



# St Elizabeth Healthcare Allied Health Student Guidelines for a Practicum

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## Processing Students for a Practicum

St Elizabeth Organizational Development 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 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 via email [NDC@stelizabeth.com](mailto:NDC@stelizabeth.com) or (859) 655-4866 or 859-655-4798 to provide school clinical coordinator (CC) contact information in order for the CC to receive the Allied Health Student Guidelines with onboarding information, including student orientation modules and the Electronic placement authorization link.
- f. Qualtrics link for electronic Placement Authorization Form is [Placement Authorization](#) .

### 2. Placement 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 <https://workforce.healthcollab.org/students/clinical-placement-for-nursing-students/st-elizabeth-healthcare/>.
- c. 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. Obesity: Understanding, Awareness and Sensitivity (annually – SEH module **required**),

- vii. Therapeutic Crisis Intervention (annually – SEH module **required**),
  - viii. TB skin testing/assessment (annually),
  - ix. Up to date immunizations (verify annually),
  - x. Criminal background check (one time in student career),
  - xi. EPIC e-learning Modules or EPIC Class (one time only) **If needed for charting purposes.**
- d. **St E employee students have most of the required modules on record in HEALTHSTREAM LMS if already completed within this calendar year. Students can provide the school with a copy of the transcript from HEALTHSTREAM 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 into SEH. The schools are subject to random auditing of student records.

- e. **Completion of these requirements** (listed on previous page, under #2c), are to be recorded by the responsible school faculty member (not the student) on the St Elizabeth Healthcare Electronic Student Placement Authorization Form, located at <https://workforce.healthcollab.org/students/clinical-placement-for-nursing-students/st-elizabeth-healthcare/>, or from this link: **Placement Authorization** . This form must be received ***no less than 10 working days prior*** to their first practicum day.
- f. The **Placement Authorization Form** must be 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.
- g. If the St Elizabeth Healthcare Electronic Student Placement Authorization Form is not filled out completely or accurately, the form will **not be accepted, and will be returned.**
- h. Organizational Development will contact the area specified on the Electronic Placement Authorization Form to verify that the student listed on the form has been placed for a practicum in that department.
- i. Students must wear their school picture ID badge while performing a practicum at SEH.
- j. **Students will not be admitted to their practicum without their school badge/ID.**
- k. **All students who are St. E. employees must have a School student ID 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.**

### 3. 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.
  - i. Security offices at Covington, Dearborn, Edgewood, Florence, and Grant are in the ED lobby.
  - ii. The Security office at FTT is located across from the Gift Shop.
  - iii. If you are at an off-campus location (SETEC/Dolwick) you can get a Parking Sticker from Human Resources.
- 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. **For the safety of all associates, patients, and visitors, employee entrances at all locations have and/or will change from code entry to SEH badge entry. As students do not have a physical SEH badge, Ft. Thomas, Covington, and**

**Grant students will no longer park in employee parking, see specific parking instruction changes below.**

- e. 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. Shuttles run Monday-Friday from 6am to 6pm. **Take the shuttle to the visitor entrance/1A entrance (opens at 8am) next to the ED, and you can enter through the night entrance with your school ID badge.** If an instructor employee is already parked in employee parking for work, they do not need to move their car for clinical instructing. Students may not park in the garage or employee parking, or they will receive a citation. **Weekend, evening, or night shift**-students can park in main employee Lot C. See Appendix A for parking map of Edgewood.
  - ii. **Florence** – Students will park in either Associate parking lot along Turfway or Houston Road noted on the map and enter hospital through the 1A Patient/Visitor Main Entrance circled in yellow (opens at 6am). See **Appendix D** for Florence parking map.
  - iii. **Ft Thomas** - Students will park on the 3<sup>rd</sup> and 4<sup>th</sup> floor of the parking garage, take the elevator up and enter through the main entrance (opens at 6am). See **Appendix E** for Ft. Thomas parking map.
  - iv. **Dearborn** – students are to park on the 4<sup>th</sup> floor (top) of the parking garage. Take the elevator down to main entrance. See **Appendix F** for Dearborn parking map.
  - v. **Covington** – Students will park in the front lot which is closest to the main entrance (opens at 6am). See **Appendix G** for Covington parking map.
  - vi. **Grant** – Students will park in the farthest end of the ED lot which is closest to the main entrance (opens at 6am). See **Appendix H** for Grant parking map.
  - vii. **Other facilities** – Check with unit manager of clinical site to determine if a SEH badge is needed to enter clinical site on off hours if applicable. Follow signs to employee parking.
- f. 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 groups obtain cards ahead of time.
- g. Contact security with any questions or concerns. Call (859) 301-2270 for any problems or difficulties with parking.

#### **4. 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.). Small nose studs are acceptable. Gage earrings are not allowed.
  - g. Tattoos are permitted; however, tattoos that contain inappropriate language, inappropriate symbols, or symbols or phrases that may be offensive to any segment of our associate or patient population are not permitted. In these circumstances, the tattoos will be required to be covered. Facial tattoos are not permitted.
  - 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.
  - k. Violations of dress code policy may result in the individual not being permitted to perform clinicals until the issue has been resolved.
- 5. 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.
- 6. 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.
- 7. 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.
- 8. 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.**
  - c. **Any student may not obtain patient consents.**

**9. EPIC Access Requests**

**ALL Clinical Coordinators must send Electronic SARS request information (student name, date of birth, last 4 of SSN, phone number, email address, and home address) to SEH Allied Health Department managers or their designee, for EPIC access.**

- i. Once their EPIC access number is obtained, the student will login using their student access number and password.
- ii. Initial password is the students last 4 digits of the Social Security Number with the word Welc@me “W “is a capital letter. Example 9999Welc@me, with “Last4SSN” representing the last for digits of the user’s social security number. (Important to note, the “o” in Welcome is replaced with “@”)
- iii. After your initial log in you will be asked to change your password.
- iv. Put your Log IN # and password someplace you will remember it.
- v. If anyone has difficulty, call the help desk at 859-301-2541.

**Appendix A - Edgewood Campus Parking Map pg. 6**

**Appendix B - Florence Campus Parking Map pg. 7**

**Appendix C - Ft. Thomas Campus Parking Map pg. 8**

**Appendix D - Dearborn, Indiana Campus Parking Map pg. 9**

**Appendix E - Covington Campus Parking Map pg. 10**

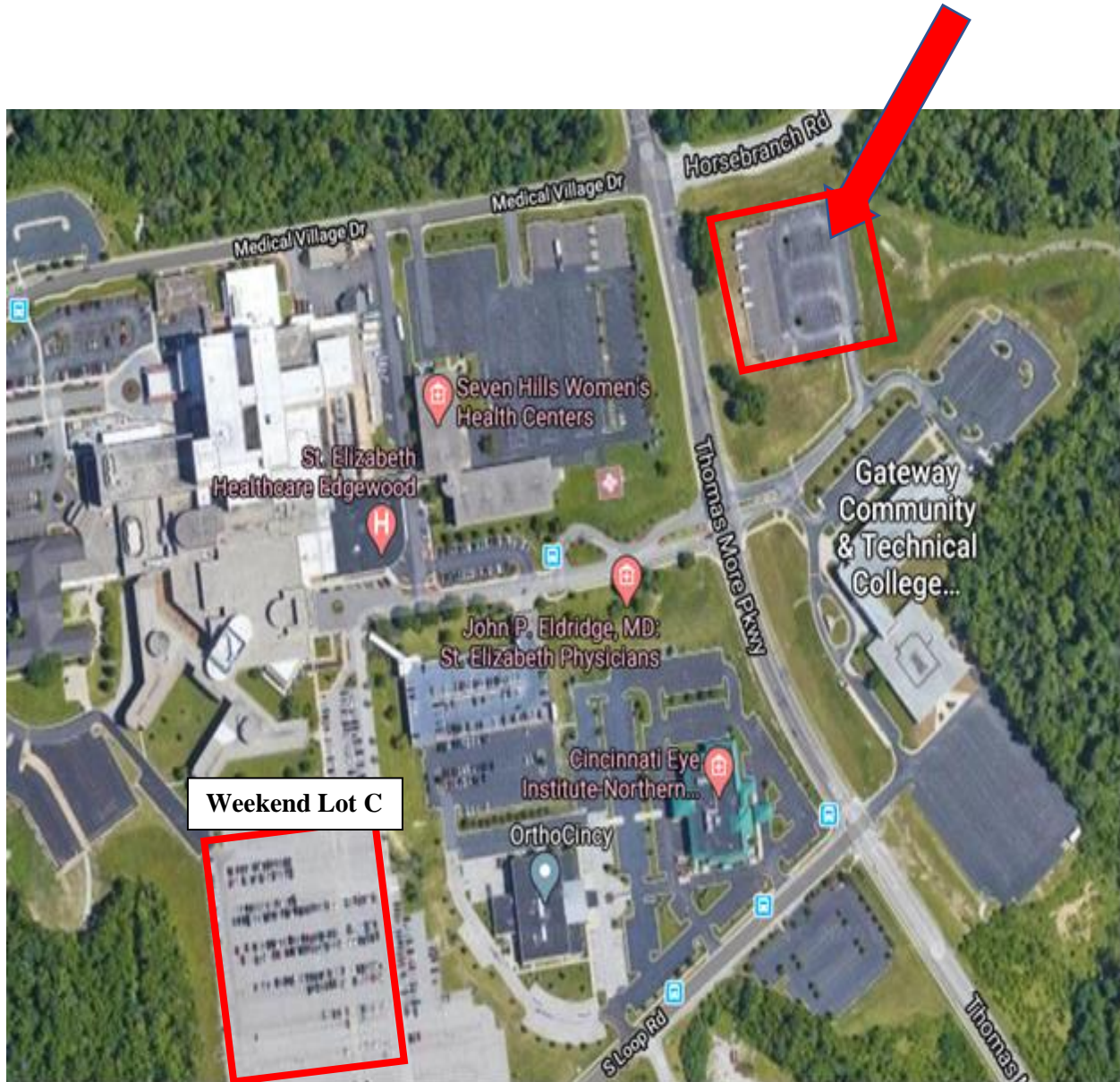
**Appendix F - Grant Campus Parking Map pg. 11**

# Appendix A

## Edgewood Campus Parking Map

(Park in Lot S, by Gateway Community College)

Park Here. LOT S Gateway College



**“Lot S”, adjacent to Gateway College on Thomas More Parkway. Shuttles run Monday-Friday from 6am to 6pm. Take the shuttle to the visitor entrance/1A entrance (opens at 8am) next to the ED, and you can enter through the night entrance with your school ID badge. If at EDG on nights, evenings, or the weekend, students can park in the main employee lot C.**



## Appendix B Florence Campus Parking Map (Student Parking)



Students will park in either associate parking lot along Turfway or Houston Road noted on the map and enter hospital through the 1A Patient/Visitor Main Entrance circled in yellow (opens at 6am).

# Appendix C

## Fort Thomas Campus Parking Map (Student Parking)



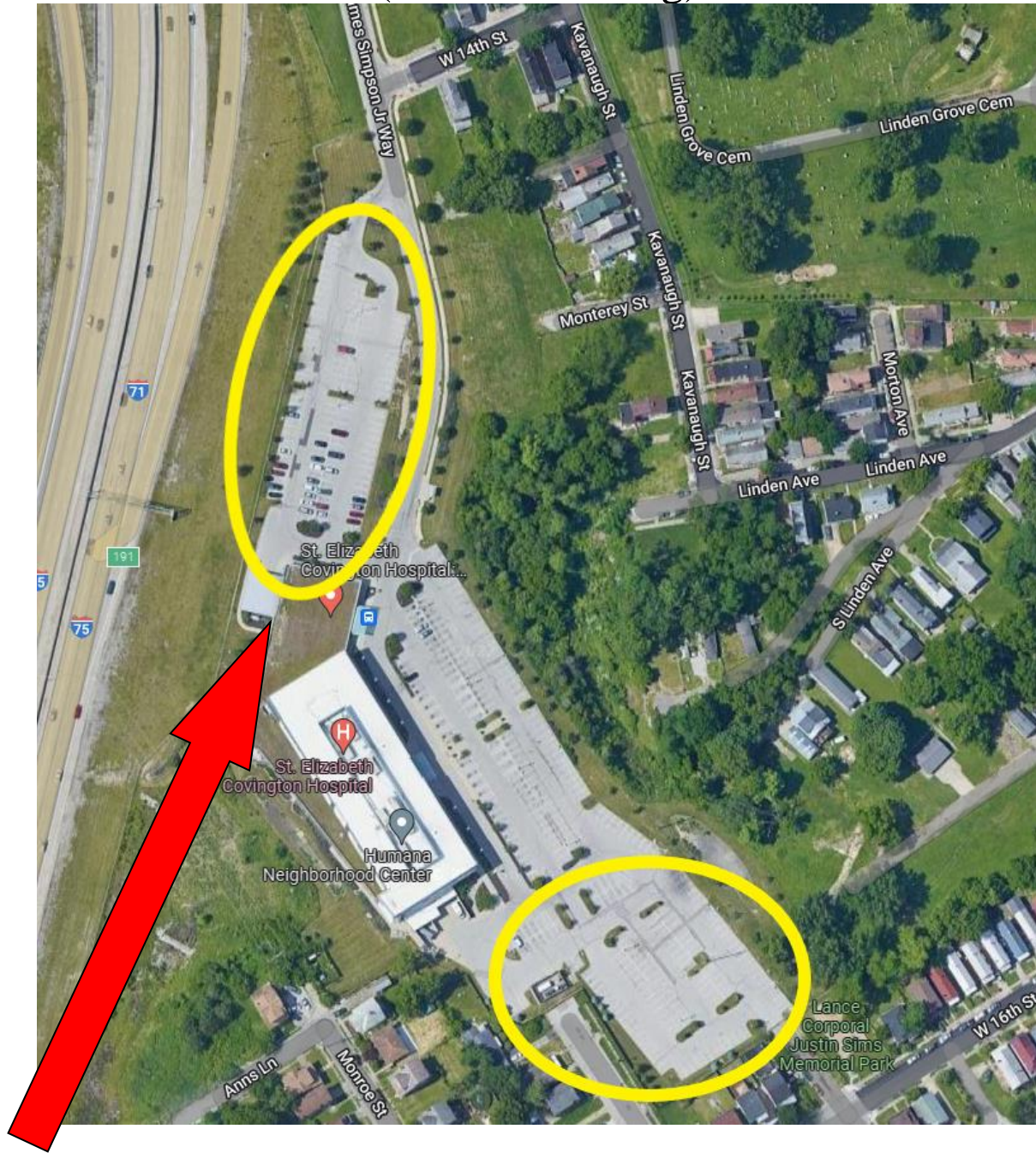
Students will park on the 3<sup>rd</sup> and 4<sup>th</sup> floor of the parking garage, take the elevator up and enter through the main entrance (opens at 6am).

# Appendix D

## DEARBORN INDIANA CAMPUS PARKING MAP



# Appendix E COVINGTON CAMPUS PARKING MAP (Student Parking)



Students will park in the front lot which is closest to the main entrance (opens at 6am).

# Appendix F

## GRANT CAMPUS PARKING MAP

### (Student Parking)



Students will park in the farthest end of the ED lot which is closest to the main entrance (opens at 6am).