination form. Please ask for this form as it's updated yearly.
8. **Students and Faculty:** Please complete a Clinical Site Evaluation at the end of your rotation available in your ACEMAPP dashboard.

If you have any questions, contact the Columbia Network site coordinator, Cheryl Snodgrass at csnodgrass2@peacehealth.org or (360)514-2023.

PeaceHealth St John Only

1. **Coordinators, Students and Faculty: Unit contacts-** Work directly with the [unit-based decision makers](#) for preceptor names/contacts.
2. **Students and Faculty: Parking-** Follow our caregiver [parking policy](#). There is no charge for parking.
3. **Coordinators, Students and Faculty: ID Badge-** All students and faculty are required to wear a PeaceHealth identification (ID) badge. You/your school coordinator will be notified when it's time to call/email to make an appointment with the site-specific caregivers who provide the badges. Bring picture identification with you. We provide the first badge at no cost to you. There is a fee for a replacement badge. Both student and faculty badges must be returned at the completion of the clinical rotation to the Education Department via the clinical instructor, school of nursing representative or student. The clinical instructor may keep their personal badge for the school year and return it at the completion of the spring semester or quarter. Let us know if you will be returning in the fall. We can then reissue and reactivate the same badge(s). You will pick them back up from us.

PeaceHealth SouthWest Only

1. **Coordinators, Students and Faculty: Unit contacts-** Work directly with the [unit-based decision makers for](#) preceptor names/contacts.
2. **Students and Faculty: Parking-** Follow our caregiver parking policy at both the [SW Medical Center](#) and [Memorial Campus](#). Most faculty/students are required to park in the [North Parking Lot](#) of the PHSW campus (unless you arrive between 5:00 pm and 3:00 am.) Please read the policy. There is very limited parking available for patients and visitors. Our Security Department does patrol the parking lot and will report you if you park in the wrong location.
3. **Coordinators, Students and Faculty: ID Badge-** All students and faculty are required to wear a PeaceHealth identification (ID) badge. Obtain an ID badge from our ID Badges & Media Center Office (next to Auditorium B in the [Health Education Center](#)) prior to beginning your clinical rotation. The ID Badging Dept. will not have

your name until the school coordinator sends the completed Excel Spreadsheet to the network site coordinator. Please bring picture identification with you. The hours are generally 06:30 am to 3:30 pm Monday-Thursday, closed 12:30 pm- 1:30 pm for lunch and 06:30 am to 12 noon on Friday. Do not place any pins in the name tag as this will destroy the scanning capability. This badge will give door access in "caregiver" only parts of the Medical Center campus including some hallways, elevators, unit kitchens and staff lounges. Door access is location specific. If you find you don't have access to a door you need, please inform the [network site coordinator](#).