The purpose of this meeting to update the school’s clinical coordinators and the person who is entering placement data into the web site, with Sharp’s up-to-date information and process.

STUDENT INFORMATION/REQUIREMENTS

FORMS:
The following forms are Sharp specific. They need to be submitted to the student affiliation office two weeks in advance of students starting.

1) Student Rotation Form GROUPS – used when instructor on site with students.
2) Student Rotation Form PRECEPTORSHIPS – used when no instructor on site.

NOTE:
 a) Do not include social security numbers.
 b) Do not include student phone #s or other personal information.
 c) Student name should be their proper name – insert nick name or ‘goes-by” name in brackets after their proper name.
 d) Consortium number must be on every form for GROUPS and for every PRECEPTORSHIP.
 e) Instructor email address is required and should be email provided by the school and not a home address. Student account codes go this address.
 f) Forms may be faxed (858 499-5237 use cover sheet): form needs to be signed.
 g) Alternatively, information may be scanned/ emailed to claudia.bock@sharp.com

STUDENT DOCUMENTS:
The follow paperwork is required to be TURNED in or be ON FILE in the student affiliation office before starting rotation: Documents are subject to audit up to three years from the students last rotation.

1) Confidentiality and Non-Disclosure form.
2) Certificate of Understanding form (current version) – check web site.

NOTE:
 a) Confidentiality and Non-disclosure form only needs to be signed and turned in once as long as the student is enrolled.
 b) Certificate of Understanding – is an annual requirement.
    New requirement: will have 30 day window beyond expiration date to get updated.

3) Student Compliance Answer Sheet: Graded and signed by the clinical instructor
4) Cerner Certificate of Completion (if and when applicable for the clinical assignment)
5) Bar-Coding Certificate of Completion (if and when applicable for the clinical assignment)
STUDENT – BACKGROUND CHECK and DRUG SCREENING:
A background check and drug screening are a requirement for placement and must be successfully completed before starting rotation.

1) Preference is to utilize American Data Bank. If using alternative, contact Student Affiliation office.
2) Background check good as long as student enrolled in program.
3) If student leaves program for 6 months or longer – needs to redo.

NOTE:
   a) Name on Student Rotation form should coincide with the name used for the background check/drug screening.

STUDENTS WHO ARE ALSO SHARP EMPLOYEES:
Students who are Sharp employees must complete the same student requirements as non-employee students.

NOTE:
   a) For paperwork – will accept a copy of their Sharp transcript showing compliance or student paperwork.
   b) For background check/drug screening – now must do as a student requirement.
   c) Students may not participate in a clinical rotation on the same unit on which they work.

CONSORTIUM WEB SITE/ENTERING DATA

CONSORTIUM NUMBERS:
Every placement request must have a consortium number assigned to it. Preceptorships require one number for each placement requested.

NOTE:
   a) In the Sharp system, the consortium # follows the placement through our system to include requests for charting and/or pyxis(meds).
   b) Placements must be “approved-official” in the database to use it. If still pending, contact Student Affiliation Office before assigning a group or preceptorship students to the placement.
   c) Instructors and clinical coordinators need to know the consortium # that pertains to the placement(s) they are working with. All communications – email, fax, phone message – should include the consortium#.

REQ TYPE:
When entering request into web site, there are two choices: Primary and Preceptorship.

NOTE:
   a) Primary – use when request is for a group of students on site WITH INSTRUCTOR.
   b) Preceptorship – use when request is for student(s) on site WITHOUT AN INSTRUCTOR.
**REF #:**
This field can be used to tie in multiple placements so when a search is done on a particular #, all the requests related to that one come up.

**NOTE:**
  a) If using this field to tie in multiple placements, make sure the field contains all the pertinent consortium #’s for each request.

**SCH-CL AREA:**
Each area requested must have its own designation. You cannot substitute another area/unit.

**NOTE:**
  a) PRIMARY requests should never have ‘preceptorship’ as a designated unit/area choice.
  b) PRECEPTORSHIPS – areas for preceptorship should ALWAYS begin with “preceptorship and follow with an area. Example: Preceptorship-MICU; Preceptorship-M/S; Preceptorship-Rehab Nsg.
  a) If area requested does not appear on the drop down menu, contact Student Affiliation Office.

**# of STDTS: (# of Students):**
The number in this field should ALWAYS be the total number of students that will be on site for the rotation. Do not back out numbers for floating. Float units will be assigned based on this number.

**NOTE:**
  a) Use the comment section to denote the float areas you would like.
  b) SEE “FLOATS” for further details.

**# FLT:**
DO NOT enter anything in this field. Float assignments are made based on float units availability to accept students and according to other Sharp specific criteria. Float assignments will be sent to the schools and sites prior to each semester starting.

**NOTE:**
  a) Your placement approval will denote how many students are approved. This information will be used to determine the number of students that need to float off unit.

**DAYS:**
Each day requested should be for the same students. If two or more days are entered in this field, the same students must be there each day.

**NOTE:**
  a) When request is for multiple days and different students will be assigned to each day – need to make each day it’s own request with it’s own consortium #. Can tie requests together using External Ref field.

**SHIFT:**
Enter the shift based on when the students will be on the unit.
START and END dates:
Dates drive several things in our system and need to be accurate. The START DATE should ALWAYS be the first clinical day on site. The END DATE should always be the final clinical day.

NOTE:
   a) Sites expect students based on the approved START date that school provided. Some units plan a welcome and orientation that need to coincide with the students coming.
   b) Student accounts for charting are requested using the Start and End date. When inaccurate, the student’s account may not start the same time they do or ends too early. This disrupts the unit, the student, and requires support services to be involved to re-activate or recreate the account so the student can finish up.
   c) Requests should be specific to the time period you need. If your request is only for a certain number of weeks, ask for those weeks and not the whole semester.

#Wks/Grp (# of weeks per group):
This field impacts Sharp reports. Must be accurate and reflect exactly what is being done. This field can be used for both placement types: Groups and Preceptorships.

NOTE:
   a) When used for GROUPS – it denotes the number of weeks a single group will be on site or if multiple groups how many weeks each group will do.
   b) When used for PRECEPTORSHIP – it denotes the number of week required for the preceptorship(individual student).

#Grps (# of Groups)
This field impacts Sharp reports. Must be accurate and reflect exactly what is being done. This field can be used for both placement types: Groups and Preceptorships.

NOTE:
   a) When used for GROUPS denotes how many groups of students will rotate in the placement period.
   b) When used for PRECEPTORSHIPS denotes how many students will rotate in the placement period.

TYPE OF STUDENT:
Use the drop down box choice to pick the match for your students. If not there, contact Ann Burgess to add.

LEVEL
Use the drop down box choice to pick the match for your students. If not there, contact Ann Burgess to add.

FOCUS:
Try to be concise with the information noted in this field.

COURSE #
Should be entered consistently so placements can be sorted by course #.

INSTRUCTOR:
The name in this field should be the instructor who will be on site with the students – not the clinical coordinator.
COMMENTS:
This field should be used to support information that is covered in an existing field and not for requesting something that has a field designated for it. (Exception is float field).

NOTE:
  a) Keep note as concise as possible.
  b) Use to expand criteria for preceptorships to include: # of hours required, level of preceptor needed and if at bedside.
  c) Use to indicate what float units desired.

NURSING STUDENTS AT SHARP REES-STEALY MEDICAL GROUP

The system for requesting clinical placements at Sharp Rees-Stealy Medical Group (SRSMG) has broken down and requests are being denied when they should be approved causing frustration for everyone. In order to avoid this in the future please adhere to the following regulations:

Please do not contact the SRSMG Physicians, Nurse Practitioners or Physician Assistants individually to arrange clinical rotations.

REQUESTING PLACEMENT PROCESS:
1) All requests must go through the Consortium Process and be assigned a number.
2) Claudia Bock, Student Coordinator for Sharp HealthCare will forward the requests for placement at SRSMG to Bernadette Quinn.
3) Bernadette Quinn will notify the respective site NPs and/or Physicians of your request(s). If you are requesting a specific preceptor please include the name in the COMMENT section of the request.
4) Once a response has been received, Claudia Bock will be notified so it can be posted to the web site.
5) Should you wish to request a review of a denial please contact Bernadette Quinn – Bernadette.quinn@sharp.com or 619-446-1602.

Claudia Bock can be reached at Claudia.Bock@sharp.com or 858-499-5366.

INSTRUCTOR INFORMATION

Instructors are required to have specific things in place before being on site teaching. Barbara DeFulvio is the Sharp system contact who oversees the instructor’s requirements and orientation. She can be reached by phone:  858 499-5244 or by email :  Barbara.defulvio@sharp.com

NOTE:
  a) Instructors who are Sharp employees cannot teach on the unit they work.
  b) Substitute instructors must meet the same requirements before teaching.
  c) Background check & drug screen must be done for each school.
  d) Please refer instructor to the faculty web site for Orientation Requirement information