WELCOME PACKET FOR FACULTY AND STUDENTS
IN CLINICAL EXPERIENCES AT ABBOTT NORTHWESTERN HOSPITAL (ANW)
Spring 2016

If you have questions or concerns about your upcoming experience, contact your school faculty first.

The following are expectations of faculty and students planning to complete a clinical experience at ANW.

1. **You MUST read this a minimum of one month prior** to the start of your clinical: Student and Faculty Directions for your student type.

2. **Failure to follow instructions timely may result in you not being able to participate in the clinical experience.**

3. All students must register online at Allina and complete the Allina Clinical Student Orientation for each clinical experience.

4. In addition to the following common training expectations you will want to verify with your unit contact if there are any additional specialty training requirements.

<table>
<thead>
<tr>
<th>APRN &amp; PA</th>
<th>SRNA/CRNA</th>
<th>RN &amp; RT</th>
<th>ALLIED HEALTH</th>
</tr>
</thead>
</table>
| • Excellian Documentation: All students must have Excellian training and some level of access. | • See Guidelines for Clinical Students. 
• Send “Request for Training” to unit contact (in packet). | • See Guidelines for Nursing and RT Students | • See Guidelines for Clinical Students. |
| • Bedside Barcode Scanning (BBC) | • Required e-learning. 
• Review attached documents. | | • Only if medication admin is a clinical objective. |
| • Omnicell Access is authorized by faculty sending final roster with student log-in IDs to ANWADCUserAccess@allina.com. Failure to send final roster to pharmacy will result in the student NOT having Omnicell access or the ability to administer medications. | | | |
| • Photo ID Badge. Students MUST wear their school photo ID badge at all times above the waist. In addition, most students will receive an Allina Health Access only card. 
• A very limited number of students will be granted Allina Health Photo ID Badges. Discuss this with your faculty. 
• If granted an Allina Health Photo ID badge, you MUST return it to the Photo ID office at the end of the clinical, even IF you are returning for more clinicals at a later date. | | | |

**Enjoy your clinical!**

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Contents of Welcome Packet

1. APRN and PA Students – Excellian Access and Request for Training Form
2. Excellian Documentation Guidelines for Clinical Students
3. Excellian Documentation Guidelines for Nursing and Respiratory Therapy Students
4. Pay Station Parking Instructions
5. Student Parking (map)
6. Access Badges/Photo IDs at Abbott Northwestern Hospital
7. For directions to West Health Urgent Care, use this link. http://www.westhealth.com/map.htm
**ONLY for APRN and PA Students – Excellian Access:** The faculty MUST ensure that the preceptor’s unit/department understands that the preceptor’s unit/department will need to:

1. Submit the “Request for Training.”
2. Submit the WebCarf (electronic request for electronic medical record access).
3. Understand that **NO clinical time may occur until access has been granted.**
4. Students will not be granted an “In-basket” for messages.
5. This is true even if the student will only be observing during rounds while in the hospital and doing clinical hours in a non-Allina owned clinic.
6. **APRN/Physician Assistant Student’s ONLY:** If the clinic/preceptor is challenged by submitting the request for training and/or WebCarf, please contact the ANW Medical Staff Office (Kathryn.Strating@allina.com at 612-863-4768).

The faculty/student should send the following information to the unit contact for their use in submitting the “Request for Training.” The faculty/student may provide it and the preceptor/unit forwards to the Excellian Training Team SystemsLandDEducationCoordinators@allina.com

- **Student Name= _______________** *(The student may NOT submit own request.)*
- **Student Email= _______________ User ID= __________________________**
- **Student Contact Number= _____________________**
- **Provider Type= STUDENT (Specify PA or APRN)________________________**
- **Specialty Area=__________________ Credentialed=No**
- **Hospital Sites=Abbott Northwestern**
- **Student’s Training Availability= ______________________________________**
- **Student’s Epic Experience= __________________________________________**

**Additional information that is helpful:**
- **Date that clinical is scheduled to start: _________________________**
- **Preceptor’s Name and Role: _________________________________**

**Notes:**
- **Prior Excellian/Epic experience may reduce or eliminate the need for additional training, but it needs to be evaluated for each clinical to ensure that the change in clinical does not require additional training.**
- All students MUST have some level of access.
- The “request for training” and WebCarf (request for access) is the responsibility of the sponsoring unit/preceptor to submit. The reason for this is APRN/PA student needs vary depending upon where they will be doing clinicals and the objectives of the clinical. For a clinic/unit that is not used to arranging Excellian access for students, this can be challenging. Do NOT wait until the last minute to inquire.
- Two business days after the request for training and WebCarf has been sent in, the student must call the Provider Training Hotline at 612-863-7901. Leave a message and expect a call back to discuss actual training needs and plan.
Excellian Documentation Guidelines for Clinical Students

Documentation in the medical record is critical to assure the patient’s episode of care is appropriately recorded, to facilitate ongoing communication among the interdisciplinary team of healthcare providers, and to maintain a record of historical data for audit, future care reference, and research. Allina Health strictly enforces that any clinical student performing cares for a patient must be able to document the care given in the Excellian record. This practice has been endorsed and supported by Allina Risk, Quality, and Compliance departments. This requires the student have their own secure Excellian access. In order to receive Excellian access, the student must successfully complete the appropriate Excellian course, either web-based or instructor-led depending on the clinical role.

IT IS NOT PERMISSIBLE TO HAVE A PRECEPTOR OR OTHER STAFF MEMBER DOCUMENT ON BEHALF OF THE CLINICAL STUDENT. This is considered fraudulent charting. It exposes the student, preceptor, and clinical department to enormous risk. If a student does not have Excellian access, they may only OBSERVE care being provided by the Allina staff.

EXCEPTION-Allina Medical Transportation: Paramedic/EMT students and others using Allina Medical Transportation services for clinical experiences will not be given access to EMMA – the electronic record for this dept. Preceptors will continue to document on behalf of these students as decided by the AMT risk department.
Excellian Documentation Guidelines for Nursing and Respiratory Therapy Students

Documentation in the medical record is critical to assure the patient’s episode of care is appropriately recorded, to facilitate ongoing communication among the interdisciplinary team of healthcare providers, and to maintain a record of historical data for audit, future care reference, and research. Allina Health strictly enforces that any clinical student performing cares for a patient must be able to document the care given in the Excellian record. This requires the student have their own secure Excellian access. In order to receive Excellian access, the student must successfully complete the appropriate Excellian course, either web-based or instructor-led depending on the clinical role.

**IT IS NOT PERMISSIBLE TO HAVE A PRECEPTOR OR OTHER STAFF MEMBER DOCUMENT ON BEHALF OF THE CLINICAL STUDENT.** This is considered fraudulent charting. It exposes the student, preceptor, and clinical department to enormous risk.

### Student Documentation Guidelines

All nursing and respiratory therapy students will document in the:

- **MAR (Medication Administration Record)**
- **Doc Flowsheet**
- **I & O**
- **Vital Signs Flowsheet**
- **Notes when applicable**

#### MAR (Medication Administration Record):

- **PLEASE USE PATIENT SUMMARY REPORT TO VIEW MEDS INSTEAD OF THE MAR.** The MAR should only be used for documenting administration of meds. This is the same view as the MAR but allows other RNs to simultaneously chart on the patient’s MAR if necessary.
- Clinical Instructor/RN preceptor must document nursing student medications as “double checked” in the Excellian MAR (medication administration record). Clinical Instructor/RN preceptor will log in to Excellian and document each medication as “double checked” as the nursing student prepares/obtains the medication from the Omnicell machine. The nursing student will then enter the patients’ room and log into the patients’ Excellian MAR. The nursing student will document each medication as administered as the patient takes the medication. A licensed RN/RT must be present in the patients’ room and supervise the administration of all medications by a student nurse/respiratory therapist.
- The above process also is used for Respiratory Therapy students who administer medications.

#### Notes:

- All students should add an additional line to their signature (or create a SmartPhrase) that says, "Jane Doe, University of MN Student Nurse" to add to their note so that it accurately reflects what role they are in while performing nursing skills.
- The Clinical Instructor/RN Preceptor/RN assigned to the patient will enter a simple nursing note (using a smartphrase) to concur with the correct documentation the student entered. The RN assigned to the patient with a student is responsible for charting in the caregiver/update group on the doc flowsheet. The RN will enter their shift time and initials in the caregiver group, and may document their own additional assessment or document per the update group.
**Patient Care Plan and Patient Education**
Student nurses can (and should) collaborate with professional staff and interdisciplinary team members to update and individualize the care plan to meet patient needs and expected outcomes. Students should not be “meeting” goals in the patient care plan. Note this function should be performed by a licensed nurse ONLY. Student nurses should work with their preceptor on patient education documentation.

**Prohibited Charting Activities**
Because the patient record is a legal document, there are certain activities that require a professional license and cannot be performed by a clinical student. These include:
- Students may not acknowledge orders or take verbal or telephone orders.
- Students may not advance the plan of care.

**Clinical Instructor Documentation Guidelines**
When clinical instructors are on site with students they will document the following:
- MAR – the instructor will double check the students’ meds while the student is preparing/obtaining meds from the Omnicell. These meds will be documented in Excellian as double checked PRIOR to the administration of the medication by the student. Please note, you must click on the empty space in the cell in order to chart as double checked not the time the med is scheduled to be given.
- Enter a simple nursing note (you may use a SmartPhrase) to concur with the documentation that the student entered. You are not agreeing with the assessment per se, you are only agreeing the documentation was entered correctly.

**RN assigned to the patient with a student**
The staff RN retains the assessment, supervision of care and evaluation for each patient assigned to a student. The RN assigned to the patient will be responsible for documenting an assessment on the patient. The RN assigned to the patient will document per the update group that they agree with the student’s charting or document their own additional assessment.
Pay Station Parking Instructions

Read carefully: There is no refund parking, including parking in the wrong ramp or not following the instructions.

Be alert to short notice changes in parking directions and fees. Parking is quite tight.

- If possible, commute with fellow classmates or use the bus system. [www.metrotransit.org](http://www.metrotransit.org)
- If you can have day clinical students leaving by 2:30 PM, it will help with the parking ramp congestion at the change of shift.

All students and faculty who drive to clinicals, should park in the 28th Street Contract Ramp. It is located on the corner of 28th St. & Chicago Ave.

- The entrance is on the south side of 28th St. Use the left lane of the two entrance lanes.
- The student will need to enter the parking code given to them by their faculty, then pull a ticket in order to receive the student parking discount.
- Take ticket to the Penny George Institute 1st floor lobby to the Pay Station. The ONLY pay station with the discounted rate.
- The Pay Station does take credit card or cash and has the capability of making change (The cost is $4-$5.00 for a day).
- When the ticket is paid, the machine gives the parking ticket back to the student.
- When exiting the ramp, put the paid ticket into the machine at the 28th St. ramp exit. If the student parks in the wrong ramp or does not follow the directions, they will not receive a refund for parking.
- A map of the ramp and instructions for your students are included in the Welcome packet.

Quick List of Instructions for Parking

1. Go to the 28th Street Entrance of the 28th Street Contract Ramp.
2. Use the left lane. Punch in the parking code given to you by your instructor. Then pull a ticket.
3. Take the ticket and keep it with you.
4. The approximate cost for this ramp is $4-$5.00 a day.
5. For the discounted rate pay your ticket at the Pay Station in the 28th St. Ramp’s 1st Penny George Institute floor lobby.
6. Insert your paid ticket into the Lag Reader and exit onto 28th Street.

28th Street Ramp Parking Rate (This is the ONLY discounted ramp.)

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 15 minutes</td>
<td>Free</td>
</tr>
<tr>
<td>15 minutes – 2 hours</td>
<td>$2.00</td>
</tr>
<tr>
<td>2 – 4 hours</td>
<td>$3.00</td>
</tr>
<tr>
<td>4 – 9 hours</td>
<td>$4.00</td>
</tr>
<tr>
<td>9 – 13 hours</td>
<td>$5.00</td>
</tr>
<tr>
<td>13 – 24 hours</td>
<td>$8.00</td>
</tr>
<tr>
<td>24 – 48 hours</td>
<td>$16.00</td>
</tr>
<tr>
<td>48 – 72 hours</td>
<td>$24.00</td>
</tr>
</tbody>
</table>
28th STREET CONTRACT RAMP
STUDENT PARKING

INSTRUCTIONS
1. Turn right into the 28th Street Contract Ramp
2. Use the left parking entrance lane and press button for ticket
3. Take the ticket and keep it with you – access hospital via tunnel or skyway
4. When returning to your vehicle, pay your ticket at the pay station located in the 1st floor lobby in the NW corner of the ramp – see map
5. Take paid ticket to 28th Street exit and insert into machine – you have 20 minutes to exit

**Please note: DO NOT turn left off of 28th Street. This will lead you into the incorrect ramp. Also, do not use Chicago Avenue exits when leaving – MUST use 28th Street Exit
Access Badges/Photo IDs at ANW

The Access Badge/Photo ID and Parking office is:
- Located in the Harriet Walker Bldg., 1st floor (located on the corner of 26th & Chicago Ave).
- Phone number: 612-863-8347
- Please contact the Parking Office by email for current office hours at ANWparking@allina.com

Students will be granted either an Access only ID Card or Photo ID depending on the area where they will be doing clinical. In MOST cases, they will be granted an Access only ID Card.

A few key notes:
- Students **MUST** wear their school photo ID badge AND their Access Badge while on clinical.
- Students who are also employees must **NOT** use their employee badge during their student clinical hours.

**Group 1:** Any student assigned in the following departments WILL be granted Allina Health Access Only ID card as long as:
- The clinical experience is scheduled to be longer than 16 hours.
- The faculty submits the roster to the Photo ID office per the directions.
  - Emergency Department – All Students
  - Mother Baby Center – All Students
  - Surgical Services – All Students

**Group 2:** The following students WILL be granted Allina Health Access only ID card as long as:
- The clinical experience is scheduled to be longer than 16 hours.
- The faculty submits the roster to the Photo ID office per the directions.
  - Cardio-Vascular Techs
  - Laboratory students
  - Mental Health students
  - Psychology students
  - Radiology (includes Ultrasound)
  - Rehab Services /Therapy
  - Respiratory Therapy
  - RN
  - Social Work students
  - SRNA’s
  - Surgical Techs

**Group 3:** The following students will **NOT** be granted Allina Health Photo ID or Access badges unless they are in one of the departments listed under Group 1.
- Acupuncture
- Chiropractic
- Dietician
- Genetic Counselor
- HUC
- Massage
- Neurodiagnostic Techs
- Nursing Assistant
- Radiation Oncology

**Group 4:** Unless they are in Group 1 - the faculty of the following students will need to discuss the need with the unit contact/department management to determine Allina Health Photo ID Access badges
- APRN (CNS, CNM, NP/DNP, MSN)
- PA
How do faculty and students obtain badges if they are on the approved list?

Process:

- Faculty/College sends final roster to ANWparking@allina.com & include students log-in ID at least a 2 weeks prior to the student arriving to request the badge.
- Students MUST turn in their access badges at the end of their clinical experience. If they expect to be back the next semester, they must notify the Photo ID department. Faculty is responsible for ensuring this is done. If a trend is noted that a school is not ensuring that students are returning their badges, the students from that school may lose the privilege of having an Allina Health Access Badge.
- There is a $10 fee for lost or not returned badges.

**When a final roster is turned in to ANW parking, faculty can call/email the parking office at 612 863-8347 ANWparking@allina.com for the parking code to give to students so that they can enter the code when they enter the parking ramp & receive the reduced parking rate.**