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	Chamberlain
Kent State University	University of Akron	The Ohio State University	Walden
University of Cincinnati	Ohio University	Ursuline College	Northern Kentucky

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.

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 the APP Student Coordinator at 216-778-8499 or APPStudent@metrohealth.org. **The Life Flight clinical experience follows a different process – If interested in rotating with Life Flight please email the coordinator and they 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 using ACEMAPP. You can find our organization by going to ACEMAPP.com and searching for MetroHealth.
 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.

DEADLINE	SEMESTER	INCLUDED DATES
April 13th, 2026	Summer 2026	**Includes any time between May 18th and August 14th, 2026**
July 13th, 2026	Fall 2026	**Includes any time between August 17th and December 31st, 2026**
December 4th, 2026	Spring 2027	**Includes any time between January 1st and May 15th, 2027**
April 12th, 2027	Summer 2027	**Includes any time between May 17th and August 13th, 2027**
July 12th, 2027	Fall 2027	**Includes any time between August 16th and December 31st, 2027**
December 2nd, 2027	Spring 2028	**Includes any time between January 1st and May 15th, 2028**

Once your application is received, you will receive an e-mail that your application is in the pre-approval stage. 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 approved. These emails come from ACEMAPP. You are not confirmed as a student rotator until you receive the second email. Your onboarding is completed entirely in ACEMAPP.

 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 APPStudent@metrohealth.org (preferred contact method) or call 216-778-8499 (typical response in 3-4 business days).

REQUIRED DOCUMENTATION & ONBOARDING

We require that the following documents be uploaded in ACEMAPP.

1) **Various Documents**
   - Proof that you possess an unencumbered and current Registered Nurse license in the State of Ohio
   - Proof that you possess a current BLS certification
   - A valid and clear background check on file at the school (BCI/FBI within 1 year)
   - A valid and clear 10-panel urine drug screen within 1 year

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

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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, but it is not *required. This field is optional in ACEMAPP.*
- 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.

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 who will be in the OR or in the ED 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 on boarding or orientation, please e-mail APPStudent@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 after watching the HIPAA training video in ACEMAPP. You will also complete a Confidentiality Acknowledgment Form in ACEMAPP 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 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

Once you have obtained your ID badge, you may purchase your parking. (Please note the Toomey lot is no longer free to park in) 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.

IDENTIFICATION BADGE

You are required to wear a MetroHealth APRN Student ID badge at all times 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

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).

Covid-19 Protocols

Prior to coming to the hospital campus perform a health self-assessment

- o 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.*
- o You are <u>REQUIRED</u> to contact the MetroHealth APP Student Coordinator in the GME office (APPStudent@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.
- o If you become ill or symptomatic while at the hospital, let your supervising faculty AND the MetroHealth APP Student Coordinator know 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.

Please follow your school's policy regarding caring for known or suspected COVID patients.

- o 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.