INSTRUCTIONS TO SCHOOLS OF NURSING/ CLINICAL FACULTY

NOTE * Meditech access request forms are due 3 weeks prior to beginning of rotation to allow time for processing.
(For example, if rotation starts on 9/18/15, the Meditech form must be submitted to anita.poncia@steward.org by 8/28/15.)

1. Students/Faculty to complete Mass Centralized Clinical Placement online orientation http://www.mass.edu/mcn cps/welcome.asp
2. Confirm that student Meditech access request form for your group was sent by the school to anita.poncia@steward.org 3 weeks prior to start date. Ask Anita for a list of Steward IDs for your students, if you do not already have them from your school coordinator.
3. School to provide flu vaccine documentation for each faculty member and each student to anita.poncia@steward.org (781-278-6009)
4. Email and call Wesley Decker, Security, about a week ahead to tell him your first clinical date/time of arrival and number of students so he can anticipate your call when you arrive at the hospital for Hospital ID badges: Wesley.decker@steward.org 781-278-6195.
5. Review policies listed on Faculty and Student summary forms; policies are viewable on My Steward-Norwood intranet (available only inside the hospital).
6. Complete Student and Faculty Policy Review Summary forms (for each faculty member and student)
7. Submit Faculty & Student summaries along with CCP documents to Anita Poncia in Patient Care Services prior to/or on first day of clinical rotation.
8. Pick up flu stickers for all faculty/students who are vaccinated from Anita. (Those who were not vaccinated must wear a mask in patient care areas).
9. Obtain hospital IDs on day 1 of orientation from Lloyd Pickett, Security Operations Manager or his designee.
10. Instruct students/faculty to go to Password Reset (My Steward Norwood home page) on first hospital day to register and set up a password; you will need all the students’ Steward ID usernames from Anita, so that they can register.
11. Instruct students/faculty to go to Meditech live, and see if Steward ID username and password are working; also, once they are in Meditech, a screen will pop up prompting them to set up a PIN, which is used for MAR and for HIPPA lock down of screen (see lock in lower right of Meditech screen)
12. Help line for computer access issues is *519 within the hospital and 617-898-4031 from outside.
13. Student Intervention must be added to Meditech worklist of each patient cared for by a student, and faculty member must complete the screen to document agreement with all care delivered by student.
14. Pyxis access for faculty can be obtained through the educator for the clinical area; Anita Poncia can direct you to the correct person.