



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 and review 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. **Please note that due to the volume of requests we receive, we are not able to expand our affiliation agreements at this time.*

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> and click on “Clinical Experience” located to the left 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. If you have difficulty reaching a preceptor, please contact Taylor Orvosh at 216-778-8383 or torvosh@metrohealth.org. **The Life Flight clinical experience follows a different process – If interested in rotating with Life Flight please email Taylor Orvosh and she will connect you with the Life Flight team.**

ONLINE APPLICATIONS

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-registerednursing-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 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>
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
December 2, 2022	Spring 2023	Includes any time between January 1 and May 15
April 7, 2023	Summer 2023	Includes any time between May 16 and August 15
July 7, 2023	Fall 2023	Includes any time between August 16 and December 31
December 1, 2024	Spring 2024	Includes any time between January 1 and May 15

Once your application is received, you will receive an e-mail that your application is processing. The APRN Student Education Office will then contact your preceptor to confirm they have accepted you as their student. Once your preceptor formally confirms they have accepted you, you will receive a confirmation email that you have been accepted for the semester. You are not confirmed as a student rotator until you receive this email. You receive an e-mail from the GME office regarding the onboarding after the semester deadline. *Please do not go to the badging or parking office until instructed to do so by the GME department.*

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 e-mailed to APNstudenteducation@metrohealth.org when you submit your application:

1) Letter of Good Standing 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 with limits of liability no less than \$1,000,000 per occurrence

2) Immunizations

- Documentation of the following immunizations is required.
 - Covid-19 completed series: 2 doses of Moderna or Pfizer or 1 dose of Johnson & Johnson,
 - Hepatitis B: Series of 3 immunizations or positive titer
 - Measles, Mumps and Rubella (MMR): Series of 2 immunizations or positive titer
 - Varicella (Chicken Pox): Series of 2 immunizations or positive titer
 - Diphtheria/tetanus/Pertussis (Tdap): Booster within the past 10 years

- Seasonal Flu Vaccination: Required for rotations between November and April pending MetroHealth's announcement of the beginning and end of the official flu season

3) TB Test

- TB Test: PPD by Mantoux method, dated no more than 12 months prior to date of clinical experience is required. If the result is positive, a follow up chest x-ray result is required, and a letter of clearance must be provided by a physician.

4) N95 FIT Test

- MetroHealth has revised the N95 Fit testing protocol for students. Under the new protocol, we would like ALL students at MH to be fit tested.
- If you have been previously fit tested, please send proof of the type of N95 mask you were tested with so I can see if we have that in stock. If we do, you will not need to repeat the test. I
- If you have NOT been fit tested before, or if we do not stock the N95 mask that you were tested with, you will need to make an appointment to be fit tested - please call MH Employee Health at 216-778-5365.

ORIENTATION

There is no in-person orientation. There will be a recorded orientation you will have to watch and attest that you have completed and understand. You will need to complete a HIPAA Module and training on both Epic and confidentiality. There is also an in-person training for sharps that every student must complete – this is held at main campus on Mondays and Wednesdays at 8am. You will be contacted to schedule sharps training if you are required to attend the class. Once you have completed the sharps training, you will not need to complete it again, regardless of how many semesters you return to MetroHealth. 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

APNstudenteducation@metrohealth.org

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.

HIPAA Compliance and PHI

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 username or passwords. All students are required to sign The MetroHealth System HIPAA Form. You will also receive a PowerPoint presentation and a Confidentiality Acknowledgement Form via e-mail from the GME office prior to the start of your rotation. You will be required to complete and return as instructed by the GME office. PHI, in any form (paper or electronic), SHOULD NOT, under any circumstances, be removed from the hospital building. It should also NEVER be stored on a personal device or drive (e.g., phone, personal computer Drop Box, etc.). Additionally, photographs of films or images should never be to be sent electronically to your supervising provider using a personal phone or device (even if no patient identifiers are visible).

Information Security and Calling the Help Desk

You have been provided your own log on information for the network, EPIC and PACS (if needed). You should NEVER share this information with others. Additionally, you should NEVER use another person's user ID and password to access MetroHealth applications or resources. You are PROHIBITED to work or chart while logged in under another person's username and password (even if told it's ok to do so).

Should you have trouble signing on to the computers, contact IS at 216-957-3280 (x-73280). An employee must be available to confirm your identity or IS will not be able to assist you.

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 new Glick Center construction site) You should not park in any other lot. The fee for parking is the employee rate of \$2.50 per day and is payable by cash or check only. The Parking Office is located on the Ground floor of the Employee Garage on the corner of Scranton & MetroHealth Drive, across from the Sackett Lot. Their hours are 7:00 to 4:00 M-F.

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). The ID badge office is open from 8:00 am to 11:30 am and 1:00 pm to 3:30 pm, Monday through Friday. **E-mail Taylor Orvosh with your badge number once you have it.** 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. Your orientation email will contain instructions on obtaining your badge. *Please do not go to the badging or parking office until instructed to do so by the GME department.*

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. Money can be deposited on your ID badge to receive a discount in the Atrium Grille, Towers Café, Plaza Café and Old Brooklyn Café (hours and menus can be found on the MIV under Department → Food Services OR under the Quick Links section on the right side of the MIV home page) Please let the cashier know you want to add money to your ID badge at the time of check out (before you make your purchase!)

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).

Covid-19 Protocols

- **Prior to coming to the hospital campus perform a health self-assessment**
 - If you are feeling ill in any way, do not come to the hospital. Contact your school's student health center or your private health provider for assessment & possible testing. If you are experiencing significant symptoms, call 911 or go to an Emergency Department. *Since you are not a MH employee, you cannot be evaluated through MH Employee Health.*
 - You are **REQUIRED** to contact Taylor Orvosh in the GME office (216-778-8383 or torvosh@metrohealth.org) AND your school coordinator in the event of illness or positive COVID test. A letter from your student health department or private health provider will be required before you will be permitted to return to clinical duties in the event of a positive COVID test.
 - If you become ill or symptomatic while at the hospital, let your supervising faculty AND the GME office (Taylor Orvosh) immediately. For symptoms such as fever, cough without chest pain or shortness of breath, runny nose, congestion, or malaise, you will be asked to go home and contact your school's student health center or your primary care provider for further assessment and possible COVID testing. *Since you are not a MH employee, you cannot be evaluated through MH Employee Health.* If you feel very ill and have symptoms such as chest pain, shortness of breath or other significant symptoms, you should go to an emergency department.
- **The MetroHealth System is offering a voluntary registration system that allows students vaccinated against COVID-19 to receive a green No Mask (NM) sticker for their badge.**
 - Students with an NM stickers are not required to wear a mask outside patient care areas. However, out of an abundance of caution, you are encouraged to consider wearing one.
 - You must enter your vaccination information into the registry, if you would like a "NM" sticker, regardless of where you received the vaccine (and even if you received it at MetroHealth). You will need to complete the brief questionnaire at <https://redcap.link/metrovax> to be added to the vaccine registry. You must be on the MetroHealth Intranet/network for the link to work. You will need to enter the dates of your COVID vaccination(s) and the type of vaccine you received. Once you complete the registration, see the Employee Health Office on the 5th floor of the Towers to obtain your NM sticker.
 - All individuals must continue to mask using either surgical masks, KN-95 or N-95 masks in patient care areas (including common spaces in those areas). Examples of patient care areas include inpatient units, the radiology department, outpatient clinics, physical therapy suites, etc. *If you do not have the "NM" sticker and are seen not wearing a mask while on MetroHealth's property you will be reported to the GME office. Any employee can report you. The 1st violation will result in suspension from your clinical rotation for one week. The 2nd violation will result in permanent suspension from The MetroHealth System.*
- **Please follow your school's policy regarding caring for known or suspected COVID patients.**
 - You MAY participate in the care of patients with known or suspected COVID-19 on a VOLUNTARY basis (if you pass the N95 fit test). Follow departmental guidelines for obtaining

and using PPE. Students will not be coerced to participate in the direct care of these patients and refusal to participate will not affect the student's performance evaluations. All students will be encouraged to participate in discussions and educational programs related to patients with COVID-19.

- All clinicians are required to wear protective eyewear when evaluating patients (even if not a known or suspected COVID-19 patient). **Prescription eyeglasses do not meet this requirement. Inexpensive, plastic goggles that would be used in a chemistry lab would work, as would work goggles from a hardware store. These will not be provided by the hospital, so make sure you bring them with you each day.**

We have included a checklist to help you stay on track and ensure you get all your documents completed on time.

To be emailed to Taylor Orvosh when you complete your application:

- Letter of Good Standing
- Hep B
- MMR
- Varicella
- Tb Test or Chest X-Ray
- Fit Test
- Email Taylor Orvosh your first anticipated date onsite

To be completed and emailed to Taylor Orvosh after she emails you the information for completing the modules.

- Orientation Attestation
- HIPAA Attestation
- Epic Attestation
- Confidentiality Form
- Sharps Class