

WVU Health System (WVUHS) Clinical Requirements & Onboarding Instructions for Students & Faculty

Contract CW Request Form

Student	Faculty	School Clinical Coordinator
• New Students- All new students need to have profiles created in Workday. This process allows for modules to be assigned and EPIC accounts to be created. This will be done via the <i>Contract CW Request Form</i> found on WVUM Thomas Hospitals website and emailed to THOMClinicalStudents@wvumedicine.org once filled out. • Returning Students- Do not need to be added to a CW flowsheet, but clinical groups/student names need to be sent to THOMClinicalStudents@wvumedicine.org so, modules can be assigned. If you have students who are repeating, we need new graduation dates.	• New Faculty- All new school faculty acting as clinical instructors need to have profiles created in Workday. This process allows for modules to be assigned and EPIC accounts to be created. This will be done via the <i>Contract CW Request Form</i> found on WVUM Thomas Hospitals website and emailed to THOMClinicalStudents@wvumedicine.org once filled out. • Returning Faculty- Do not need to be added to CW flowsheet, but a list of returning faculty members need to be sent to THOMClinicalStudents@wvumedicine.org so modules can be assigned.	• All Students and school faculty acting as clinical instructors must have profiles created in Workday to ensure monitoring of compliance. • This needs to occur even if the student or faculty member is a current WVUHS employee. • This will be done via the <i>Contract CW Request Form</i> found on WVUM Thomas Hospitals website and emailed to: THOMClinicalStudents@wvumedicine.org once filled out. • It is <u>essential</u> that you ensure names, DOB, address, emails and all other information are correct on the form submitted, or it will create significant account and log-in information. • You will need to submit returning students and faculty names annually to ensure they have active Workday and EPIC accounts. Submit to: THOMClinicalStudents@wvumedicine.org.

EPIC log-in

Student	Faculty	School Clinical Coordinator
• Will need EPIC training as a student (employee training does not count) • Will receive an email with instructions to claim their accounts. Log-ins will	• Will need EPIC training if they have never had it or it has been longer than 1 year since they have used it.	• It is the school's responsibility to ensure that all students and faculty receive EPIC training prior to accessing EPIC or documenting.

work for all platforms at WVUHS (EPIC, Workday, etc) • Must complete EPIC Training prior to EPIC access and documentation. • Cannot use their employee log-in for student access. Must choose the appropriate job role at the time of log-in. • Need to retain their EPIC log-in and password information. • EPIC Training for Students is done via the online module and is built into the learning campaigns that automatically send assignments when they are contracted. • Need to verify that they have correct credentials in EPIC for documentation.	• Cannot use their employee log-in for faculty access. Must choose the appropriate job role at the time of log-in. • Need to retain their EPIC log-in and password information. • Need to verify that they have correct credentials in EPIC for documentation Omnicell- Faculty only will have Omnicell access. You can be fingerprinted if you would like. Accu-Chek- Faculty only will have Accu-Chek access.	• If a student or faculty member is a current WVUHS employee, the Epic training completed for their job does not fulfill the requirement for Epic student or faculty training • The clinical faculty will need to ensure that every student has the correct credentials when documenting in EPIC. • If students are documenting in EPIC <u>ALL</u> documentation must be cosigned by the faculty or clinical preceptor. • It is the faculty or clinical preceptors' responsibility to ensure that students are documenting according to facility policy and regulations (i.e. pain reassessments within time frame after administration) • Students or faculty must document all performed tasks and assessments and are not permitted to hand over information to a staff member for documentation. • EPIC tipsheet for Multiple Role (attached here for reference) • EPIC log-in block will occur on accounts that have not been logged into in the previous 90 days. The individual will need to call IT help to have accounts unlocked. They will need to have their name and log-in information. • Students and Faculty must keep all log-in information. The help desk will no longer reset or give out EPIC information without the student/faculty
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		having their log-in and will tell them to contact their manager (Sup Org lead). This individual may not be readily accessible and may delay student/faculty login and clinical experience.
Workday Modules		
Student • WVUHS General Modules- will be assigned to all students and faculty at time of account creation and then annually (~August 1st-Sept 30th). Must be completed within 90 days of new hire or prior to attending clinical. Will not be permitted to attend clinical if not completed. • WVUHS Modules will be applicable for all facilities in WVU Medicine and will not need to be repeated for separate facilities. • Thomas Modules- will be assigned to all students and faculty at time of account creation and then annually (~August 1st-Sept 30th). Must be completed within 90 days of new hire or prior to attending clinical. Will not be permitted to attend clinical if not completed. • Workday Link for Modules - Workday wwumedicine (myworkday.com) Will use your Login and Password from MyIdentity.	Faculty • WVUHS General Modules- will be assigned to all students and faculty at time of account creation and then annually (~August 1st-Sept 30th). Must be completed within 90 days of new hire or prior to attending clinical. Will not be permitted to attend clinical if not completed. • WVUHS Modules will be applicable for all facilities in WVU Medicine and will not need to be repeated for separate facilities. • Thomas Modules- will be assigned to all students and faculty at time of account creation and then annually (~August 1st-Sept 30th). Faculty only modules include: ○ Omnicell ○ Accu-Chek Must be completed within 90 days of new hire or prior to attending clinical. Will not be permitted to attend clinical if not completed. • Workday Link for Modules - Workday wwumedicine (myworkday.com) Will	School Clinical Coordinator • Students and Faculty are not permitted to attend clinicals until all modules are complete. The school is responsible for ensuring all modules are complete prior to the student/faculty beginning clinicals. • The student or faculty may be asked to leave the clinical site if all modules and compliance documentation are not complete. • This is based on Affiliation Agreements and our System CW Policy. • System CW Policy (attached for reference) • System CW Policy states that module review must be completed prior to their first day on-site (page 1 & 2). • Workday directions (attached for reference) • Students and faculty will receive modules upon new hire/account creation and then annually. If they were hired (created) prior to 12/31 of the prior year, they will receive annual education. For example- 2026 annual education

	use your Login and Password from MyIdentity.	will be received by anyone hired before 12/31/2025.
Parking		
Student - Please carpool to clinicals as parking space is limited. - Park in parking garage on floor 3 or above. The parking garage is located on Division Street. DO NOT park in patient or visitor designated areas!	Faculty Park in parking garage on floor 3 or above. The parking garage is located on Division Street. DO NOT park in patient or visitor designated areas!	School Clinical Coordinator Ensure students and faculty have current instructions for parking and permits if needed.
Badges		
Student Each student will need to wear their school ID badge with a photo above the waist at all times while on site.	Faculty - Each clinical instructor who is not a WVU faculty member will need a badge from the Student Coordinator. This will allow them into the outside doors, elevators, utility, & equipment rooms. - Badges can be obtained by coordinating a time with the Student Coordinator.	School Clinical Coordinator - Students and WVU faculty can use a school issued ID Badge with a photo. If they do not have one from the school, they must be obtained from the WVUHS facility. - Each clinical instructor who is not a WVU faculty member will need a badge from the Student Coordinator. - Ensure students and faculty have current instructions and contacts for badges, if applicable. - Students/faculty cannot receive a facility badge without being entered into Workday and being built as a CW. - System CW Policy (attached for reference)
Compliance Forms (All of WVUHS)		
Student	Faculty	School Clinical Coordinator

• Vaccination & Health History Form • TB Screening • HIPPA and Code of Ethics signature page • Government ID (these are in Workday automatically) • Emergency Contact • Personal Information Update All compliance requirements will be documented in Workday as part of a module or onboarding task. Students will attest to having all required documents for being compliant to attend clinical at WVUHS/Medicine as part of the Workday Module. Will not be permitted to attend clinical if not completed. The schools will be responsible for keeping all records and producing when requested.	• Vaccination & Health History Form • TB Screening • HIPPA and Code of Ethics signature page • Government ID • Emergency Contact • Personal Information Update All compliance requirements will be documented in Workday as part of a module or onboarding task. Faculty will attest to having all required documents for being compliant to attend clinical at WVUHS/Medicine as part of the Workday Module. Will not be permitted to attend clinical if not completed. The schools will be responsible for keeping all records and producing when requested.	• System CW Policy (attached for reference) • System CW Policy states that module review and all compliance documentation must be completed prior to their first day on-site (page 1 & 2). • All compliance requirements will be documented in Workday as part of a module or onboarding task. • Ensure students/faculty know the requirements and due dates. • The school is responsible for ensuring students are compliant and maintaining records.
Miscellaneous		
Student Additional Requirements: • Current CPR Card- must be AHA Health Provider class • Criminal Background Check and Physical (Date of each can be upon acceptance into the program as acceptable) • Urine Drug Screen (must be within 30 days of the start of the academic year; if repeating student it must be done each academic year)	Faculty Additional Requirements: • If faculty is not an employee or has not been an employee/faculty in the last year, will need to coordinate an orientation with Student Coordinator. • Annual Affiliate Meeting attendance if required. • Annual Glucometer and Restraints competencies. • Current CPR Card- must be AHA Health Provider class	School Clinical Coordinator • Affiliation Agreements- all schools must have a current Affiliation Agreement to send students into WVUHS for clinical rotations. • Clinical program rotations are to be scheduled through the WVCN site located here: About Clinical Scheduling – West Virginia Office of Nursing Education and Workforce Development • Preceptorship requests should be provided at minimum 3 months in

	Urine Drug Screen (done within 30 days of academic year) & Criminal Background Check	advance by completing this form: WVUM Thomas Hospitals Clinical Request Form: Clinical Rotations/Capstone/Preceptors – Fill out form Annual Faculty Education and/or Affiliate Meetings may be required by WVUHS Facilities.
WVU Health System strongly encourages participation in the Influenza vaccination program. The hospital will be unable to provide this to students. A list will be requested during the active flu season of students who have had the vaccine or have declined the vaccination.		