



Fall 2023 – Nursing Student Clinical Rotations

PPSC Nursing Students,

1. Below you will find important information to assist in completing your compliance documents for clinical rotations. It is extremely important to understand what is essential to be cleared from our clinical partners and to adhere to their guidance and expectations. Some requirements can take additional time to complete so it's crucial to engage early. All students must be compliant by the due dates or risk being removed from their clinical rotation. Clinical rotations are a mandatory component of program advancement and completion.
2. **Immunizations and other important documents.**

Student must remain up to date with immunizations and other important requirements. The below list identifies vaccines, expiration dates and other documents needed for community partner approval. Students must keep track of expirations to ensure lapses do not occur prior to **Dec 10, 2023**. **This means students are not allowed to have any requirement expire during the semester.** If expirations occur during the semester, students must renew prior to established deadlines. Community partners will not permit students who are not current with these requirements.

 - a. TB Test: Annually
 - b. Tdap: Every 10 years
 - c. Hep B: 2 or 3 doses depending on vaccine; titer if there is no series documentation
 - d. MMR: 1 or 2 doses depending on indication; titer if there is no documentation
 - e. Varicella: 2 doses; titer if there is no documentation
 - f. Flu: Annually (Vaccine required between Aug and Oct 2023)
 - g. Completed COVID Vaccine series.
 1. Boosters are not required at this time.
 - h. BLS/CPR (**AHA Provider Level**): Every 2 years
 - i. Background Check: Upon acceptance into program (Must redo if readmitted into program)
 - j. Drug Test: Upon acceptance into program (Must redo if readmitted into program)
3. PPSC and clinical partners use different software to capture student information. Below identifies these systems and your responsibility within them. All documents for **BOTH BIMESTERS** must be completed by **June 23, 2023** or you will be removed from clinical rotations.
 - To help maintain data accuracy on important documents, students should be familiar with Castle Branch Medical Document Manager (CB MDM) and My Clinical Exchange (mCE). Castle Branch MDM is PPSC's electronic record management system. This is where students' clinical documents are maintained. mCE is the software hospitals use to

approve students in their facilities. It is the student's responsibility to ensure their data is always up to date in Castle Branch and mCE.

- a. Upload your immunizations and important documents into the following
 - i. **Castle Branch Student Account**
 - o Centralized location to store and retrieve information.
 - ii. **mCE**
 - o Receive hospital approval for clinical rotations every semester.
 - b. Upload any new or repeated vaccinations or training (**Ref Item 2 above**). Task items that do not have an upload feature must be reopened by Castle Branch. Contact their customer support team to initiate.
4. There will be minimum exceptions to the **June 23, 2023** deadline; students failing to comply with requirements outside of an extenuating emergency will be removed from their clinical rotation for the Fall 2023 semester. Students removed from clinicals will be required to meet with our retention coordinator for next steps. We strongly advise limiting travel two - three weeks before the beginning of the semester due to the volume of information that is required for clinical rotations.
 5. The majority of PPSC Nursing Faculty are not available between semesters and will not be required to respond to student emails. The nursing office staff has limited information related to student courses. We encourage routinely checking your PPSC student e-mail and D2L accounts during break for any program changes or information updates. Failure to do so will not excuse missed compliance requirements. Additionally, information on current courses within D2L "disappears" approximately two weeks after classes end so plan accordingly and promptly retrieve posted material.
 6. We look forward to our Fall 2023 Nursing Program Semester and assisting you in the next phase of your nursing education.

Christine Johnson

Christine Johnson, MBA

Clinical Coordinator EMS/Nursing Programs

3 Attachments

1. Nursing Program Courses
2. Clinical Site Information
3. EPIC Training

Attachment 1

For 1.1 Students that were enrolled in: NUR 1009/1012 Spring 2023

Your New Classes will be NUR 1006 & NUR 1050.

1. Centura Health information is provided in attachment 2.
2. UC Health instructions is provided in attachment 2.
3. **NUR 1050 Clinical Rotations:** Your clinical assignments will be posted in the Nursing Clinical Compliance D2L shell.
 - a. **Rotations include:** Children's hospital, CPCD (Head Start) **and** UC Health, or Centura (Penrose on Nevada or St Francis on Woodmen).
4. The clinical coordinator and community partners will only communicate through your student email, D2L and mCE. It is imperative students check these to obtain up to date information. Missed training or incomplete requirements will result in removal from clinical rotations.

For 1.2 Students that were enrolled in: NUR 1006/1050 Spring 2023

Your New Classes will be NUR 2006, NUR 2011 and NUR 2012

1. Students must pass their student dose calculation test prior to starting the 3rd semester of the program (See Student Handbook).
2. **NUR 2011 students: Clinical rotations will be at Colorado Mental Health Hospital Institute Pueblo (CMHHIP), Cedar Springs, or Peak View Behavioral Health**
 - a. Pueblo- CMHHIP, Information is located on the **D2L Nursing Clinical Compliance Shell** with information pertaining to the background process, Orientation date, and assignments. For CMHHIP Background process please make sure to bring your **unexpired** driver's license with you.
 - o Live Orientation for all CMHHIP students is mandatory.
Students will be notified by email when dates are firm.
 - b. Cedar Springs/Peak View: Computer based test must be completed prior to rotations.
 - o Cedar Springs requires students complete COVID attestation

3. **NUR 2006 students:**
 - a. Centura Health instructions are provided in attachment 2.
 - b. UC Health instructions are provided are provided in attachment 2.
4. The clinical coordinator and community partners will only communicate through your student email, D2L and mCE. It is imperative students check these to obtain up to date information. Missed training or incomplete requirements will result in not attending clinicals.

For 2.1 Students that were enrolled in: NUR 2006/2011/2012 Spring 2023

Your New Classes will be NUR 2016 & NUR 2030.

1. Centura Health information is provided in attachment 2.
2. UC Health instructions is provided in attachment 2.
3. Students will remain in the same clinical cohort throughout the semester and must ensure mCE is complete for both bimesters.
4. The clinical coordinator and community partners will only communicate through your student email, D2L and mCE. It is imperative students check these to obtain up to date information. Missed training or incomplete requirements will result in not attending clinicals.

Attachment 2

ALL STUDENTS CLINICAL SITE INFORMATION:

1. Student clinical assignments are provided in one of two methods: D2L or mCE. Students have one (1) week from clinical assignment posting to request a swap with another student. Interested students must submit the completed swap form to the clinical coordinator within 1 week of assignment posting. Afterwards, clinical assignments are firm and will not be changed except under extreme circumstances. These requests for changes must be initiated with the **Retention Coordinator** as soon possible after event or condition is known. Upon clinical assignment students will need to complete specific requirements for community partner compliance.

Compliance Information: Provided on mCE and D2L Nursing Clinical Compliance Shell.

2. Students have multiple tasks to accomplish before being allowed to provide patient care in community partner facilities. Partners who do not utilize mCE for approval will have tasks in D2L. Ensure you keep copies of all training certificate of completions and/or dates.

- a. Students attending Centura will need to upload their certificate of completion for Pyxis and Alaris pump training **NLT July 7, 2023**. Username and password are the same as your Centura EPIC training. (Even though these are Centura trainings, the information supports products seen in most clinical sites). Upload your completed training to Castle Branch MDM.
- b. UCHHealth, Centura and Children's Hospital (CHCO) all use **different versions of EPIC**, and each facility **requires their own training**. Usernames and passwords are specific to each facility so ensure you remember them between the community partners. Upload your completed training certificates to Castle Branch MDM.
 - o EPIC training username and password/4-digit pin for UCH and Centura will be provided by the Clinical Coordinator or hospital secure systems. Please see attachment 3 for specific training instructions.
 - o EPIC training and onboarding information for CHCO will be provided directly from CHCO. This is typically received 10 -15 days prior to your rotation so ensure you check your email to include your junk folder.

Centura Health Penrose/St. Francis Medical Center Information:

Penrose/St Francis uses mCE as their platform for compliance documents, communication and immunization records. Ensure you complete mCE compliance tab, document tab, and post exam tab.

Most Common Mistakes

Under Compliance Tab: Ensure you complete all 8 COVID tasks.

Under Documents Tab: Ensure all documents have a consented-on date (except a) and that you've uploaded your acknowledgement document to D and F.

Under Exam Tab: Complete post exam to gain hospital approval for rotation.

The clinical coordinator must request an account for you prior to you accessing mCE. Do not create your own account as the college has paid your fee. Instructions for completing mCE is located in D2L Nursing Clinical Compliance Shell ➡ [MyClinicalExchange](#).

Keep in mind that documents must be uploaded to your campus checklist versus hospital checklists.

Parking registration information must be completed and emailed to the address on the form. Refer to [D2L Nursing Clinical Compliance Shell](#) ➡ [Penrose and St Francis Parking Vehicle Registration Form](#) for additional information. Parking information for both Penrose and SFMC will also be located here.

UCHealth: Memorial Hospitals

UCHealth uses mCE as their platform for compliance documents, communication and immunization records. Ensure you complete mCE compliance tab and document tab.

Most Common Mistakes

Under Documents Tab: Ensure all documents have a consented on date and that you've uploaded your HIPAA acknowledgement statement.

The clinical coordinator must request an account for you prior to you accessing mCE. Do not create your own account as the college has paid your fee. Instructions for completing mCE is in D2L Nursing Clinical Compliance Shell ➡ [MyClinicalExchange](#).

Parking registration information is in mCE. All students must register their vehicle by using the QR code. Parking and shuttle information for Memorial Health North and Memorial Health Central is outlined in the document tab.

Children's Hospital of Colorado (CHCO)

CHCO uses mCE as their platform for compliance documents, communication and immunization records. Ensure you complete mCE **compliance tab and document tab**.

Most Common Mistakes

Under Documents Tab: Ensure you've uploaded your Onboarding information document.

The clinical coordinator must request an account for you prior to you accessing mCE. Do not create your own account as the college has paid your fee. Instructions for completing mCE is located in **D2L Nursing Clinical Compliance Shell** ➡ [MyClinicalExchange](#).

All information is sent directly from CHCO to students. Ensure you are checking your email to include your junk folder for communications.

Attachment 3

EPIC Training Instructions

UCH EPIC:

Students will receive communication from UCH when their EPIC Modules are loaded

Four-digit identifier is the last four of your SSN.

Navigating EPIC Training

1. Your Username and Password will be emailed by the Clinical Coordinator upon receipt from UCH. This typically takes a 3 to 4 weeks to receive once your name has been loaded into mCE.
 1. EPIC training access: Your Username will be used for your log on and password.
 2. You will be forced to change the password the first time you log into the network. The password is case sensitive; it needs to be entered exactly as shown. To log into a non-UCH domain computer, you will have to preface the user id with uch\
2. Remember if you have **gone longer than 6 months** you may be identified to **repeat this training**.
3. The training is accessed online and will take about 2 hours to complete.
4. If you have any difficulties accessing your Online Learn modules contact Epic_Training@uchealth.org or if you have problems with your login call The UCH IT Helpdesk Number at 719-365-6789
5. **Accessing Epic Training**
 1. **Non-UCHealth Employees**
 - i. Access training through: <http://uchealth.certpointsystems.com>
 2. **UCHealth Employees**
 - i. Access training through Lawson Employee Space <https://myhr.uchealth.org> Your User ID and Password are: **Your network ID and Password**
6. **In ULearn**
 1. Click **Learn** (located near the top right of the screen)
 2. Navigate to **Assignments**
 3. Click the **arrow** next to the curricula with "**Epic**" in the title
 4. Work through the courses by clicking **Launch Course**
 5. **Save the Epic-CON PROFICIENCY for last!**
 6. To complete the training assigned, the Epic Training Team recommends that you complete the modules in order.
7. *NOTE: If you fail the proficiency 3 times, you will need to email Epic_Training@uchealth.org and request a "Reset Proficiency".
8. After training you will be emailed your Username and a Onetime password that will need to be reset for your EPIC access at UC Health.

Students with an existing EPIC account needs to ensure they change their passwords every 90 days. We have the capability to reset your password at PPSC. Please ensure you email me to schedule an appointment.

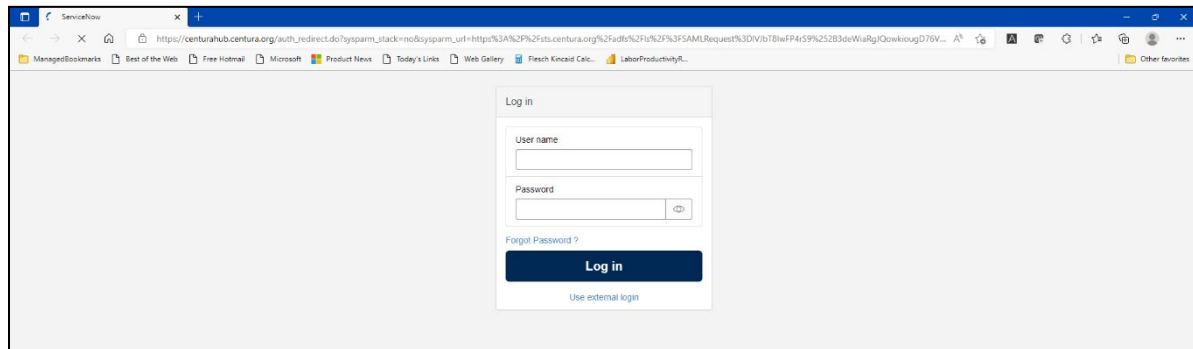
Centura EPIC

STUDENT INSTRUCTIONS FOR EPIC TRAINING

- Call Centura Health IT Service Center at 719-776-4200 to obtain password. They will confirm your ID/user name (your instructor was sent your user name and may have sent to you) and assist with password.
- Go to <https://centurahub.centura.org> and log-in using your ID and password
- Click the first tab at the top WORK TOOLS
- Choose the first drop-down option ACADEMY Non-Employee Self Training
- Choose **Click Here to Continue to Web-Based Training (Academy)**
- Complete the training modules (ClinDoc for Inpatient) or (ASAP for ED)
- Print a copy of the EUPA certificate and upload it on to My Clinical Exchange

Note: all of your required learning is on-line, no other classes are required.
Please see some additional screen shots below that may be helpful.

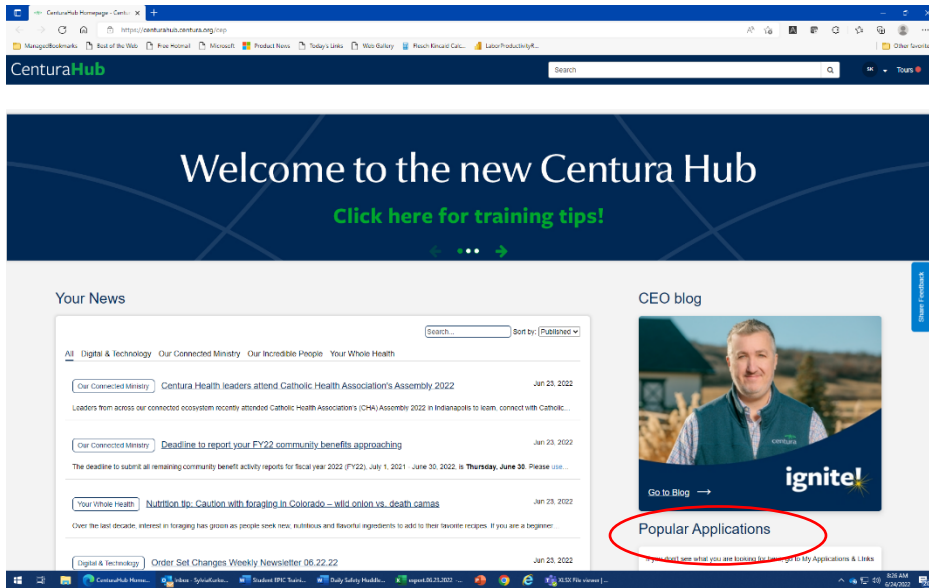
Log into Centura Hub with your current username and password



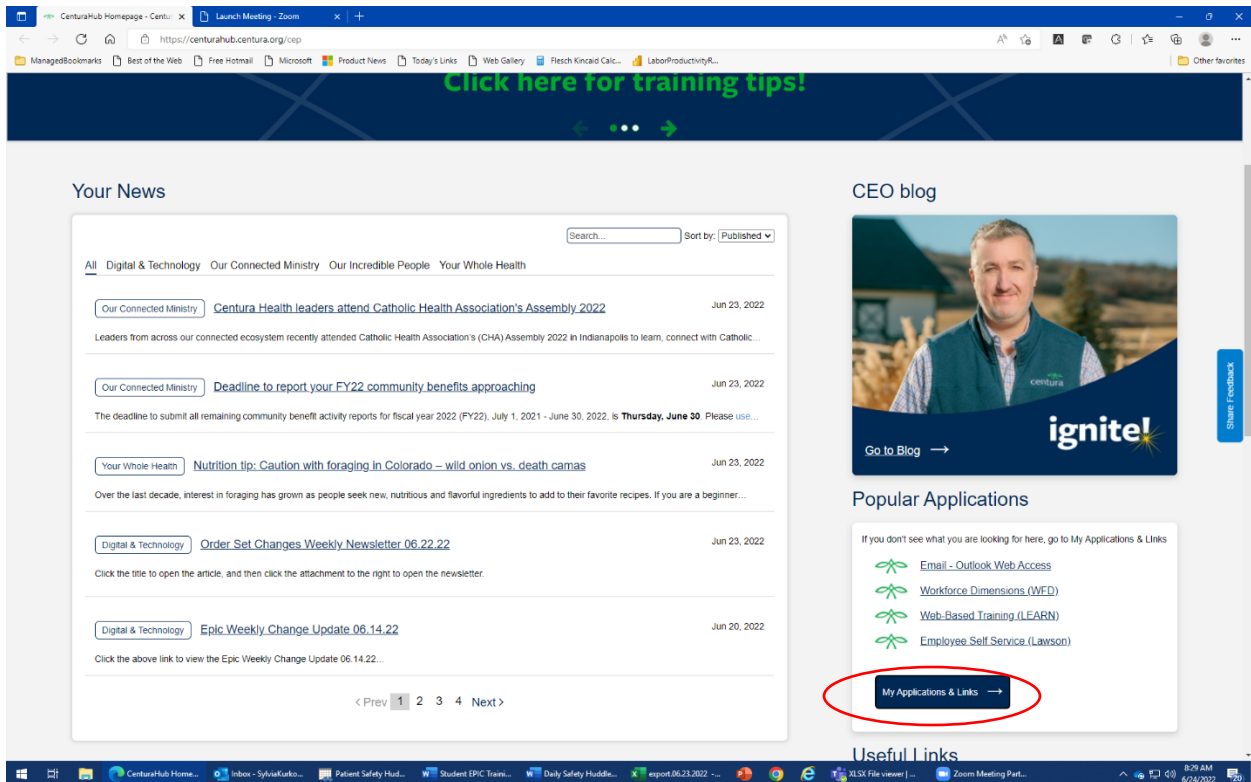
The screenshot displays a web browser window with a login form. The form is titled "Log in" and contains the following elements:

- A "User name" input field.
- A "Password" input field with a toggle icon for visibility.
- A "Forgot Password?" link.
- A dark blue "Log in" button.
- A "Use external login" link at the bottom of the form.

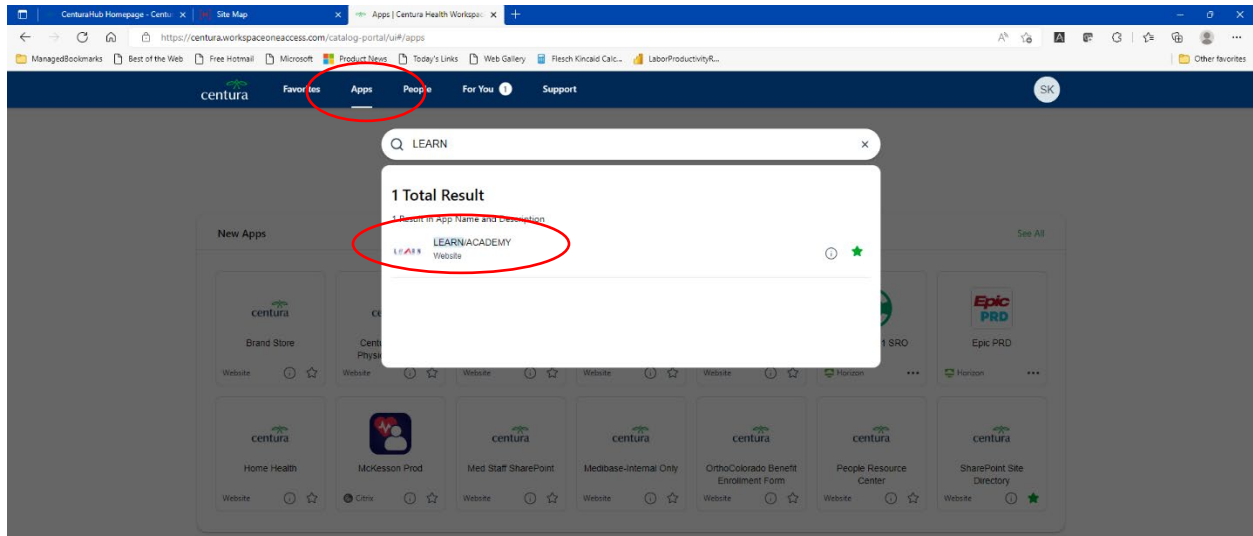
Scroll down to **Popular Applications**



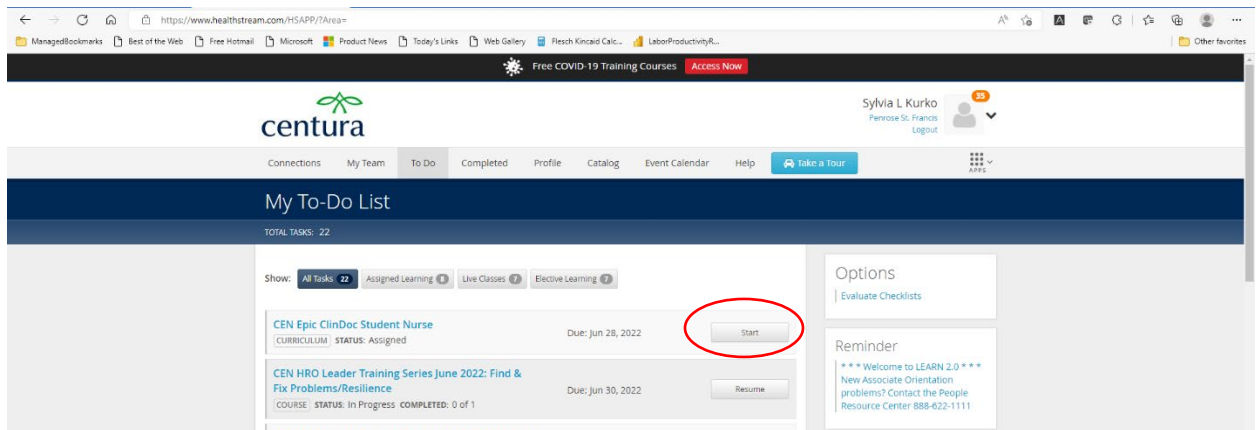
Select My Applications and Links



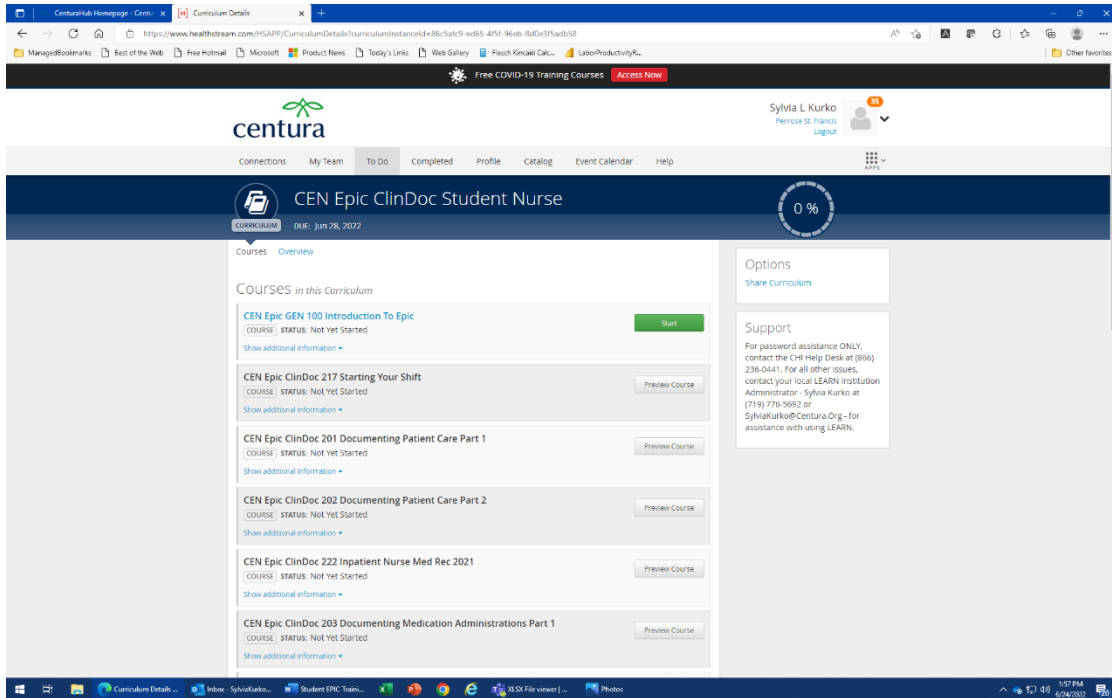
From Apps tab, search for LEARN or Academy and select or save as a Favorite



- 1) You will now be logged in to LEARN/Academy.
 - a) You will notice your name on top right hand side
 - b) The default view will be your **To Do List**
 - c) You will notice that the title of your required Epic Class has been displayed
 - d) All required Epic eLearning Classes will already be assigned to you



- e) Begin by clicking on “Start” to view your assigned eLearning classes. If you leave and come back to the task, you will see “Resume” instead of “Start”
- 2) Complete each module within the course. The final module is the EUPA (End User Proficiency Assessment)



Centura Pyxis and Alaris

You can begin this training at any time but must be completed and certificates turned in before deadline posted on D2L

Instructions for Pyxis and Alaris Training

Pyxis Tutorial (for *Qualifying* Nursing Students only)

- Go to <https://eim.carefusion.com/Account/Login?to=CU>
- Click on Sign up and complete the registration form.
 - Application should be Learning Compass
 - User type is Student
 - If your school isn't listed under institution, pick other and type in your school name.
 - Under basic information, enter 81004 as the zip code. This will give you the option of choosing St. Mary-Corwin.
 - For the drop down under position, pick student nurse.
 - Continue to complete registration by setting up a password.
 - You will receive a confirmation email to log in using your email and password.
- Log back in and make sure you see "BD Learning Compass" on the screen.
- Under Step1, choose Pyxis MedStation ES
- Under Step 2, choose version v1.6
- Under Step 3, choose Nurse/Clinician
- Under Step 4, choose MedStation ES v1.6: Essentials Profile/Non-Profile Modes
- Open curriculum
- Complete the three modules by watching the videos and completing the simulation.