

North Memorial Health Hospital
Nursing Student Clinical Experience – Non-Minnesota Nursing Programs – Nov. 2021

Checklist for Nursing Instructors Preparing Students for Capstone/Leadership Experience

*The following checklist is to assist you in preparing to send
Capstone/Leadership students to North Memorial Health Hospital*

Prior to Student Arrival – Please ensure the below listed items have been done prior to bringing students to North Memorial Health for clinical experience:

_____ **Background Clearance** – Students have obtained **Minnesota and national criminal background clearance** and are eligible to have direct contact with customers/patients. Fingerprints and a photograph are now required to obtain Minnesota background clearance.

Contact North Memorial Health Human Resources with questions 763-581-4978.

_____ **Health Requirements – Immunizations** – Students are in compliance with North Memorial immunization requirements. **Flu & COVID Vaccination is Mandatory!**

See immunization requirements on page 7 of this document

_____ **Nursing Faculty have current MN Nursing Licensure**

Associated faculty from out-of-state nursing schools must have a current unencumbered Minnesota registered nurse license and current registration in Minnesota. This MN statute pertains to the Nursing Department Dean or Chair, and any nursing faculty overseeing the student(s) clinical experience at North Memorial Health, regardless of whether they will be on-site with their student(s).

_____ **Orientation for Students to North Memorial Health** – Students have reviewed North Memorial Health's orientation materials.

The Power Point presentation of North Memorial Health's orientation material is available on Student Passport:

*See Resources/Student Rosters-Trackers-Supporting Info/North Memorial Health Hospital/North Memorial Pre-Licensure Faculty Admin Prep Page
or
on the TCCP Faculty Prep Page*

_____ **Student Nurse Standard Work - Signed Acknowledgement Form**

The Acknowledgement Form is located on the final page of the Student Nurse Standard Work document.

The Acknowledgement Form has been signed & submitted to Lou Ann Setter, Professional Practice, Development and Education Department
Louann.setter@northmemorial.com

The Acknowledgement Form should be signed only after all Scope of Practice documents – *job description, policy, standard work and guidelines*, have been read by the student(s).

All Scope of Practice documents are available on Student Passport:
See *Resources/Student Rosters-Trackers-Supporting Info/North Memorial Health Hospital/North Memorial Pre-Licensure Faculty Admin Prep Page*
or
on the TCCP Faculty Prep Page

Student Return Attestation Form

This form is signed after student has reviewed: 1) Student Return to Work Memo & 2) One Healthy Family Poster

The signed attestation form can be uploaded to Student Passport or scanned and sent to louann.setter@northmemorial.com

Documents and attestation form are available on Student Passport:
See *Resources/Student Rosters-Trackers-Supporting Info/North Memorial Health Hospital/North Memorial Pre-Licensure Faculty Admin Prep Page*– red outlined box

3 weeks prior to student arrival or sooner

Epic access has been requested for students

There are 3 parts to request Epic access for students

- 1) A Service-now request is submitted to North Memorial Health IT by the school
- 2) The student reviews the Epic training materials and takes a test
- 3) Student's test score is placed on the IT Acknowledgement and Consent Form and the form is faxed to North Memorial Health's IT Department

See instructions on page 4 & 5

3 weeks prior to student arrival (or sooner)

North Memorial Health Student ID Badge Requirement

Students have been informed a North Memorial Health student ID badge is required and that ID badges must be turned into the ID Badge Office at the completion of the clinical rotation.

ID Badge Office – **In-person visits by appointment only**
#763-581-2289

The school is responsible for sending a selfie or head shot of the student prior to the first day.

Please send the following information to the ID Badge Office at:
IDBadgeRequests@NorthMemorial.com

- Selfie of each student (photo standards are listed on the following page)
- S#
- Start Date for Clinical
- End Date for Clinical
- Nursing Unit for Clinical Rotation
- ID Badge Office form

ID Badge Photo Requirements:

- Photos must be sent from the email of a known contact (school)
- Photo must be taken against a dark, solid color background; preferably blue
- Student must be wearing their approved school uniform – no hat
- Student must be looking straight ahead with both eyes open.

ID Badges will be available to be picked up in Safety and Security on the first day of the clinical experience. Safety and Security is located on the Plaza level of the Hospital.

3 weeks prior to student arrival (or sooner)

_____ **Student information, as listed below, has been provided to:**

Louann.Setter@northmemorial.com - #763-581-4745 - Professional Practice, Development and Education

&

IDBadgeRequests@northmemorial.com - #763-581-2289 - ID Badge Office

- Selfie of each student (Needed by the ID Badge Office only)
- List of student names
- Faculty/Instructor name
- Contact person @ school (person who can answer questions/provide clarification)
- School name
- Start and end date of clinical rotation
- Nursing unit for clinical rotation
- Graduation date for each student

_____ **Contact has been made with the North Memorial Health RN Mentor**

Once Lou Ann Setter has received the student(s) name, the Nurse Manager will assign a RN mentor to the student and the school will be notified with the RN mentor's name.

See Additional Information and Directions on the Following Pages:

- Pages 4 & 5 – Requesting Epic Access
- Page 6 – What Students and Faculty Need to Know Prior to First Day of Clinical Experience
- Page 7 – Immunization Requirements

REQUESTING EPIC ACCESS

3 Weeks Prior to Student Arrival (or sooner)

Epic Access

Step 1:

Service-now Request

_____ A Service-now request has been submitted to the North Memorial Health IT Department. The Service-now request provides information enabling the IT Department to set up student(s) with Epic access.

To access Service-now: (<https://northmemorial.service-now.com/>)

See directions for using Service-now on Student Passport:

See Resources/Student Rosters-Trackers-Supporting Info/North Memorial Health Hospital/North Memorial Pre-Licensure Faculty Admin Prep Page

or

on the TCCP Faculty Prep Page

You will receive an e-mail from the IT Department with a REQ#. This indicates your request has been received. The REQ# is the reference number that you can use to follow-up on the request with North Memorial's IT Service-Desk #763-581-2580.

Step 2:

Epic Training Materials

_____ Students have reviewed Epic training materials

Note: Your program has been sent updated Epic training materials, an Epic assessment/test, answer key, and the IT Acknowledgement and Consent form. If you do not have these materials, contact the Professional Practice, Development and Education Department at 763-581-4745.

_____ Students have tested out on materials and each student's test score has been placed on an IT Acknowledgement and Consent Form.

Step 3:

IT Acknowledgement and Consent Form

_____ The following has been done:

- Student's Epic test score has been placed on the IT Acknowledgement and Consent Form (80% is passing – Student must re-take the test if below 80%)
- Student has signed the form
- The student's full name has been printed in large letters at the top of the form prior to faxing. **Note:** *This is important as some signatures are difficult to read.*
- The form has been faxed to 763-520-4322.

Note 1: If a student has had previous Epic access at North Memorial, please indicate this on the form.

Note 2: Even after the IT Department has set up a student with a S# for Epic access, that access will not be activated, or go "live", until the IT Acknowledgement and Consent form has been faxed. IT must be able to read the student's name on the form.

Step 4:

Student Epic Access # (S#) and Login Information

_____ The student has been given his/her S# (Epic ID #)

Since North Memorial's computer upgrade, the individual at the school, who submits the Service-now request, **no longer receives** the student's Epic access number from the North Memorial IT Department.

To obtain the S#, please contact Lou Ann Setter at 763-581-4745 or the IT Service Desk at 763-581-2580. The S# should be available at least a week prior to the start of the clinical experience.

Note: It is critical to give each student his/her personal Epic access number (S#) and login information prior to the start of the clinical experience.

First time login to Epic:

The student's RN Mentor will assist the student to log into Epic.

What Students Need to Know Prior to the First Day of Clinical Experience

_____ **Epic Access ID Number** – S# number has been provided to student
The IT Service Desk is not able to provide login information to students.

First time login to Epic – *Temporary password is:*

S# + last name + first initial of first name (in lower case) e.g. S00000doej

The student's RN mentor will assist the student to log into Epic.

_____ **North Memorial Student ID Badge** – The North Memorial Student ID Badge should be picked up in Safety & Security on the first clinical day. Safety and Security is located on the Plaza Level of the Hospital.

_____ **Parking Information** – Students have been given parking information

Students will be charged for parking. To receive discount parking (\$2.00/day), bring the parking ticket and student ID to the Information Desk on the Plaza Level of the Hospital.

Students should park in the **P2 Robbinsdale Medical Building** ramp across the street from the Hospital on the **4th, 5th or 6th floor**.

Please see additional parking information, including maps, on Student Passport:

See Resources/Student Rosters-Trackers-Supporting Info/North Memorial Health Hospital/North Memorial Pre-Licensure Faculty Admin Prep Page or on the TCCP Faculty Prep Page

North Memorial Health Immunization Requirements for Student and Faculty

Health requirements for faculty and students who provide direct care or interact with staff in customer/patient areas:

- Rubella, mumps and rubeola immunity as evidenced by either: documentation of two doses of MMR vaccine or blood titers confirming immunity.
- Negative tuberculin test (Mantoux) within the last 12 months or if history of positive Mantoux, a negative chest x-ray within the last 12 months. (Should a student convert to a positive Mantoux during his/her clinical experience, the COLLEGE/UNIVERSITY must immediately report test result to North Memorial's Team Member Health Center).
- One pertussis containing booster vaccine (Tdap) in adulthood as well as a tetanus containing vaccine within the last 10 years.
- Annual influenza vaccine administered during the CDC identified flu season which runs October 1 – March 31 (written declination signed by a medical doctor accepted only in cases of medical contraindications).
- Completed Hepatitis B series (or written declination)
- Varicella Immunity as evidenced by either: documentation of two doses of varicella vaccine or a blood titer confirming immunity
- COVID Vaccination (all doses)