

**Primary Contact Information:**

Rose Wahlberg: Email: [rose.wahlberg@hcmed.org](mailto:rose.wahlberg@hcmed.org) or phone: 612-873-2564

**Secondary Contact Information:**

Kim Kleinschmidt: Email: [kim.kleinschmidt@hcmed.org](mailto:kim.kleinschmidt@hcmed.org) or phone: 612-873-2571

**Requirements prior to starting clinical at Hennepin Healthcare:**

1. **Academic partner or instructor completes the Nursing Student Access Form at least 4 weeks prior to the clinical start date and email to** [**rose.wahlberg@hcmed.org**](mailto:rose.wahlberg@hcmed.org)
2. **Academic partner or instructors emails electronic copy of DHS background forms at least 4 weeks prior to your clinical start date to** [**rose.wahlberg@hcmed.org**](mailto:rose.wahlberg@hcmed.org)
3. **Nursing students and nursing instructors complete required orientation at least 5 business days prior to their 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 Hennepin Healthcare 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 clinical.  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. **Hennepin Healthcare limits clinical groups to 8 students or less.**
5. Hennepin Healthcare 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 Hennepin Healthcare IT, 612-873-7485. The student must know their PeopleSoft #.
10. The student should email Rose at rose.wahlberg@hcmed.org for password resetting. (This is for My Learning Center only. EPIC password resets must be completed by Hennepin Healthcare IT department.) 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 Hennepin Healthcare 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 Hennepin Healthcare.
4. Academic institutions are responsible for collecting and maintaining the **Certificate of Completion** from all students and instructors.
5. Hennepin Healthcare 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 Hennepin Healthcare photo ID badge to allow access to secured areas. Please go to Hennepin Healthcare Parking and Security-RL.150, located in our Red Building, lower level, room 150 to obtain the badge.
2. Instructors will be able to obtain a photo ID badge two weeks prior to the clinical start date at Hennepin Healthcare.
3. Photo ID pre-registration form is required to obtain the badge. Rose will send you the pre-registration form once required orientation is completed and DHS form is received.
4. Instructors will need to provide a personal photo ID to obtain the Hennepin Healthcare photo ID badge.
5. Instructors must wear a Hennepin Healthcare issued identification badge along with their school identification badge.
6. **Please return badge to Parking and Security-RL.150 after you have completed instructing clinical for the semester/year. There is a cost of $20 to replace badges if not listed as returned in our system.**

**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. Students must wear a Hennepin Healthcare issued identification badge along with their school identification badge.
5. **At the completion of the last clinical group of the semester, 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. If more than one instructor is assigned to a specific unit from our academic partners, Rose will coordinate the unit orientation with the instructors and CCS.
3. The CCS contact list is available on the TCCP website.
4. Please complete the Hennepin Healthcare Safety Checklist with the CSS at orientation and return to Rose Wahlberg in Nursing Administration, NAS O3.330.
5. The Hennepin Healthcare Safety Checklist is available on the TCCP website. **Please print and bring to your orientation.**
6. The Hennepin Healthcare Safety Checklist must be returned to Rose, prior to bringing students to the unit.
7. Do not contact the nurse manager.
8. Computer labs must be reserved for the first day of clinical to go over login instructions with students and to work out any issues. This must be done before brining students to the unit.
9. Please contact Rose at [rose.wahlberg@hcmed.org](mailto:rose.wahlberg@hcmed.org) to reserve a computer lab.
10. Please contact helpdesk at 612-873-7485 for login issues.
11. Pre and post clinical meetings cannot be done in public areas. Please contact Rose Wahlberg at [rose.wahlberg@hcmed.org](mailto: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](mailto:rose.wahlberg@hcmed.org) at least 4 weeks prior to the preceptorship/leadership start date.
  3. The Hennepin Healthcare preceptor name, phone number and/or email will be emailed to the instructor/academic contact for each student. This information will not be sent until the annual required orientation has been completed and the DHS background clearance form has been received by Hennepin Healthcare.
  4. **Once per academic year (September-August), all students and all instructors must complete the web-based Nursing Student and Clinical Instructor Orientation to Hennepin Healthcare before starting their clinical.**
  5. Students doing their preceptorship at Hennepin Healthcare will need to get a photo ID in our Parking and Security offices, RL.150, located in our Red Building, lower level, room 150 to obtain the badge.
  6. Preceptorship/Leadership students will be able to obtain their photo ID badge one day prior to their start date at Hennepin Healthcare.
  7. Photo ID pre-registration forms are required to obtain the photo ID badge. Rose will send her academic contact the pre-registration form once the required orientation and DHS form has been received.
  8. Students must wear a Hennepin Healthcare issued identification badge along with their school identification badge.
  9. **Students must return the photo ID badge to Parking and Security offices, Rl.150 upon completion of their clinical rotation at Hennepin Healthcare.**