



## PRACTICUM 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 Department of Nursing Education and Professional Development at the MetroHealth System partners with affiliated Schools of Nursing to provide non-APRN practicum experiences for RN-BSN, MSN, DNP, and PhD students. Listed below is our current list of affiliations:

|                                 |                               |                            |
|---------------------------------|-------------------------------|----------------------------|
| Case Western Reserve University | Chamberlain School of Nursing | Cuyahoga Community College |
| Cleveland State University      | Kent State University         | Lakeland Community College |
| Lorain Community College        | Ohio University               | Walden University          |
| University of Akron             | University of Cincinnati      | Ursuline College           |
| Western Governors University    | The Ohio State University     | Notre Dame 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.* Contact the specific department and request to speak directly to the preceptor about a possible experience with them or email them. Include the number of hours and dates needed. The Nursing Education Department will contact your preceptor to confirm they have accepted you as their student.

### **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. Once your application is received, you will receive an email that your application is processing. The Nursing Education Department will verify the preceptor. Once your preceptor formally confirms they have accepted you, you will receive a confirmation email that you have been accepted for the semester. **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.

*Please do not go to the badging or parking office until instructed to do so by the education department.* For questions regarding the application process, please email the Nursing Education Department at [nursingclinicals@metrohealth.org](mailto:nursingclinicals@metrohealth.org)

## REQUIRED DOCUMENTATION & ONBOARDING

We require that the school you are attending send a letter/email with the following information:

- 1) Student is in good standing
- 2) Proof that you possess an unencumbered and current Registered Nurse license in the State of Ohio
- 3) Proof that you possess a current BLS certification
- 4) A valid and clear background check on file \*
- 5) A valid and clear urine drug screen\*
- 6) Immunizations: **Confirmation 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
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- 7) 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.
- 8) 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, but it is not *required*.

If you have NOT been fit tested before, or if we do not stock the N95 mask that you were tested with, you can make an appointment to be fit tested - please call MH Employee Health at 216-778-5365.

\*MetroHealth Employee's are exempt from asterisk points

## ORIENTATION

There is no in-person orientation.

## DRESS CODE

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 complete a Confidentiality Acknowledgment Form prior to the start of your rotation. 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 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 will be provided your own log on information for the network, EPIC (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

Once you have obtained your ID badge, you may purchase your parking. The Parking Office is located in the ED's entrance vestibule, behind the valet stand. Their hours are 8:00am to 4:30 M-F. If you purchase parking in advance, you will be given a discounted rate of \$7.86/week. (as of May 2023) The parking office will provide instructions on where you are permitted to park other than the Toomey lot. *\*You need to have your badge before you can purchase parking\** On your first day, you will need to park in the Apex visitor's lot and take the shuttle either to the ED Main Entrance or the Glick Center Entrance. Please plan ahead and arrive early. The NORTH VISITOR'S lot has been permanently closed.

## IDENTIFICATION BADGE

You are required to always wear a MetroHealth Student ID badge while at any of The MetroHealth System campuses. If you have a badge from a previous rotation, as long as the badge has a blue and white HID on the back in one of the corners you may reuse that badge – security will reactivate it. If your badge does not have that blue and white HID on it, it will not work with the new swiping system, and you will need to get a new one. Please enter through the emergency room entrance and follow the signs to the "C" elevators and take them to the 5th floor and proceed down the center hall. Metrohealth Public Safety Office is located in Room H505.

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. One of the following is required to obtain an ID badge:

- Valid Driver's License
- State Identification Card
- Valid Passport or Visa

Return your ID to the Metrohealth Public Safety Office when practicum is over

## 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 Glick Center Cafeteria, Starbucks 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).