

ADVANCED PRACTICE REGISTERED NURSING (APRN)
STUDENT GUIDE TO THE METROHEALTH SYSTEM

Welcome to The MetroHealth System! We are dedicated to making your clinical time here an enjoyable and educational experience. This guide contains information to help guide you through the application process and beyond.

Please read the entire packet!

EDUCATIONAL AFFILIATIONS

The MetroHealth System has Advanced Practice Registered Nurse program affiliation agreements with the schools listed below:

Case Western Reserve University	Cleveland State University
East Carolina University	Kent State University
Ohio University	The Ohio State University
University of Akron	University of Cincinnati
Ursuline College	

Applications for clinical hours at The MetroHealth System will only be accepted from these schools. Please do not apply for clinicals if you do not attend one of these schools. Your application will be rejected.

OBTAINING A PRECEPTOR

We do not arrange preceptors for you. You and/or your school are responsible for making these arrangements. Please visit our Advanced Practice Registered Nursing Education website, <https://www.metrohealth.org/nursing/advanced-practice-registered-nursing-education>, click “APRN Clinical Experience” under the Related Content heading near the bottom of the page. There you will find a list of APRNs who are willing to act as preceptors along with the experience they offer. Contact the specific department and request to speak directly to the APRN about a possible experience with them. You will likely need to leave a message for them to call you back since they are seeing patients.

ONLINE APPLICATION

Once you have found a preceptor and they have confirmed that they are able to take you for the semester you are requesting, you must apply online at <https://www.metrohealth.org/nursing/advanced-practice-registered-nursing-education>. **DO NOT APPLY ONLINE IF THE PRECEPTOR HAS NOT AGREED TO TAKE YOU.**

If you have more than one preceptor, you can complete one application for a specific semester and list multiple preceptors on the same application. You must reapply for every semester that you would like to do a clinical rotation here.

We understand that each school has a unique schedule. Our application deadlines (listed below) apply, regardless of your school's calendar year/schedule. **APPLICATIONS WILL NOT BE ACCEPTED BEYOND THE DEADLINE DATE. THERE WILL BE NO EXCEPTIONS.**

Please apply for the semester that the start date of your clinical rotation falls within. You may apply up to one year in advance of your expected clinical rotation.

<u>DEADLINE</u>	<u>SEMESTER</u>	<u>INCLUDED DATES</u>
July 10, 2020	Fall 2020	Includes any time between August 16 and December 31
December 1, 2020	Spring 2021	Includes any time between January 1 and May 15
April 14, 2021	Summer 2021	Includes any time between May 16 and August 15
July 12, 2021	Fall 2021	Includes any time between August 16 and December 31
December 3, 2021	Spring 2022	Includes any time between January 1 and May 15
April 15, 2022	Summer 2022	Includes any time between May 16 and August 15
July 11, 2022	Fall 2022	Includes any time between August 16 and December 31

Once your application is received, you will receive an e-mail confirmation. The APRN Student Education Office will then contact your preceptor for confirmation. Approximately two weeks after the application deadline, you receive an e-mail from the Graduate Medical Education (GME) office regarding the onboarding process.

For questions regarding the application process, please email the APRN Student Education office at APNstudenteducation@metrohealth.org (preferred contact method) or call 216-778-7447 (typical response in 3-4 business days).

REQUIRED DOCUMENTATION & ONBOARDING

We require that the following documents be uploaded at the time of application. If you are not able to do this, these can also be e-mailed to visitingstudent@metrohealth.org.

❖ **Letter of Verification from your school stating that the student:**

- Is an APRN student in good standing
- Possesses an unencumbered and current Registered Nurse license in the State of Ohio
- Possess a current BLS certification
- Has a valid and clear background check on file at the school
- Has appropriate malpractice and liability insurance
- Has up to date immunizations, including TB and influenza vaccine (during required months)

❖ **Immunizations**

- TB – If there is NO history of a positive TB test, we require proof of a negative TB test that was done since starting your program with the school. If there IS A history of a POSITIVE TB test, you are required to get annual testing
- Seasonal Flu Vaccination – Required for rotations between November and April
- Documentation of the following immunizations is PREFERRED, but not required. Students assume the risk of exposure to such diseases if immunizations are not secured and maintained over the course of their Program.
 - Hepatitis B (series of 3 immunizations or titers)
 - Measles, Mumps and Rubella (series of 2 immunizations or titers)
 - Varicella (Chicken Pox) (documented history, immunization or titer)
 - Diphtheria/tetanus (Record of booster within the past 10 years)

❖ **Insurance**

- Certificate of Malpractice Insurance Coverage with limits of liability no less than \$1,000,000 per occurrence

ORIENTATION

The GME Office will send logistical information and computer access information to you via e-mail the week prior to your start date. If you have questions regarding onboarding or orientation, please e-mail visitingstudent@metrohealth.org.

PARKING

Park in the SACKETT LOT (surface parking lot located at the corner of W. 25th Street and MetroHealth Drive). IF THE SACKETT LOT IS CLOSED OR FULL, you can park in the Emergency Room Visitors lot (the surface lot across the street from the construction area). Show your pass when you leave. You should not park in any other lot.

The fee for parking is the employee rate of \$7.86 per week. Parking passes can be purchased in the Parking Office, located just outside the Towers entrance. Their hours are 8:00 am to 4:30 pm Monday-Friday.

IDENTIFICATION BADGE

You are required to wear a MetroHealth APRN Student ID badge at all times while at any of The MetroHealth System campuses. The ID badging office is located on the 5th floor of the Towers (near the "B" elevators). One of the following is required to obtain an ID badge:

- Valid Driver's License, State Identification Card, Valid Passport

You will need to return your badge to The MetroHealth System Police Department or the GME office at the end of your rotation.

DRESS CODE

The MetroHealth System does not provide lab coats for you. You are expected to dress in a professional manner. No t-shirts, jeans or open-toed shoes allowed. Please refer to the hospital dress code policy if you have any questions.

PAGERS AND TELEPHONE EXTENSIONS

To page at The MetroHealth System, dial the pager number and you will be prompted with directions. We also have text paging available on our MIV system. To reach an outside line, dial 9 then the number.

MEALS

You are responsible for your own meals. The cafeteria at the main campus serves breakfast from 7:00 am to 10:00 am, lunch from 11:00 am to 2:30 pm and dinner from 4:00 pm to 7:00 pm daily. You will have an option of adding money to your MetroHealth ID for payment of meals.

MEDICAL LIBRARY AND INTERNET ACCESS

The Harold H. Brittingham Memorial Library is located on the second floor of the Rammelkamp Center for Education and Research (room 267) at our main campus. Please check the MIV or call the Library for hours as they are subject to change (216-778-5623).

HIPAA COMPLIANCE

As part of the online application, all students are required to initial The MetroHealth System HIPAA Form which is part of the online application. You will also receive a PowerPoint presentation and a Confidentiality Acknowledgement Form via e-mail from the GME office the week prior to the start of your rotation. You will be required to complete and return as instructed by the GME office.

ELECTRONIC MEDICAL RECORDS ACCESS

The MetroHealth System utilizes the EPIC EMR system. All patient information is protected by HIPAA privacy and security laws. Users are reminded to access only patient information that is necessary and not to share information or give out their user name or passwords.

LOCATION AND DIRECTIONS

MetroHealth Medical Center Main Campus is located at 2500 MetroHealth Drive, Cleveland, Ohio 44109-1998 (216) 778-7800

Directions from Cleveland's western suburbs: Take I 480 East to I-71 North. Exit at W.25th Street. Turn left onto W.25th Street and take a right onto MetroHealth Drive to enter the campus.

Directions from Cleveland's eastern suburbs: Take I-480 West to Route 176 North (Jennings Freeway). Exit at West 14th Street and follow signs to I-71 South. Exit at West 25th Street. Turn left at the end of the ramp and follow West 25th Street to MetroHealth Drive. Turn right onto MetroHealth Drive to enter the campus.

Directions from Downtown Cleveland via I-71: Exit at West 25th Street. Turn left at the end of the ramp and follow West 25th Street to MetroHealth Drive. Turn right onto MetroHealth Drive to enter the campus.

Directions from Cleveland's southeast suburbs/Akron via I-77: Exit at I-480 West. Take I-480 West to Route 176 (Jennings Freeway). Exit at West 14th Street and follow signs to I-71 South. Exit at West 25th Street. Turn left at the end of the ramp and follow West 25th Street to MetroHealth Drive. Turn right onto MetroHealth Drive to enter the campus.

Directions from Cleveland's southwest suburbs/Cleveland Hopkins Airport via I-71: exit at West 25th Street. Turn left at the end of the ramp and follow West 25th Street to MetroHealth Drive. Turn right onto MetroHealth Drive to enter the campus.