Students and Faculty Online Orientation Requirements

School Representative

Step 1

**Register** at [www.cpnw.org](http://www.cpnw.org) 🡪 Get Started 🡪 Schools for those new to Clinical Placements Northwest (CPNW).

Step 2

**Verify** allonsite instructor and student documentation listed below is fully compliant; **upload** to the CPNW website:

* Attachment A form, non-employee or employee, as applicable
* Confidentiality Agreement form
* CPNW Clinical Passport
* CPNW Modules (confirm all modules listed have been completed and will not expire during rotation)
* Student/Instructor Info form

**Submit** the class summary sheet after all paperwork and modules are verified compliant and the assignments have been made through the CPNW web:

* For placements at St. Anthony, St. Clare, St. Elizabeth, St. Francis and St Joseph Medical Center, send to studentplacement@chifranciscan.org.
* For placements at Highline Medical Center, Regional Hospital and Ambulatory placements in Franciscan Medical Group, send to amandataylor3@catholichealth.net.

**\*\*ALL student and onsite faculty onboarding paperwork must be fully compliant to CHI Franciscan requirements and submitted a minimum of 4 weeks prior to start. Any paperwork received less than 4 weeks prior to start will result in a DELAYED start date\*\*\***

Student/Onsite Faculty

Step 1

**Obtain** your access code from your school representative and register at [www.cpnw.org](http://www.cpnw.org/) -> Get Started -> Students

Step 2

**Review and complete** the following found on [www.cpnw.org](http://www.cpnw.org/) -> My Dashboard -> Clinical Prerequisites:

* eLearning modules, all modules to be completed regardless of school program
* Site Requirements: select clinical site drop down for all necessary forms
* Clinical Passport and/or all supporting documentation for items on the Passport

**Send** all forms and supporting documentation to your school representative.

Step 3

**Badges and temporary parking permits**
Prior to the first clinical shift all students and onsite faculty must obtain badges and parking permits. **Badges cannot be issued until school has received confirmation of clearance. Please do not send anyone for a badge or submit student photos until final clearance confirmation has been received.** Appointments must be made for badging/temporary parking permits. Phone numbers are listed below for your use.

St. Anthony Hospital: 253-530-2280
St. Clare Hospital: 253-985-6418
St. Elizabeth Hospital: 360-802-8455
St. Francis Hospital: 253-944-4001
St. Joseph Medical Center (Photo ID office): 253-426-6016, chinwphotoid@chifranciscan.org (Closed daily from 12:30-1 p.m.)
Highline Medical Center/ Regional Hospital: 206-431-5225
Ambulatory / Franciscan Medical Group: chinwphotoid@chifranciscan.org

**Print and complete** [CHI Franciscan Health Vehicle Registration Form](https://www.chifranciscan.org/content/dam/chi-franciscan/website-files/about-us/student-and-faculty-orientation/2017_Vehicle_Registration_Form.pdf) and bring to the appropriate Security/HR to receive a temporary parking pass. Permits cannot be issued without the license plate number listed on the form.

Step 4

**A -**[Epic Hospital Student Nurse Placement Training/Registration Process](https://www.chifranciscan.org/content/dam/chi-franciscan/website-files/about-us/student-and-faculty-orientation/StudentNurseCommunication2018.07.10.pdf)
       [Epic Ambulatory Student Training/Registration Process](https://www.chifranciscan.org/content/dam/chi-franciscan/website-files/about-us/student-and-faculty-orientation/FMGStudentNurseCommunication2018.07.10.pdf)

**B – (FMG Students Only) Register** for Clinical Orientation by email to FMGeducationsupport@catholichealth.net. **Print and bring** Clinical Objective Form located on the CPNW web **every day of clinical.**

**C - (Hospital Nursing Students Only) Read** [Blood Glucose Monitoring System AccuChek Inform II](http://mns.elsevierperformancemanager.com/SkillsConnect/Default.aspx?Token=MNS03581&SkillID=9058). **Print and bring** the nursing specific forms located on the CPNW web. Orientation Checklist and AccuChek Inform II Eval Tool are needed on the first day of clinical. The Clinical Objective Form must be brought **every day of clinical**.

**D - (Hospital Nursing Instructors Only) Read** [Blood Glucose Monitoring System AccuChek Inform II](http://mns.elsevierperformancemanager.com/SkillsConnect/Default.aspx?Token=MNS03581&SkillID=9058). Attend a FAIRE day demonstration session. See schedule below.

**FAIRE 2018 for Instructors**

Located at Franciscan Education Service Center Room 1.1; Drop in between 12:30 and 4:30 p.m.

August 9 or 28, September 13 or 25, October 11 or 23, November 8 or 13, December 6 or 11