

**BRIGHAM AND WOMEN'S HEALTHCARE (BWHC)
CLINICAL STUDENT ON-BOARDING GUIDE
(School Instructions)**

Brigham and Women's HealthCare accepts students of various clinical programs into many of its departments and divisions. The hospital has a formal process that must be followed in order to ensure the necessary requirements are fulfilled prior to any student rotating on site. Please refer to the following clinical student rotator guide for the required student process.

SCHOOLS REQUESTING STUDENT ROTATIONS:

1: Is there a Contract/Affiliation Agreement in Place?

For each school requesting to send a clinical student to our organization, a contract or affiliation agreement between "the Organization", BWHC, and "the School" must be in place prior to any clinical student beginning a rotation. If this document is not in place, the school can request an affiliation agreement be created.

BWHC, in coordination with our Office of General Council (OGC), will provide the school with a standardized contract that will include responsibilities of both the school and the organization. This agreement requires the school to attest to a completed CORI check and appropriate medical clearance, prior to the students first day at BWHC. Both the organization and the school must sign and agree to the terms in the agreement, in full, as created by Partners OGC.

Once a contract or affiliation agreement is in place between the organization and the school, and is signed by leadership at both the Organization and the School, the department can then begin to work with the school to assess and confirm the student's rotation request, agreeing upon a specific start and end date.

Once signed, by both parties -

The School must:

- maintain a copy of the signed contract, noting expiration date
- request to continue a contract 3 months in advance of the expiration date

Departments must:

- maintain a copy of the signed contract in their areas, noting expiration date
- forward a copy of the signed contract to Office of Sponsored Staff (OSS) at BWHC

The contract is valid between the organization and the school, for as many students as both agree to place, for the period of time agreed upon within the contract.

2: What Forms MUST the School Submit, for EACH student, One Month Prior to a Student Rotation?

After confirming an active contract is in place, information about the student coming to BWHC must be collected.

The coordinator at the school is required to submit to the organization the following completed documents, in one package, one month prior to the expected start date.

Required Forms to be submitted one month in advance of student start date include:

- Clinical Student Checklist
- Clinical Student POI Form
- PHS Confidentiality Agreement
- A copy of a valid and acceptable Government Issued photo ID

Should any changes to these forms be made, the most up to date documents will be made available on BWH Internet Site, under Office of Sponsored Staff:

http://www.brighamandwomens.org/about_bwh/volunteer/ClinicalStudents.aspx

This is an external website, which will help to make these forms easily accessible to everyone.

HOSPITAL RESPONSIBILITIES:

1: Departmental Student Coordinator

The departmental student coordinator, after receiving all of the completed forms and required picture ID from the school, will then complete the department section of the **Clinical Student POI Form**.

Once all forms are completed, they will then be submitted TOGETHER, in one packet, to the Office of Sponsored Staff (OSS), BWH Clinical Students Email box (ClinicalStudents@partners.org)

2: Office of Sponsored Staff and Volunteer Services(OSSVS)

Upon receipt of documents, OSS will confirm:

- 1) an active contract exists with the school, based on what is available in their files
- 2) all materials are completed as needed

If anything is incomplete at this point, within one week of submission, OSS will contact the coordinator for clarification. If OSS is unable to reach the coordinator for clarification, OSS will send materials back to the coordinator, and the student will not be processed.

As soon as the package is confirmed to be complete, OSS will enter the student data into Peoplesoft, and a student account will be created. This student account will then automatically be fed into HealthStream (BWHC's Learning Management System), where eCare training assignments will be automatically created.

After the student has been properly entered into systems, **OSS will send the student an email**, which will include:

- 1) the student's user ID
- 2) instructions for logging into HealthStream

STUDENT RESPONSIBILITY:

The clinical student is required to log into HealthStream in advance of their first day at BWHC.

Students who have been assigned:

- a. e-learning, must complete these assignments before the first day of their clinical rotation
- b. face to face classroom training, their department will help facilitate the scheduling of the training

Students will not be provided access to our clinical systems until they have successfully passed all assigned trainings.

Students should expect the departmental clinical coordinator or their preceptor will provide them with additional information about their rotation, in advance of their first day. All orientation to the hospital and the department will be performed at the level and discretion of the individual department. Many departments will provide a short orientation with review of departmental guidelines and expectations followed by the distribution of any necessary equipment such as ID badge, pager, scrubs, locker, etc. This is optional but highly recommended.

AFTER ROTATION IS COMPLETED – THE STUDENT AND/OR SCHOOL MUST:

Within one week of the end of the student's rotation, the student or school's student coordinator must notify the organization's student coordinator whether the student is leaving Partners, Brigham and Women's Health Care, or both, or will be returning to the organization for a future rotation.

Failure to notify the organization will result in the termination of the student's account, and may result in repeating this process un-necessarily at the beginning of the student's new rotation, within Partner's.