

**Primary Contact Information:**

Rose Wahlberg: Email: rose.wahlberg@hcmed.org or phone: 612-873-2564

**Secondary Contact Information:**

Kim Kleinschmidt: Email: kim.kleinschmidt@hcmed.org or phone: 612-873-2571

**Requirements prior to starting clinicals at HCMC:**

1. **Complete Nursing Student Access Form at least 4 weeks prior to your clinical start date and email to** **rose.wahlberg@hcmed.org**
2. **Email electronic copy of DHS background forms at least 4 weeks prior to your clinical start date to** **rose.wahlberg@hcmed.org**
3. **Completed required orientation at least 5 business days prior to your clinical start date.**
4. **Students/Instructors may not be at a clinical site until they have completed the online orientation and DHS forms have been received.**
5. **EPIC logins, passwords and HCMC badges will not be released until DHS forms are received, required orientation is completed and if applicable, Instructor Safety Checklist is received.**

**Nursing Student Access Form:**

1. The Nursing Student Access Form is available on the TCCP website.
2. **PERSONAL INFORMATION: Instructors and students will be asked to provide their Name/Name Change, Full Social Security Number (SSN), E-mail Address and Birthdate:** This information is necessary to verify your identity on the systems used by HHS, to contact you for work-related matters and to send you work related documents.  You are not legally required to provide this information. The consequences for refusing to supply your name or SSN or for supplying data that is not true or correct will result in denial or revocation of HHS systems access.  This may adversely affect your ability to do your job.  People who may have legal access to your data include: supervisors, management, administrators and other individuals within HHS that have a need to know; attorneys representing any of the above individuals or entities; municipal, county, state and federal agencies and governments; and any other person or entity authorized by law or court order.
3. **Send one access form for each group of students. Do not put more than one group on the form.**
4. **HCMC limits clinical groups to 8 students or less.**
5. **HCMC requires the complete email address of the student and/or instructor. This should be an email address that is checked often.**
6. **Nursing Student Access Forms not completed correctly will be returned, possibly delaying getting the needed information for your students and also the start date of your clinical.**
7. Once the PeopleSoft number have been assigned, Rose will email the access form to the academic contact and instructor.
8. The instructor is responsible for giving each student their PeopleSoft number. The Peoplesoft number is required to complete the required orientation.
9. If any problems occur with the student signing into My Learning Center, the student should contact the instructor and also HCMC IT. The student should call 612-873-7485 for password resetting. The student must know their PeopleSoft #.

**Mandatory Training and Orientation:**

1. **Once per academic year (September-August), all students and all instructors must complete the web-based Nursing Student and Clinical Instructor Orientation to HCMC before starting their clinical.**
2. Instructions for orientation are available on the TCCP website.
3. Orientation must be completed at least 5 business days prior to your clinical start date at HCMC.
4. Academic institutions are responsible for collecting and maintain the **Certificate of Completion** from all students and instructors.
5. HCMC Confidentiality Form is included in the web-based orientation.
6. EPIC Login IDs and passwords will not be released until the required orientation is completed.

**Instructor Badges**:

1. Instructors need a HCMC photo ID badge to allow access to secured areas. Please go to HCMC Parking and Security-RL.150, located in our Red Building, lower level, room 150
2. Instructors will be able to obtain a photo ID badge one week prior to the clinical start date at HCMC.
3. Instructors will need to provide a personal photo ID to obtain the HCMC photo ID badge.

**Student Badges:**

1. Temporary students ID badges will be available for pick up by the instructor from Rose Wahlberg in the Nursing Administration offices, NAS O3-330, (Orange Building, third floor, room 330).
2. The background checks must be received and required orientation must be completed before badges can be released.
3. Student badges are for ID purposes only. They will not have access to any secured areas.
4. **At the completion of the clinical, all badges must be returned to Rose Wahlberg in Nursing Administration, NAS O3-330.**

**Instructor Unit Orientation:**

1. Every instructor MUST arrange for orientation with the Clinical Care Supervisor (CSS) of the unit where they are bringing their clinical group at least **two weeks** in advance of the clinical start date.
2. The CCS contact list is available on the TCCP website.
3. Please complete the HCMC Safety Checklist with the CSS at orientation and return to Rose Wahlberg in Nursing Administration, NAS O3.330.
4. The HCMC Safety Checklist is available on the TCCP website. Please print and bring to your orientation.
5. Do not contact the nurse manager.
6. Pre and post clinical meetings cannot be done in public areas. Please contact Rose Wahlberg at rose.wahlberg@hcmed.org if you would like to reserve conference rooms for these meetings.

**Preceptorships/Leadership**

* 1. The instructor/academic contact is expected to complete the nursing student access form as detailed above.
	2. The Nursing Student Access Form must be submitted to Rose at rose.wahlberg@hcmed.org at least 30 days prior to the preceptorship/leadership start date.
	3. The HCMC preceptor name, phone number and/or email will be emailed to the instructor/academic contact for each student.
	4. **Once per academic year (September-August), all students and all instructors must complete the web-based Nursing Student and Clinical Instructor Orientation to HCMC before starting their clinical.**
	5. The unit preceptor will receive the temporary student badge and EPIC login ID and password**. Students doing their preceptorship in the Emergency Department and OB will need to get a photo ID taken on their first day at HCMC.**