

ONBOARDING INSTRUCTIONS FOR SCHOOLS

FOR BOTH BERKELEY & JEFFERSON MEDICAL CENTERS: Please submit all referenced materials to the BMC/JMC Student Affiliation Coordinator, Allison Flynn. You may direct any questions or concerns to her email at allison.flynn@wvumedicine.org or call the Education office at (304) 264-1383. **IMPORTANT NOTE:** This orientation is **not applicable** to MD, DO, PA, or NP students/instructors; please contact Student Services of the WVU School of Medicine Eastern Division for more information.

STEP 1: Student Experience Request

Requests for on-site experiences (unless otherwise arranged) should be submitted per these guidelines:

1. For **rotations, observations, and/or capstone experiences ONLY (i.e. local programs sending groups of students)**: submit a [Clinical Request Form](#) for *each* unit/department being requested *each* semester (available on website). The following deadlines are for priority scheduling and coordination with other school requests. *After this time, requests will be reviewed in the order received.* No request is guaranteed; approval must be received by the school prior to sending students.
 - a. **Fall Semester:** priority submission between March 15th and April 15th
 - b. **Spring Semester:** priority submission between October 15th and November 15th
 - c. **Summer Semester:** requests reviewed in order received
2. **All other internship, externship, and practicum placements (including non-NP graduate nursing programs)** are the responsibility of the student and/or school to obtain. However, communicate all arrangements to the BMC/JMC Student Affiliation Coordinator for proper onboarding to take place.

STEP 2: Affiliation Agreement

Prior to any student coming on-site, an executed affiliation agreement must exist between WVU Medicine BMC/JMC and **the particular program** with which the student is enrolled at his/her school. It cannot expire prior to the end of the scheduled experience. *Please get this underway as far in advance as possible; this process can take months.* Please obtain this prior to having you students complete other onboarding, as those items can be costly. Any questions can be directed to the BMC/JMC Student Affiliation Coordinator.

STEP 3: Certificate of Liability Insurance

Part II, Section 1 of our affiliation agreement states that the school carries and maintains **liability** insurance throughout the term of the agreement of a specific amount (see AA). A Certificate of Insurance (COI) should be sent within 60 days of execution of the agreement. A copy of the school's COI can be sent to the BMC/JMC Student Affiliation Coordinator.

STEP 4: WV CARES Fingerprinting (Behavioral Health Rotations Only)

The state of WV is requiring fingerprints for students and instructors who will be on a behavioral health rotation. Any student who will be on a behavioral health rotation more than 3 days, must have WV fingerprints complete so they are compliant with the WV CARES. This is for all providers of behavioral health outpatient services and their staff that have direct contact with Medicaid members or the Medicaid members' treatment information.

- ❖ The only exemption would be if it the rotation was between 1-3 days and the student/instructor are never to be left alone with a patient or patient information.

Each school will need to set up an administrative account with WV Cares. Contact WV CARES by phone at 304-558-2018 or email at WVCARES@wv.gov to set up the account.

- If emailing WV CARES to set up an administrative account, put in the email subject line: Set Up Administration Account.
- In the body of the email include the provider's full name. (i.e. program's name and individual who will be the administrator).
- This email will generate a return email from WV CARES that will provide directions for the WV CARES system online training. Only the individual listed on the administrative account is responsible for completing the online training.

The administrator on the account will need to complete WV CARES online training.

The administrator will enter the names of individuals who require fingerprinting in the WV CARES system. After WV CARES does pre-screening, the administrator will coordinate getting the individual scheduled for fingerprinting at the Identigo site. The administrator will have access to the registry showing individuals who have fingerprinting completed.

STEP 4: Online Orientation

Prior to scheduling students, please direct students AND instructors coming on-site to visit our website at <http://www.wvmedicine.org/berkeley/programs/students>. They are required to read through the pages that correspond to their role and follow the step-by-step guides listed for onboarding and orientation. As the sending institution, please read through these guides so that you are familiar with the process.

STEP 5: Submission of Documentation

The following documentation must be sent to the BMC/JMC Student Affiliation Coordinator **PRIOR** to students or instructors coming on-site. **All forms are linked from the website in the appropriate locations by role and must be completed PRIOR to scheduled experience:**

1. Clinical Readiness Form (signed by **school** verifying listed students/instructors have met all requirements prior to coming on-site *each semester*)
2. Completion of onboarding modules via Workday Learning Management System
3. IDENTIFICATION BADGE AND SECURITY ACCESS APPLICATION- Completed for site instructors.
4. Contingent Worker Spreadsheet- submit at least 4 weeks prior to this training/semester start. Prior to submission, verify that you have filled in all blanks; if information is incomplete or inaccurate, this could delay or prevent access being granted.
5. **EHR/EPIC ACCESS:** EPIC is our electronic health record (EHR) and charting system.

- Access is only granted to select individual students and instructors
- Training is required for Nursing, all other disciplines will have in department training.
- EPIC access will be deactivated upon the stated graduation/end date, **so please notify us if this date changes or if the status changes (e.g. graduation date change/termination).**
- **GLUCOMETER/POCT ACCESS:**
 - Glucometer/POCT access is not granted to students but can be granted to instructors
 - If an instructor wishes to have glucometer access, he/she must complete an education module/pre-test prior to attending hands-on training (limited dates available)
 - Please contact the BMC/JMC Student Affiliation Coordinator for more information

STEP 6: ID Badge Distribution

For instructors ONLY (employed by school):

1. At least one week before rotation start, instructors should have all documentation (including ID Badge form) submitted to the BMC/JMC Student Affiliation Coordinator and indicate need for instructor photo badge if not issued previously.
2. Once approved to do so, the instructor will pick up the ID badge at the WVU Medicine BMC/JMC Corporate Center Control Center located at 121 Administrative Drive in Martinsburg. Doors open at 7 AM. Parking is available in the front of the building for quick access. When entering the building from the front main entrance (double doors), proceed down the hall to the first door on the right labeled “Security.”
3. So long as security is in receipt of his/her approved ID Badge form, the instructor will be issued a photo ID badge, which will provide access to areas for that rotation.
4. However, it will only be activated for the remainder of the semester’s rotation and can only be reactivated with a new ID Badge form each semester.
5. If school employment ceases, the instructor must return badge to security office.

For students from the programs listed below ONLY: Due to volume of students, an instructor or designee employed by each of the school programs listed below should be in possession of student ID badges. This list is subject to change based on volume. If your program is in need of badges, please reach out to the BMC/JMC Student Affiliation Coordinator; however, it is the responsibility of each of these programs to distribute and recollect student ID badges as necessary each semester. A nominal fee may be assessed for all sought-after replacement badges. These badges will not have access to any areas but are simply for identification.

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| 1. <u>Shepherd University:</u> BSN only | 5. <u>Laurel Ridge CC:</u> Surgical-Tech, RN, LPN |
| 2. <u>Blue Ridge CTC:</u> RN, EMS, Phleb., PTA , MA | 6. <u>Shenandoah University:</u> RN |
| 3. <u>James Rumsey:</u> LPN, Surg-Tech, Therapeutic Services | 7. <u>Valley College-</u> RN |
| 4. <u>Hagerstown CC:</u> LPN, RN, Rad Tech | 8. <u>WV Junior College-</u> RN |

For all OTHER students:

1. At least two weeks before the rotation start date, all student requirements and documentation (including ID Badge form and Clinical Readiness) must be submitted for approval.
2. Once approved to do so (on first clinical day), student should follow these procedures:

- **BMC:** Stop by security desk in main lobby and pick up a non-access, generic HEALTH STUDENT badge (with no school listed). Return badge at the conclusion of the clinical experience.
- **JMC:** Stop by switchboard on main floor and ask for student badge. You will be asked to exchange your car keys or driver's license in exchange for badge; be sure to re-exchange the issued badge for this item at the conclusion of each day.

NOTE: Some individual preceptors or areas may have their own student badges that they will issue to students. If this is the case, they will not need to obtain an additional security badge.

STEP 7: Unit-Specific Orientation for Instructors

Prior to bringing students on-site, instructors (who will be present) are required to attend a brief orientation with a unit/department designee **PRIOR to their first clinical day**. This will involve an arranged in-person meeting, during which the instructor will be oriented to the unit/department according to a standardized checklist (available on website). Please request contact information for this individual from the BMC/JMC Student Affiliation Coordinator, as the instructor is responsible for scheduling the orientation. If he/she has brought students to this specific unit/location within the last year, the instructor is not required to attend; however, please clarify this prior to scheduled arrival. A checklist (available online) must be completed and returned to the BMC/JMC Student Affiliation Coordinator.

STEP 8: Email Confirmation

An email confirmation specifying clearance to start must be received by the school prior to sending any students or instructors **each semester** (even if student and/or instructor was on-site during previous semester). If a student or instructor is found not to be in compliance, he/she will be asked to leave the premises until all requirements are met.