Student Nurse and Instructor Documents

Welcome to Providence!

We are excited to have you join us and we look forward to serving with you! This site will provide you with resources that will help you navigate Providence for the time you are with us.

Guidelines for student affiliations

All colleges/universities and high schools that send their students to Providence for practicums will maintain student affiliation agreements with Providence Oregon and will adhere to all terms contained within the student affiliation agreement.

All students participating in practicums will be currently enrolled in a school that maintains a student affiliation with Providence Oregon.

Required reading forms:
- Providence Mission and Core Values
- Code of conduct
- Caring behaviors
- Value based standards and behaviors
- Summary of emergency codes
- Smoke free policy

Note: these documents are located online at https://oregon.providence.org/our-services/p/providence-school-outreach-program/school-outreach-resources/

Online Documents meant for student nurse and instructor use:

We have provided some resources here to help ease your way. We hope you have a fabulous clinical experience.

General information:
- General expectations of student nurses performing clinicals at Providence facilities
- Attestation: Required training for clinical students and faculty – current version attached
- Clinical dress code for students and faculty
- Confidentiality and standards
- Instructions for using HealthStream – current version attached
- Instructions for students changing passwords and establishing PID (to be used if they have a temporary password)

- [Nursing CARES rounding](#)
- [Nursing for Providence employees who do school clinicals at a Providence facility](#)
- [Nursing student badges](#)
- [Nursing student: Administering medications](#)
- [Responding to violence in the clinical environment setting](#)
- [Student nurse safety checklist - Inpatient units (Version 3)](#)

Note: these documents are located online at https://oregon.providence.org/our-services/p/providence-school-outreach-program/school-outreach-resources/

Additional important documents meant for student nurse and instructor use

(most are attached to this document):

- Nursing Packet (distributed by School Affiliations and is NOT attached)
- 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

Required Training for Clinical Students & Faculty

Providence Health & Services requires that clinical students & faculty comply with Oregon Administrative Rule-Chapter 409-Division 30. This rule outlines requirements for Health Profession students & faculty prior to clinical placement. In addition, prior to providing care in Providence facilities, students & faculty are required to participate in education that includes appropriate OSHA, Joint Commission and Centers for Medicare & Medicaid Services regulations.

Students & faculty may complete this education by one of two ways:

1. Nursing students/faculty from Portland area schools may complete the ACEMAPP clinical education modules
2. All other students/faculty must follow this link to complete the various training: [Guidelines for student affiliations](#)
   a. Complete: "[Online Annual Regulatory Requirements (OARR)](#)"
      i. Note: when the module prompts you to select a facility, select "all other caregivers"
      ii. At the end of the module you will not be redirected to HealthStream as indicated. Please take a screen shot of the last page or print the page as proof of completion.

ATTESTATION:

I attest that I have completed either the ACEMAPP clinical education modules or the Providence authored clinical education modules accessed through the link above. I understand the actions required of me in this module and agree to comply with the principles presented on these topics:

- Safety and Emergency Preparedness: reporting an incident or safety concern, emergency codes, hazardous materials, MSDS, chemical emergency response, electrical safety, MRI safety, radiation safety, medical gas safety, emergency roles and responsibilities, fire safety, P.A.S.S., R.E.S.C.U.E, earthquake safety
- Harassment & Inappropriate Behavior: sexual harassment, impaired staff
- Keeping the workplace safe: active shooter, identifying and responding to violent behavior
- Serving the patient in their time of need: identifying and responding to abuse & neglect, patient rights, directives, EMTALA, preferred language of communication, safe surrender
- Cultural Competency
- Infection Prevention: HAI, standard precautions, hand hygiene, preventing exposure, PPE, latex allergies, MDROs, contact precautions, droplet precautions, airborne precautions, exposures, TB
- Specific Patient Populations: age specific

Print name:_____ Date:_____

Signature_____

Instructions:

Student/Faculty: Turn this signed attestation in to your school for filing.

School Administration: Please file this signed document and be prepared to produce it to Providence upon request.

How to Claim Your PSJH Network Account

This is the Account claiming process is for NEW accounts created through SailPoint only. This process should be used once computer access (Active Directory/Epic) has been provisioned and an Access Letter via email received. If you have more than one Providence login and you Claim an Account to set your password it will reset the password on both accounts.
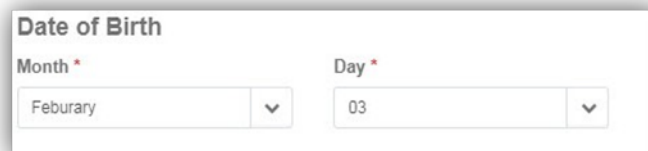
View a video of this process by clicking here.

Steps:

1. Navigate to **https://access.providence.org/** in your web browser.
   - Note – this URL can be access internally at a Providence location, or externally at a non- Providence location.
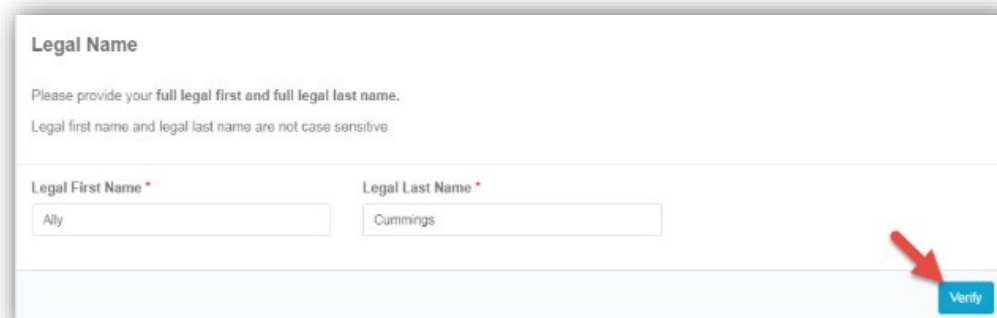2. Click Claim Your Account.

3. In the Date of Birth section, use the dropdowns to select the Month and Day of your date of birth.

4. Next, type the Last 4 digits of your Social Security Number.

5. In the Legal Name section, insert your Legal First Name, Legal Last Name, then click Verify.
   - Note **–** these fields are not case sensitive, but they are space sensitive.

6. After clicking <u>Verify</u> you will be presented with your network logon ID, take note of your network logon ID and click <u>next</u>.
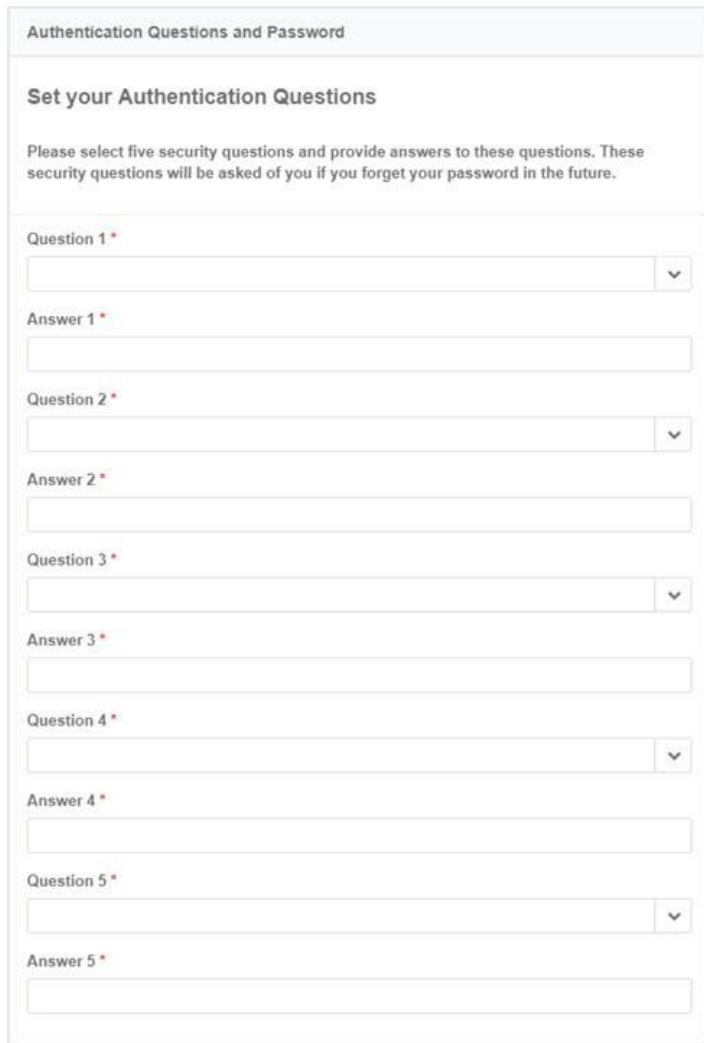
Account Claiming

Your network logon ID is below. This is the ID that you will use on a daily basis to log in to your workstation. Please take note of this before clicking 'Next'.

up-Ally.Cummings

Next

7. On the next page, you'll need to set <u>five different security questions and answers</u>.
   - <u>Note</u> **-** these answers are <u>not case sensitive</u> but they are <u>space sensitive</u>.
     <u>For example, if a caregiver has the answer High School, it can be typed as high school with the space in between high and school</u>.
   - You cannot enroll the same question twice
   - You cannot enroll the same answer twice

Authentication Questions and Password

Set your Authentication Questions

Please select five security questions and provide answers to these questions. These security questions will be asked of you if you forget your password in the future.

Question 1 *

Answer 1 *

Question 2 *

Answer 2 *

Question 3 *

Answer 3 *

Question 4 *

Answer 4 *

Question 5 *

Answer 5 *

8. After setting your security questions, scroll down to the <u>Set Your Password</u> section, type a using the password policy requirements that are listed, and confirm it. Once you've confirmed your password, click <u>Submit</u>

    <u>Password Requirements</u>

    o   Minimum Password Length: 8 characters.
    o   Password Complexity: Passwords must contain characters from three of the following four categories:
        o   Upper case characters (A-Z)

        o   Lower case characters (a…z)
        o   Numeric digits (0-9)
        o   Non-alphanumeric/special characters (e.g., !, $, #, %)
    o   Password Makeup
        o   The password must not be a word found in a dictionary.
        o   The password must not contain all or part of the user ID.
        o   The password must not be the initials or the first or last name of the user.
    o   The password must not be information easily obtainable about an individual; this includes license plate number, social security number, telephone number, or street address.

    ## Set your Password

    Set the password for your account: up-Ally.Cummings. Please make a note of your NETWORK LOGON ID.

    Password *

    ········

    Confirm Password *

    ········

    Submit

9. You're done! You have successfully claimed an account. Click **Next** to proceed, and then click **Home** to finish.
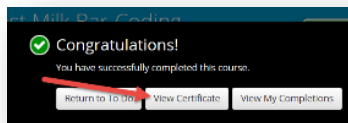
INSTRUCTIONS FOR USING HEALTHSTREAM

Access to Providence's HealthStream has changed.

1. The non-employed caregiver does not need to confirm their network credentials prior to accessing HealthStream.
2. The HealthStream User ID will be included on the Pyxis access spreadsheet that is sent to the school of nursing.
3. Your HealthStream User ID and password are the same, example HealthStream User ID: 1234567 and HealthStream Password: 1234567
4. Non-employee caregivers will access HealthStream for Epic training prior to their start date by navigating to the HealthStream Link: https://www.healthstream.com/HLC/Login/Login.aspx?organizationID=5c27bcaa-71bd-db11-bf7b-000423d6b5c1&BypassFederation=true
5. Once you login, you may be asked to change your password.
6. Your Epic training modules and any instructor led training will be on your To Do page.
7. You should see a series of courses listed. Simply click on START next to the course title.
8. Complete **all** of the lessons and the associated competency examination.
9. You must provide documentation to your school's placement coordinator that you have completed the modules. You can print off a certificate of completion or print a screen shot of the module.

   To print off a certificate of completion:
   A. As you complete the course by click on **VIEW CERTIFICATE** then print the certificate.

   B. Or, go to the **COMPLETED** tab, find the course, then click on the **CERTIFICATE** button and print the certificate.

10. Please direct questions to your class faculty or clinical placement coordinator
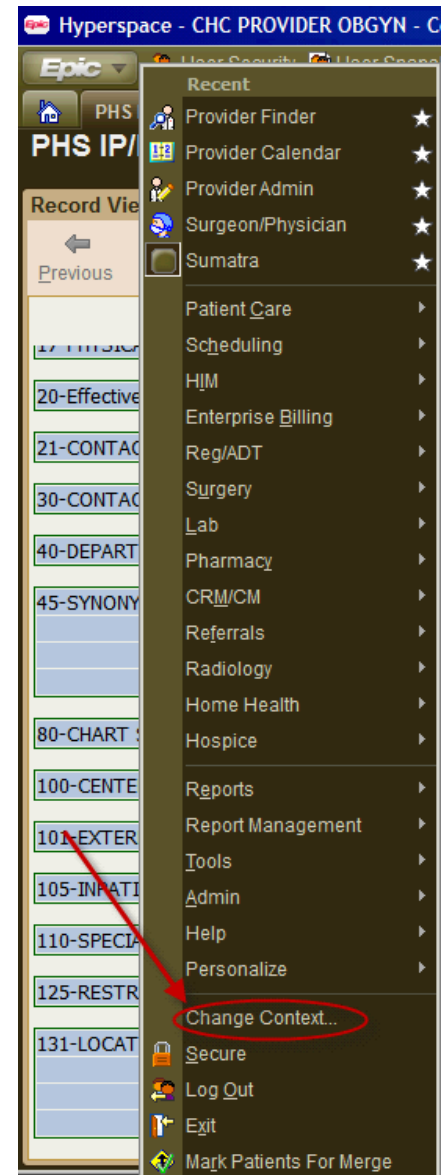
Role Overrides for Student Nurses

The student nurse role in Epic has been designed for flexibility. It has what are known as overrides built into it to allow a student to work in several different departments, without the need to have any changes made to their security.

It is for this reason that the Student Nurse template (template number T30400000002) is referred to as the "PHS IP/ED/PERIOP NURSING STUDENT" template. It will allow a student to learn all of the facets of work in Inpatient (including OB/L&D - stork), ED - ASAP, and Surgery – OpTime.

Many students will initially work in a department where primarily ClinDoc screens are used. When the time comes to do a rotation in one of the areas of the hospital (or ambulatory) which use other Epic modules, in order to get your Epic view to change, you will need to change your department. This is also known as "changing context". To change context, click on the red Epic button, and choose the "Change Context…" option from the drop-down (see screenshot at right).

A list of all of the available "override departments", and the specific security they will provide in Epic, is on the next page. There are many overrides in place already at Providence, and more are being added all the time. This document will be updated regularly to reflect any new overrides that have been added.

Also worth noting is the fact that because Epic is a truly integrated system, you do not necessarily need to be logged into the very same department you are physically standing in. At Providence, we have divided patients by "instance". We have three instances of Epic. One is in AK, one is in WA and MT, and one is in OR and CA. So, if you need to see Optime screens, and you are at Oregon St. Vincent's, where no override exists for Optime screens, it is OK to change your context to "OPH OR INTRA OP". Although this is the Intra Op department from Providence Portland Medical Center, you will see the correct Optime screens. And because Epic is integrated, you will still be able to find your patients at OSV by searching for them. As long as the department you log into is in the same Epic instance as the patient you are trying to see, you will have no problem finding them.

Role Overrides for Student Nurses

All of the available overrides in Providence's implementation of Epic are:

Login To			And you will receive the security of	
Region/ Instance	Department Name	Department number	Job Basis	Specific Role Override
AK	PSMC EMERGENCY	20201001	ED Charge	MODEL ED CH NURSE
AK	PAMC EMERGENCY	10201009	ED Nurse	MODEL ED NURSE
AK	PAMC PRE OP CLINIC	10201037	Preadmit Nurse	MODEL ES PAT NURSE
AK	AKI EMERGENCY CENTER	10310002	OB Nurse	MODEL OBSTRK NURSE
AK	PAMC INFUSION CENTER	10203001	Oncology Nurse	MODEL ONCBCN HSD NURSE
AK	PAMC CARDIOVASCULAR SERVICES	10201090	Pre Op Nurse	PAMC CVOBS NURSE - PRE/PHASE II
AK	PAMC PAIN SERVICE	10201022	Inpatient Nurse	PAMC PAIN NURSE
AK	AKI INTRA OP	10310009	ED Nurse	PHS ED NURSE1
AK	PAMC OR	10201021	ED Nurse	PHS ED NURSE1
AK	AKI LABOR AND DELIVERY	10310004	Intra Op Nurse	PHS OR NURSE
AK	PAMC LABOR AND DELIVERY	10201010	Intra Op Nurse	PHS OR NURSE
AK	PAMC OR	10201021	Intra Op Nurse	PHS OR NURSE
AK	PAMC POST ANESTHESIA CARE	10201023	PACU Nurse	PHS OR NURSE - PACU
AK	PAMC AMBULATORY SERVICES	10201019	Pre Op Nurse	PHS OR NURSE - PRE/PHASEII
AK	PAMC ENDOSCOPY	10201020	Intra Op Nurse	PHS OR NURSE GI
MT	MSJ LABOR AND DELIVERY IP	303101035	OB Nurse	MODEL OBSTRK NURSE
MT	MSJ EMERGENCY CENTER	303101010	ED Nurse	PHS ED NURSE1
MT	MSP EMERGENCY CENTER	303121010	ED Nurse	PHS ED NURSE1
MT	MSJ INTRA OP	303104102	Intra Op Nurse	PHS OR NURSE
MT	MSP OR INTRA OP	303124102	Intra Op Nurse	PHS OR NURSE
OR	OSV PREADMIT CLINIC	405164250	Preadmit Nurse	MODEL ES PAT NURSE
OR	OPH LABOR AND DELIVERY IP	405141035	OB Nurse	MODEL OBSTRK NURSE
OR	OSV EMERGENCY CENTER	405161010	OB Nurse	MODEL OBSTRK NURSE
OR	OPH EMERGENCY CENTER	405141010	ED Nurse	PHS ED NURSE1
OR	OPH EMERGENCY CENTER	405141010	ED Nurse	PHS ED NURSE1
OR	OSV EMERGENCY CENTER	405161010	ED Nurse	PHS ED NURSE1
OR	OPH OR INTRA OP	405144102	Intra Op Nurse	PHS OR NURSE
WA	PMG SE WA CONVENIENT CARE	305550000	Preadmit Nurse	MODEL ES PAT NURSE
WA	WCH PREADMIT CLINIC	304104250	Preadmit Nurse	MODEL ES PAT NURSE
WA	WSP PREADMIT CLINIC	304124250	Preadmit Nurse	MODEL ES PAT NURSE
WA	WCH LABOR AND DELIVERY IP	304101035	OB Nurse	MODEL OBSTRK NURSE
WA	WEV LABOR AND DELIVERY IP	301101035	OB Nurse	MODEL OBSTRK NURSE
WA	WSP LABOR AND DELIVERY IP	304121035	OB Nurse	MODEL OBSTRK NURSE
WA	WCH EMERGENCY CENTER	304101010	ED Nurse	PHS ED NURSE1
WA	WCH EMERGENCY CENTER	304101010	ED Nurse	PHS ED NURSE1
WA	WEV EMERGENCY CENTER COLBY	301101010	ED Nurse	PHS ED NURSE1
WA	WEV EMERGENCY CENTER COLBY	301101010	ED Nurse	PHS ED NURSE1
WA	WSP EMERGENCY CENTER	304121010	ED Nurse	PHS ED NURSE1
WA	WSP EMERGENCY CENTER	304121010	ED Nurse	PHS ED NURSE1
WA	WCH INTRA OP	304104102	Intra Op Nurse	PHS OR NURSE
WA	WEV COLBY INTRA-OP	301104102	Intra Op Nurse	PHS OR NURSE
WA	WSP INTRA OP	304124102	Intra Op Nurse	PHS OR NURSE
WA	WCH EN INTRA OP	304104162	Intra Op Nurse	PHS OR NURSE GI
WA	WSP EN INTRA OP	304124162	Intra Op Nurse	PHS OR NURSE GI

Toolbox for everyone

With our collective commitment to safety and reliability, we serve our mission and achieve our vision.

Our Mission
As people of Providence, we reveal God's love for all, especially the poor and vulnerable, through our compassionate service.

Our Promise
Together, we answer the call of every person we serve: know me, care for me, ease my way.®

Our Vision
Simplify health for everyone

Core Values
Respect, Compassion, Justice, Excellence, Stewardship

CARING RELIABLY
Be Compassionate. Be Safe. Be Reliable.

Tones for respect of others at all times

Smile and greet others; say "Hello"	Introduce using preferred names and explain roles	Listen with empathy and intent to understand	Communicate positive intent of our actions	Provide opportunities for others to ask questions

Universal behaviors and tools

PAY ATTENTION TO DETAIL
- Self-check using STAR (Stop, Think, Act, Review)
- Peer check

COMMUNICATE CLEARLY
- SBAR (Situation, Background, Assessment, Recommendation)
- Three-way repeat-back and read-back
- Phonetic and numeric clarification
- Clarifying questions

HAVE A QUESTIONING ATTITUDE
- Validate and verify
- Know why and comply

OPERATE AS A TEAM
- Brief, execute and debrief

SPEAK UP FOR SAFETY
- Escalation using CUS (Concerned, Uncomfortable, Stop) and chain of command
- Event reporting systems (UOR)