**Title:** CLINICAL STUDENT ORIENTATION TO MULTICARE HEALTH SYSTEM (MHS) AND THE ELECTRONIC MEDICAL RECORD (EMR)

**Scope:**
This policy impacts all students performing rotations in clinical areas within MHS, both inpatient and outpatient, where students gain educational and clinical experience within the practice setting.

**Policy Statement:**
The purpose of this policy is to establish the MultiCare Health System policy and procedure for Clinical Student orientation to MHS. MHS believes that it is imperative to provide a learning environment for clinical students, to provide appropriate orientation to the MHS facilities and safety concerns, and to provide access and training to the electronic medical record.

**Procedure:**

I. **The Student Placement Coordinator will:**
   A. Ensure student rosters, prepared by affiliated clinical instructors, are received by affected MHS staff and departments prior to student release to patient care units.
   B. Ensure affiliated clinical instructors use approved MHS forms for student rosters.
   C. Coordinate student and instructor orientation.
   D. Maintain affiliated student orientation records.
   E. Maintain electronic access for students and instructors:
      1. Washington Clinical Placement site specific to MultiCare
      2. MultiCare Connect / EPIC electronic medical record education
      3. Home Health and Hospice software
   F. Provide electronic password access for applicable students in need of entry into the electronic medical record and Pyxis MedStation.

II. **Institute for Learning and Development (ILD):**
   A. Provide MHS Annual Mandatory Education training to affiliated students and clinical instructors.
      1. The orientation may be presented several ways:
         a. At an MHS site
b. On the campus of the affiliated school

c. On the student placement website at: www.multicare.org/student-placement

III. Affiliated Clinical Instructors will:

A. Sign and submit all forms required for affiliation at MHS
   1. Complete Mandatory Requirements Form for each student at least 4-weeks prior to the students clinical start date
   2. Complete MHS Clinical Passport for each student
   3. Obtain required password access

B. Complete MHS Annual Mandatory Education training

C. Complete orientation to student clinical site or defer to designated MHS Staff assigned to the student

D. Complete orientation to all relevant EMR and electronic documentation systems prior to student affiliation at MHS

E. For clinical rotations, instructors will provide assistance with EMR and electronic documentation as needed for affiliated students.

IV. MHS Staff Assigned to Students:

A. Orient student to clinical site if student is not already oriented, document on form, and forward form to Student Placement Coordinator

B. Assist affiliated students in documentation in the EMR

C. Review all affiliated student documentation in the EMR and co-sign the documentation
   1. Unit secretaries will:
      a. Provide direct supervision to HUC students to include EMR access
      b. Validate affiliated student order entry per MHS policy
   2. RNs will validate orders per MHS policy

V. Unit Based Clinical Educators or Department Designees will:

A. Coordinate MHS staff assigned to affiliate students

B. Ensure unit secretaries provide direct supervision to HUC students to include EMR access

VI. Affiliated Students will:

A. Complete the MHS Annual Mandatory Education and electronic medical record education

B. Obtain required password access

C. Sign and submit all forms required for affiliation at MHS
1. Complete drug screen test with results to: [onboardingdocs@multicare.org](mailto:onboardingdocs@multicare.org)
2. MHS Intake Form
3. Needle Stick Form
4. Orientation Checklist
5. Contact Tacoma General Security Office for badging requirements (if applicable)

### VII. Definitions:

**Affiliated Clinical Instructors:** Instructors provided through the schools of the affiliating student programs.

**EMR:** Electronic Medical Record.

**MHS Staff Assigned to Students:** MHS employees who have been assigned to work with affiliated students in the clinical / non-clinical sites.

**Affiliated Students:** Those individuals who are in a learning environment whose training facilities have contracted with MHS to provide clinical and non-clinical sites for practical training.

### Related Policies:

- MHS P&P: *Affiliation Agreements / Student Placements*
- MHS P&P: *Wagner Library, Criteria For Use*
- MHS P&P: *HIPAA Compliance: Application, Data and Network Systems Access for Non MHS Employees*
- MHS P&P: *Inpatient Medical Record Clinical Documentation Requirements*
- MHS P&P: *Technology: Information Security for Systems*
- MHS P&P: *Order Processing and Turn Around Time in Acute Care Setting: Nursing Services*

### References:

- Joint Commission Standards: HR 01.02.07, EP3, HR 01.04.01, EP1, EP2, EP3, CMS Standards 482.23(b)(6), WA State 246-320-016(1)(f)

### Point of Contact:

- System Clinical Educator – 403-4988

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