Undergraduate Nursing Students

CLINICAL AFFILIATIONS PROCESS

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Contact Information for Clinical Affiliations

Elvira R. Stawarski, MS, RN-BC, Clinical Development Specialist
Clinical Affiliations Liaison
Phone: 630-275-1811

Email: elvira.stawarski@advocatehealth.com

Fax: 630-275-2944
Clinical Affiliations Process

Entering Into Partnership

Each Educational Institution must sign a legal contract with Advocate Health Care or Good Samaritan Hospital before placing students in our setting. Obtaining the Clinical Affiliation Agreement can sometimes be a lengthy process so it is recommended that initiation begin as soon as possible. Although securing the agreement is the first step in starting our partnership, it does not guarantee a clinical rotation.

Requesting a Clinical Rotation

It is recommended that schools submit their requests starting in January through the end of May for the academic term from fall of the same year through the following summer. While we will occasionally process requests received after May, requests received less than 1 month from the start date of the clinical rotation will NOT be considered.

- All requests must be submitted using our Student Clinical Request Form.
- All information requested on the form must be completed.
- Please be sure to verify that dates are correct and correspond to the actual “days of the week” requested.
- If you plan on “splitting requested weeks into two clinical groups”, then a separate clinical request form must be completed for each group.
- Faculty MUST BE ON SITE during the clinical rotation in order for it to be considered.
- Course description or syllabus, outlining the students’ clinical expectations must accompany each request in order to be considered.
- If other learning experiences are needed in addition to the primary department, (Observational experiences) they must be specified at the time of the request.
- EMAIL request with course description or syllabus to:

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<tr>
<th>EMAIL</th>
<th><a href="mailto:elvira.stawarski@advocatehealth.com">elvira.stawarski@advocatehealth.com</a></th>
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<td><a href="mailto:gsam-clinicalaffiliations@advocatehealth.com">gsam-clinicalaffiliations@advocatehealth.com</a></td>
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Confirmation of Clinical Requests

After a clinical request has been received, the information is reviewed by the Clinical Affiliations Coordinator. The initial request is screened for availability and alignment with our strategic goals. Once determined the request should be pursued, the department leadership is contacted to approve or decline the request.

The requesting party is then notified of the status and will receive an email containing the following:

- Copy of Request specifying whether it was “approved” or if we were “unable to accommodate” the request.
- School Checklist for Clinical Affiliations Process
- Web link to the Clinical Affiliations Handbook
- Web link to the Faculty Guide

Clinical Affiliations Handbook

All schools or individual students are required to obtain a current version of our Clinical Affiliations Handbook. This is available through our web site. It is the responsibility of the school and/or faculty to disseminate to the students as appropriate. All students and faculty must document understanding by signing the acknowledgement or attestation form (page 43) of the handbook and return prior to starting their clinical rotation in the department.

Submitting Requirements (After a clinical request has been accepted):

- **Clinical Requirements Form:**
  The program coordinator/Dean must verify that all students and instructors have met the requirements and documents are on file with the school. Instances in which the request comes from an individual student, they have the option to have the program coordinator/Dean complete the verification form or submit copies to verify all requirements are met. Verification must be received to our office prior to the students starting on site.
- **Class Roster** of all the students
- **Class Syllabus, or course description** (if not submitted with original request)

Faculty Orientation

NEW faculty are required to attend a 3-hour Orientation Class. A new faculty member is defined as an instructor who has never completed clinical rotations at a Chicagoland Advocate hospital, or has not completed clinical rotations at a Chicagoland Advocate hospital in over 2 years. Information regarding location and dates of these sessions will be sent to the clinical affiliation partners shortly before the scheduled offerings, which usually occur in August and late November or December.
System Faculty Orientation will review the following:
  o Nursing at Advocate
  o Faculty and Student expectations
  o CareConnection: Documentation in the electronic medical record system (EMR) used at the majority of Advocate Hospitals
  o CareMobile: Medication scanning technology device

PLEASE NOTE: FOR GOOD SAMARITAN HOSPITAL:
In addition to attending the Advocate System Faculty Orientation, faculty are required to meet with the Clinical Affiliations Liaison at Good Samaritan Hospital to:
  • Fill out appropriate forms for contact information and processing access to CareConnection, CareMobile, and PYXIS (Medication cabinets on your assigned units)
  • Review specific requirements at our site
  • Obtain contact information for your assigned units
  • Review responsibilities regarding Student Orientation

Student Orientation

Student orientations are scheduled by the Lipinski Center for Learning and are usually the student’s first clinical day at the specified start time, as listed on your Confirmation. Student orientation is a collaborative effort between the Clinical Affiliations Coordinator and the Instructor.

Student Orientation Content:
  o Provide overview of Advocate Good Samaritan Hospital
  o Distribute student and faculty ID badges
  o Collect signed Acceptance of Clinical Affiliations Handbook form from each student
  o Process paperwork to obtain Access Codes for EMR
  o Review System and Site Clinical Affiliations Handbooks and Clinical Expectations
  o EMR documentation
  o Questions and Answers

The Faculty will conduct the Student Orientation. All required documents, badges, and detailed instructions will be provided by the Clinical Affiliations Coordinator.

Issues During a Clinical Rotation

It is highly encouraged that the Clinical Affiliations Coordinator be contacted for any issues or concerns that arise during a clinical rotation. We are committed to making this a successful learning experience for all instructors, students, and associates. Documentation of any issues allows us to track behaviors over an extended period of time and appropriately place students in the best learning environment at all times.
Student Evaluations

Near the end of the clinical rotation, students will be asked to evaluate their clinical experience using an online survey tool. We hope to gain insight regarding the opportunity for learning in their specified area, their impression of the overall working environment, and any recommendations for improvement.

Additional Considerations

Cancelling or Changing a Clinical Request

No changes within 30 days of start date will be considered. Cancellations or changes to a clinical request must be submitted to the Clinical Affiliations Coordinator as soon as possible. All changes must be submitted on the Change of Clinical Rotation form. Accommodating changes will be done to the best of our ability and at the discretion of the Clinical Affiliations Coordinator or department leadership. Please note however: Requesting a change may lead to cancellation of a clinical rotation. In rare situations in which we must cancel or change a rotation, alternative arrangements will be attempted and the school will be notified immediately.

Observational Experiences in Addition to Clinical Rotation

All requests for Observational Experiences:

- Must be specified on the original Student Request for Clinical Rotation. Requests for observations received after the original request has been approved will not be considered.
- The Observational Clinical Experience must be related to the “content of the class” and the decision to approve will be at the discretion of the Unit CNS.
- In order to consider requests for additional clinical experiences in specialty units, only OBSERVATIONAL experiences will be permitted. One student per area, per school, per day may be considered.

The faculty or school is not allowed to contact the observational area or unit in an effort to request and arrange observational experiences for their students. The Clinical Affiliations Liaison will check for availability with the “requested area” and then the “requesting school” will receive notification on the Student Clinical Request Form whether or not the observation request is approved or denied.
Observational Experience Requirements

Once an “Observational Experience” is approved, the Faculty will be required to contact the CNS and/or Manager of the “Observational Unit” and Provide:

- Email from faculty explaining SPECIFIC observational learning experience
- Start date and end date of observational experience
- Hours of clinical experience
- Clinical objectives during observational experience
- Schedule of students listing name and dates of observation (Schedule must be received by Observational Unit no later than 2 weeks prior to start)
- Name and contact information of faculty