



# St. Elizabeth Healthcare Allied Health Student Guidelines for a Practicum

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## Processing Students for a Practicum

St Elizabeth Organizational Development and Education wants to make your student encounters go as smoothly as possible. Therefore, we have summarized the steps for setting up students for their practicums.

### 1. Setting up a practicum

- a. Contact Organizational Development and Education to verify the school's contract status with St Elizabeth Healthcare before contacting the practicum area you are interested in.
- b. The contract must be signed and approved before initiation of the practicum. A separate contract must be obtained with St Elizabeth Physician (SEP). Please contact Jessica Cleek, 859-212-0004, 859-655-7244 [Jessica.Cleek@stelizabeth.com](mailto:Jessica.Cleek@stelizabeth.com) for contracts with SEP.
- c. For St Elizabeth Physician practicums, contact Jessica Cleek, for scheduling and onboarding processes.
- d. For St Elizabeth Healthcare practicums, contact the unit/area/office that you're interested in. Speak with the manager or appropriate contact person from the area, request the dates and times that are available.
- e. Once the practicum location has been set up, contact Organizational Development and Education via email [NSDC@stelizabeth.com](mailto:NSDC@stelizabeth.com) or (859) 655-1610 or 859-655-1887 to request the student orientation modules and the badge authorization form.

### 2. Badging Process, Modules, and Training

- a. Prior to attending a practicum, all students coming to the St Elizabeth facilities, must complete training annually (calendar year) on the information listed below.
- b. Onboarding modules and tests are revised annually (calendar year) and are available online at [www.tristatenrc.org](http://www.tristatenrc.org) under Student Center, then look for St. Elizabeth Healthcare for our hospital specific content. Students may read the modules online, but will need to print the tests, complete them and give them to the instructor or coordinator at the school for grading. The modules/forms can be sent to the schools upon request. Answer keys will be sent to the designated program coordinator at the school for grading. **All students and instructors must complete training on the following:**
  - i. HIPAA Privacy and Security (annually - SEH module **required**),
  - ii. Infection Ctrl BB TB AIDS (annually – SEH module optional, but student must have completed Bloodborne Pathogens, TB, and AIDS OSHA training through the school during this year to be exempt from this module) – please note, this is a combined Bloodborne Pathogens and TB module which had previously been separate modules.
  - iii. Identifying and Reporting Abuse Module (annually - SEH module **required**),
  - iv. General Hospital Safety Module (annually – SEH module **required**),
  - v. Patient Experience Module (annually – SEH module **required**),
  - vi. TB skin testing/assessment (annually),
  - vii. Up to date immunizations (verify annually),
  - viii. Criminal background check (one time in student career),
  - ix. Alaris Computer Based Module (one time only),
  - x. EPIC e-learning Modules or EPIC Class (one time only)

3. **St E employee students have most of the required modules on record in REACH LMS if already completed within this calendar year. Students can provide the school with a copy of the transcript from REACH LMS indicating completion of the required modules.**

**\*Note** - It is the school's responsibility to keep record of the above tests, immunizations etc. These do **not** need to be sent in to SEH. Completion of these requirements is to be recorded on the St Elizabeth Healthcare Facility Affiliation/Student Badge Authorization Form (Appendix A). : **This form can be accessed electronically at Tristatenrc.org>St. Elizabeth Healthcare> Badge Authorization Form [www.tristatenrc.org](http://www.tristatenrc.org)**

- a. List all students who have completed the requirements in the rows provided on the form, with each completed requirement column marked.  
Upon completion of the requirements indicated on the St Elizabeth Healthcare Facility Affiliation/Student Badge Authorization Form (Appendix A), the responsible faculty member must complete the form: **This form can be accessed electronically at Tristatenrc.org>St. Elizabeth Healthcare> Badge Authorization Form [www.tristatenrc.org](http://www.tristatenrc.org)**
- b. This form must be received ***no less than 10 working days prior*** to their first practicum day.
- c. The **Badge Authorization Form** must be completely filled out with program type, practicum location and campus, practicum SEH Contact (person the student will be doing their practicum with), day and shift, and dates the student will be in the facilities.
- d. If the St Elizabeth Healthcare Facility Affiliation/Student Badge Authorization Form is not filled out completely or accurately, the form will **not be accepted**, and **will be returned**. Please place “n/a” in the boxes marked EPIC and Alaris, only if your students will not be charting in EPIC or using an IV Alaris pump.
- e. Organizational Development and Education will contact the area specified on the Badge Authorization Form to verify that the student listed on the form has been placed for a practicum in that department.
- f. Students must wear their school picture ID badge while performing a practicum at SEH.
- g. **Students will not be admitted to their practicum without their school badge/ID.**
- h. **All students who are St. E. employees must have a school student badge, and EPIC access (if needed). Students may not use their employee ID, EPIC access, or any other employee codes when in the role of student.**

#### **4. Parking Decals & Parking Instructions**

- a. Prior to the first day of the practicum, the student must stop by **security** at any SEH facility to register their vehicles and obtain parking decals. They will need their license plate numbers to fill out the forms.
- b. Decals must be affixed to the windshield's lower left corner.
- c. Returning students who already have decals do not need to obtain another decal.
- d. All students, including weekend and evening students, **and employee students** are to park:
  - i. **Edgewood** - “Lot S”, adjacent to Gateway College on Thomas More Parkway. Students may **not** park in the garage or employee parking, or

they will receive a citation. See Appendix C for parking map for Edgewood.

- ii. **Florence** – students may **NOT** park in employee parking. Students should park in the last 5 rows of the Zone 1 overflow lot. If leaving the building (through the front) after 9pm, please exit using the Atrium Fire Exit. Evening/night shift students only may park in employee parking in the very back facing I75. See Appendix D for Florence parking map, outlining appropriate parking area.
- iii. **Ft Thomas, Covington, Grant, other facilities** - park in employee parking. Follow signs to employee parking.
- e. All students parking on SEH property must have parking decals. Students who are employees do not need to obtain a student parking decal if they have an employee decal. Security prefers group obtain cards ahead of time.
- f. Contact security with any questions or concerns. Call (859) 301-2270 for any problems or difficulties with parking.

## 5. Dress Code

- a. Student must follow the SEH dress code policy #HR-ER-05.
  - b. Students must wear school uniform, or in areas where professional or business casual dress is used, the student may wear professional attire as described in the dress code for that area. Students may wear lab jackets over the professional dress but must always be easily identified as a student.
  - c. Closed-toe shoes with no holes on the top are required in all patient care areas for all personnel. Sandals, flip flops, or crocs with holes may not be worn in patient care areas or non-patient care areas.
  - d. No hospital scrubs are allowed unless a student is performing the practicum in an area that requires scrubs, i.e. surgery.
  - e. Hair length or style, must in no way, interfere with care or present a hazard to the patient or associate.
  - f. Jewelry worn in conjunction with a visible body piercing is to be limited to the ears only (maximum of 3 earrings per ear). Otherwise, the expectation will be that the jewelry associated with a body piercing either be covered or removed while at work (e.g., no nose piercing jewelry, eye piercing jewelry, etc.). Gage earrings are not allowed.
  - g. Tattoos that are inappropriate as determined by St. Elizabeth Healthcare Management must be covered. It is preferred that all tattoos be covered when working in a patient care area and/or by individuals that have interactions with patients.
  - h. Clothing should be of sufficient weight so as not to be transparent and reveal undergarments. Clothing should be of appropriate size and fit, not too tight, revealing, or in poor taste.
  - i. No artificial nails allowed during patient care.
  - j. When students or instructors are attending classes or other non-clinical educational events at St Elizabeth, uniform or professional casual dress must be worn. For details please see the dress code policy.
6. Violations of dress code policy may result in the individual not being permitted to perform clinicals until the issue has been resolved.
7. Professional Behavior: Exhibits **professionalism in behaviors, attitudes, and actions** (punctual, in uniform, accountable for learning, positive attitude) SEH reserves the right to follow hospital policies for any undesirable unprofessional behavior.

## 8. Smoking

- a. Students must follow SEH smoking policy which does **not** allow smoking anywhere on the premises, even if in their personal car. See smoking policy.

## 9. Confidentiality

- a. Patient information and charts are confidential and should not be photocopied. Even with redacting or blackening out all PHI (Protected Health Information) copying is not permitted.
- b. Patient information may NOT be printed from EPIC. This is a HIPAA violation.
- c. At no time should a student remove copies of SEH patient documents or parts thereof from the premises.
- d. EPIC Production (live version) should **never** be accessed by a student from an offsite computer. This is considered breach of confidentiality, even if it is for obtaining patient assignments or for looking up patient information on a patient the student cared for or will be caring for at clinical.

## 10. Documentation/EPIC

- a. If the student will need access to the patient record during their practicum, they **must have their own access** to EPIC. Students who are employees may not use their employee access to get into EPIC but must obtain a student EPIC access.
- b. EPIC training and access request should be facilitated within the dept. where the student will be doing their practicum. The manager or student contact will complete the training with the student and submit a SARS request for a “student” EPIC access.
  - i. Once their EPIC access number is obtained, the student will login using their student access number and for the password Your initial password is xxxxWelcome where xxxx is the last 4 digits of the SS#.
  - ii. After your initial log in you will be asked to change your pass word.
  - iii. Put your Log IN # and password someplace you will remember it.
  - iv. If anyone has difficulty, call the help desk at 301-2541.

**Appendix A (St Elizabeth Healthcare Facility Affiliation/Student Badge Authorization Form pg5) This form can be accessed electronically at [Tristatenrc.org](http://Tristatenrc.org)>St. Elizabeth Healthcare> Badge Authorization Form [www.tristatenrc.org](http://www.tristatenrc.org)**

**Appendix B (Edgewood parking map pg6)**

**Appendix C (Florence parking map pg7)**



## St. Elizabeth Hospital Student Badge Authorization Form

College / University: \_\_\_\_\_  
 Practicum Location & Campus: \_\_\_\_\_  
 Practicum Day(s) of Week: \_\_\_\_\_  
 Practicum Start Date: \_\_\_\_\_

Program Type: \_\_\_\_\_  
 SEH Practicum Contact: \_\_\_\_\_  
 Practicum Shift: \_\_\_\_\_  
 Practicum End Date: \_\_\_\_\_

*Signature below* indicates that the following individuals have met the requirements as checked in the boxes beside their name, and the records are on file at the school. We understand that an individual may not begin their affiliation at SEH until all their requirements have been met. We understand that incomplete forms will be returned for completion. (dates not necessary, just an "X", indicating completed)

NAME (Please Print or Type)	Infection Control BB, TB, AIDS	HIPAA Privacy and Security (annually)	Identifying and Reporting Abuse module (annually)	General Hospital Safety module (annually)	Patient Experience module (annually)	TB skin test or assessment of positive TB skin test reactor (annually)	Up-to-date immunizations according to CDC Healthcare Personnel Vaccination Recommendations	Criminal Background Check	Alaris Computer Based Module (Nursing Students only)	EPIC e-learning modules or EPIC Class (any student needing access to patient charts)
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

School Representative completing form (SIGNATURE): \_\_\_\_\_  
 School Representative completing form (TYPE or PRINT): \_\_\_\_\_  
 School representative completing form (TITLE): \_\_\_\_\_  
 School representative phone number: \_\_\_\_\_  
 Date form completed: \_\_\_\_\_

Please return completed form to:

**Organizational Development & Education**

[NSDC@stelizabeth.com](mailto:NSDC@stelizabeth.com)

3861 Olympic Blvd.

Erlanger, KY 41018

Phone: (859) 655-1610 / (859) 655-1887

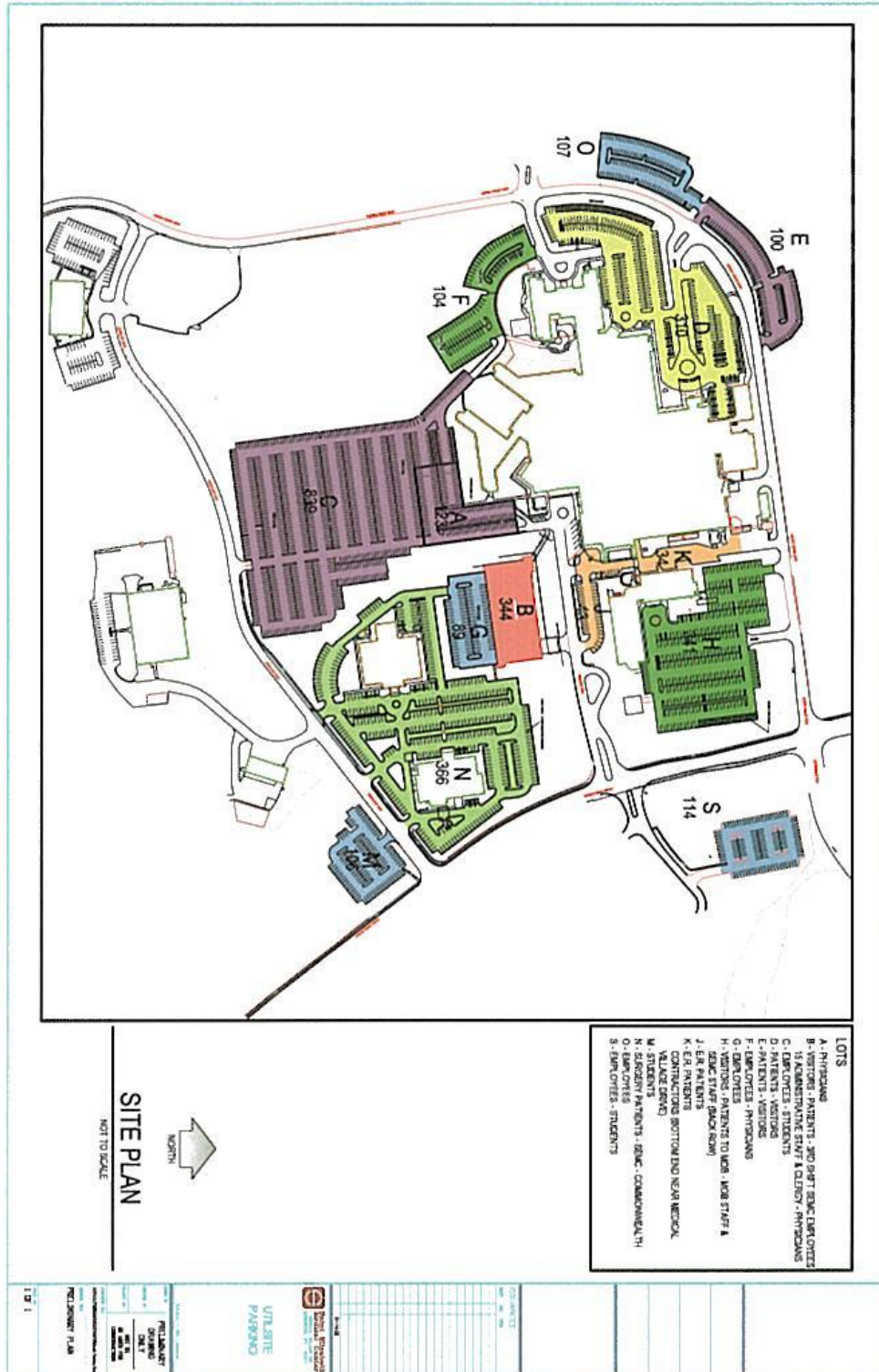
FAX: (859) 655-1618

Please do NOT change the formatting on this form. If your information will not fit, please change the font size. Please also use an additional page if there are more than 10 students. This form MUST be completed in it's entirety. Incomplete forms will not be processed. Thank you!

**Office Use ONLY**

Saved / Sent on: \_\_\_\_\_   
  Verified Practicum Contact on: \_\_\_\_\_   
  Preceptor / Instructor Agreement on File  
 Grid   
  HR Grid   
  Clinical Group / Role Transition – Grid   
  Misc. \_\_\_\_\_

# Edgewood Campus Parking Map





# Florence Campus Parking Map

