

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; the last 4 digits of your SSN## will be required.
- 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 & emailed roster to Wyndie.morrill@holy-cross.com for security purposes, worn at all times in the Hospital and returned at rotation completion to Wyndie Morrill (Security on weekends).
- 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 Manuel and Faculty checklist are also available in the forms menu for assistance.
- Please contact Wyndie Morrill @954-267-7793 with your questions.