



Guidelines for clinical rotations at Holy Cross Hospital

- All rotation requests are through **CCPS & SHARED IN COMPLIO**
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 when over-requesting.
- All updated forms can be found at the Holy Cross University web site; holycrossuniv.com under student/faculty button, on the left side menu.
- All new Faculty must take a live 3-hour Meditech training course at the Hospital (given *once* monthly) Contact Wyndie Morrill for class availability & dates. 954-267-7793
- HIS/4-page System Access forms (**one per user**) must be uploaded/submitted/scanned prior to computer access/password; a new HIS form is required (each school year) if your rotations have not been successive.
- All students & Faculty must complete the HCH on-line Orientation *Annually* (by school year) We remove all students from the system each July-August to begin a new year. (TIP: have students submit ONE certificate of *curriculum* completion.
- 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 through **COMPLIO**. 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. If being done manually you will find new features on the updated sheets @ our web site. Holycrossuniv.com under the student/faculty tab

- All Faculty need an individual Security Badge form and their picture taken @ Security. Do NOT scan the faculty badge form, this must be handed to the Security Officer to get a badge once signed at Orientation.
- All student badges will be given to Faculty at their rotation start once all 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 (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.