

HOLY CROSS UNIVERSITY

Committed to Lifelong Learning

www.holycrossuniv.com

Guidelines for clinical rotations at Holy Cross Hospital

- All rotation requests are through **CCPS**.
Historical preference will not be granted for schools that do not **withdraw** the requests they do not use. Please go back in and let others use what you do not.
- All **updated** forms can be found at the Holy Cross University web site; holycrossuniv.com under Student/Faculty tab, on the left side menu. Please download/save the most recent forms to your desktop for use.
- All **new** Faculties are *required* to attend a live 3.5-hour Meditech training course at the Hospital (**given once monthly**). Contact Wyndie Morrill for class availability & dates. 954-267-7793 . Faculty **MUST be registered 2 weeks in advance** to ensure a class will be held for seat/password.
- HIS/4-page System Access forms (**one per user**) must be submitted by scanning with the SIS (Student Information Sheet) sheet prior to computer access/password; a new HIS form is required (each **school** year) if your rotations have not been successive. **All Passwords will take 2 weeks to issue after submission.**
- All students & Faculty must complete the HCH on-line Orientation **Annually (by school year, Aug-July)**. We remove all students from the system each July to begin a new year. (**TIP:** have students submit ONE certificate of *Curriculum Completion*). This date must be on the SIS sheet.

- The SIS (Student Information Sheet) is to be filled out in its *entirety* and submitted **ONCE** per class/rotation at **least 2 weeks before a rotation may begin**. The *typed signature* of the preparer will serve as the attestation to the completion/on file of all elements indicated on the form for all students and the faculty member. You will find new features on the updated sheets at our web site. Please use the "**fillable**" document.
- All Faculty need an individual Security Badge form and their picture taken at Security. DO NOT scan the faculty badge form; this **must be handed to the Security Officer to get a badge**.
- All student badges will be given to Faculty at their rotation start once all scanned paperwork is confirmed. Badge numbers must be recorded for security purposes, worn at all times in the Hospital, and returned at rotation completion to Wyndie Morrill (return to Security on weekends).
- Student passwords will be distributed with badges or emailed to Faculty.
- **Faculty is responsible for badge distribution/recollection and passwords disseminated to their groups**. An orientation of the grounds/facility for parking, cafeteria, units and meeting places is at the discretion of the faculty member.
- At all times the Holy Cross Code of Conduct is to be modeled and policies upheld.
- An EMR Manual and Faculty checklist are also available in the forms menu for assistance.
- Please contact Wyndie Morrill @954-267-7793 with your questions and email at Wyndie.morrill@holy-cross.com prior to your rotation start date to set up a time for us to meet before you head to the floor.