Virginia Mason
Franciscan Health™

My Clinical Exchange Resource Guide for Students + Instructors

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Resources at a Glance

Mission, Vision and Values

As CommonSpirit Health, our mission is to make the healing presence of God known in our world by improving the health of the people we serve, especially those who are vulnerable, while we advance social justice for all.

Our vision is to create a healthier future for all, inspired by faith, driven by innovation, and powered by our humanity.

Our Values include Compassion, Inclusion, Integrity, Excellence and Collaboration. We are hopeful you will see these values lived through out your clinical expereince here at VMFH!

Your Student Placement Team

We look forward to having you as a student here at VMFH! Your contributions will have a direct impact on our patients' experience. Our teams are eager to show you how we embody our core values of compassion, including, integrity, excellence, and collaboration. The Student Placement Team serves as the liaison between schools, students, and our facilities.

Dionne Dixon, EdD
- Divisional Director Clinical Education

Stephen McQuillan, RN, NPD-BC
- Manager Clinical Education

Crystal Highlan
- Student Placement Coordinator

Chiara Brower
- Student Placement Coordinator

Onboarding with My Clinical Exchange

Important Note
The expectation is that all items on the compliance checklist (referenced on page 4) and required documents (referenced on page 5) are fully complete, compliant and uploaded into MCE no later than 4 weeks prior to the student/instructor start date.

My Clinical Exchange Onboarding Instructions

Step 1 - Setting up My Clinical Exchange Profile + Fee
- Important: verify with your school if you should be registering/paying <u>or</u> if your school is registering/paying on your behalf.
  - Information about fees: MCE has a NO REFUND policy. Payments go through PayPal but students/instructors do NOT need a PayPal account. You may pay as a guest.
- If <u>school</u> is paying the My Clinical Exchange fee
  - Student/instructor will receive an email requesting to create an account. An email will be sent to the email address which your school used to create the account and submitted on your behalf. You will then login to begin the registration and onboarding process.
- If <u>student/instructor</u> is paying for the My Clinical Exchange fee, please reference pages 8-10.

Step 2 - Follow up with school program coordinator
- Student/instructor is responsible for following up with their school's representative that will be assisting with the student onboarding process.

Step 3 - Complete all compliance documents and requirements
- Complete all items on the compliance checklist (referenced on page 4) and required documents (referenced on page 5).
  - VMFH "Compliance Checklist" can be found within My Clinical Exchange
  - If for any reason you would like to request a declination, please contact your school program coordinator for applicable vaccination declination requests. All declinations must be approved and verified by VMFH.

Step 4 - Training
- In addition to the onboarding requirements and documents, additional training is required in order for the student/instructor to come onsite.
  - All training requirements are listed on page 6-7.

Step 5 - Coming onsite to VMFH facility
- A school representative will communicate with you directly when you have been fully onboarded and have been approved to come onsite at VMFH.

VMFH Compliance Checklist

VMFH Compliance Checklist
General – Profile
☒ DOB – Date of Birth
☒ Previous Name (if applicable)
☒ Currently Employed at VMFH?
☒ Volunteered at VMFH?
☒ Previously Employed at VMFH?
☒ Current Student/Faculty at VMFH?
☒ Washington Nursing License
☒ Phone Number
☒ Street Address
☒ City
☒ Country
☒ Zip Code

Immunizations
☒ Influenza
☒ COVID-19 1st Dose Received Date
☒ COVID-19 2nd Dose Received Date
☒ COVID-19 Booster Received Date

Additional Requirements (to be attested to by School)
☒ Authorization for release of record
☒ TB PPD/Chest X-ray (upon program admission/initial onboarding; required annually)
☒ Hepatitis B (full series or immunity by titer or declination)
☒ MMR (full series or immunity by titer)
☒ Varicella (full series or immunity by titer)
☒ Tdap (required after age 11)
☒ National Background Check
☒ Background Check: WSP – Washington State Patrol (last 12-months)
☒ Criminal History Disclosure (last 12-months)
☒ BLS/CPR
☒ Liability Insurance (Student personal liability recommended; School COI is sufficient)
☒ Required Education

Required Documentation

The following documents are required to be complete/compliant at all times during clinical experiences. Schools are responsible for retaining all source documentation of the following:

All Sites *Excluding Virginia Mason
- Attachment A - Student and Instructor Participation Agreement and Waiver
  - Note: There are two versions of this document. If at any time your student/instructor's employment status changes during their clinical experience, it is the responsibility of the student/school to inform VMFH.
    - Employee Version: If you are employed with VMFH
    - Non Employee Version: If you are not currently employed with VMFH

Virginia Mason Only
- Compliance Certification Attestation
- Virginia Mason Standards of Conduct
- Virginia Mason Student ID Badge Policy

All Sites *To include: St. Anne, St. Anthony, St. Clare, St. Elizabeth, St. Francis, St. Joseph, St. Michael, Virginia Mason, FESC, + FMG Clinics
- MCE Resource guide for students and instructors (Consent Only)
- Student Behavior and Practice Expectations in Clinical Settings at CHI Franciscan Sites (Consent Only)
- VMFH Confidentiality Agreement
- Criminal History Disclosure Form
- VMFH Student and Instructor Fit Testing
- VMFH Student and Instructor Orientation (Consent Only)
- Background Checks: National and WA State (WATCH) - to include all counties of residence & all Washington State counties.

Onboarding Requirements + Training for all sites *Excluding Virginia Mason

Please note this includes all VMFH hospitals and FMG clinics, excluding Virginia Mason (Seattle). Please reference page 7 if completing clinicals at Virginia Mason (Seattle) if completing clinicals at Virginia Mason (Seattle)..

Electronic Medical Record System
- Epic Training
  - Step 1:School program coordinators are responsible for signing students/instructors up for Epic training with the VMFH Epic training team.
  - Step 2: The student/instructor must complete training. Thereafter, student/instructor will have an active Epic account to utilize during the clinical experience.

Learning Modules - via My Clinical Exchange
- All students/instructors must review the singular learning module in My Clinical Exchange (MCE) in the modules tab.
- All students/instructors must sign and upload the VMFH Student and Instructor Attestation.

Students Placed at FMG Clinics
- Ambulatory Orientation
  - School program coordinators are responsible for signing students up for Ambulatory Orientation 30 days (at latest) prior to the first day of clinicals. This may vary depending on availability.

Point of Care Training
- Students are not currently utilizing the point of care systems at any VMFH facilities.

Onboarding Requirements + Training for Virginia Mason Only

This page includes requirements if you are completing clinicals at Virginia Mason (Seattle).
Please reference page 6 if completing clinicals at any other facility.

Electronic Medical Record System
- Cerner Training
  - Once a student/instructor has been fully onboarded with Virginia Mason, Cerner training is automatically assigned in Myles.
  - Communication regarding login information is sent directly to the school program coordinator, who is responsible for distributing this information to the student/instructor.
  - The student/instructor must complete training in Myles. Thereafter, student/instructor will have an active Cerner account to utilize during the clinical experience.

Learning Modules - via My Clinical Exchange
- All students/instructors must review the singular learning module in My Clinical Exchange (MCE) in the modules tab.
- All students/instructors must sign and upload the VMFH Student and Instructor Attestation.

Point of Care Training
Students are not currently utilizing the point of care systems at any VMFH facilities.

Attestation
All school program coordinators are responsible for signing the VMFH Health and Safety Compliance Requirements Attestation for each student/instructor.

My Clinical Exchange Student Registration and Payment (Self Pay Only)

Important: Verify with your school if you should be registering/paying or if your school is registering/paying on your behalf. Your school will provide you with directions for registration if they cover the cost of My Clinical Exchange.

MCE has a NO REFUND policy. Payments go through PayPal but students/instructors do NOT need a PayPal account. You may pay as a guest.

1. Please navigate to https://www.myclinicalexchange.com/MainPage.aspx by either following this link or copy/pasting it into your web browser.
2. In the upper right corner of the homepage, click the Student button, and select Registration from the drop-down menu.
3. Click on the New Account option.
4. Enter your school-issued email.
   - You must use a proper e-mail address as the system will send you a validation code in the next step. You may use a personal e-mail address if your University does not issue University-based e-mail addresses.
5. Enter the security code numbers in the blank box (the orange box above).
   - If you cannot read the security code, click the "refresh" icon to see a new set of numbers. There will be NO letters, just numbers.
6. Click continue.
7. A validation code with be sent to your email from do-not-reply@myclinicalexchange.com. Please check your inbox for that validation code. If you do not see your validation code in your email, please click on Resend Validation code.
8. Enter the validation code
9. Enter the security code
10. Click on Continue Registration. You will be directed to where you input your personal information.
11. The following information is required on this page:
   - First Name: Your legal first name
   - Last Name: Your legal last name
   - Date of Birth: Your date of birth (no one under the age of 13 is allowed to register)
   - SSN: Your full social security number with no dashes
   - Address: Your physical place of residence
   - City: The city in which you reside
   - State: The state in which you reside
   - Zip: Enter the zip code associated to your address.
   - Mobile: The best contact number you can be reached at

12. School Enrollment Details:
   - School State: Please select the state your Academic Institution is located in. This is not a required area. However, it does assist in the data filtering process.
   - School: Select the name of your Academic Institution.
   - Program: Select the program you are enrolled under at your Academic Institution.
13. Emergency Contact Person:
   - Name: Enter your Emergency Contact's first and last name.
   - Relationship: Enter their relationship to you.
   - Phone: The best contact number they can be reached at.
14. Login Details:
   - Login ID: The email you entered at the beginning of this process will populate in this area.
   - Password: Enter in your password.
   - Confirm Password: Re-enter your password.
   - Terms of Service: You must agree to the terms of service to proceed and complete your registration.
15. Click Continue to be navigated to the Student Login Page.
16. You will be redirected to Students login page
17. mCE will prompt you for your login ID which is the e-mail address you were registered with in the previous step.
18. Your password was created in the previous step as well and you may enter it here.
19. If it's been awhile since you first registered your account and you do not remember your password, then under the "Log In" area, click on the Forgot Password? link.
   - Look at the numbers in the security code box, then type them into the text box labeled "Security Code". These will be numbers ONLY, not letters.
   - If you can't read the numbers, click the refresh button on the right, and mCE will generate a new set of numbers.
20. Click Send Email.
   - Please check your inbox for an e-mail from donot-reply@myclinicalexchange.com with a link to reset your password.
   - If you do not see an e-mail from this address, please check your junk folder. You will want to designate donot-reply@myclinicalexchange.com as a "Safe Sender" so that further e-mails from myClinicalExchange come directly to your inbox.
   - If you still do not see the e-mail or if you are receiving an error message from the system when you try to get your password, please see the troubleshooting tips on the next page.
21. Once you receive your password reset link in your inbox, click the link to be navigated back to mCE. You will be prompted to create a brand new password of your own choosing. Your new password MUST include:
   - 8 characters
   - 1 upper case
   - 1 lower case
   - 1 number
   - 1 special character (!, @, #, $, %, ^, &, *)

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23. Once you reset your password, go back to the main log in page. Enter your email address as the Login ID and your password. Then click the yellow Login button.

24. Please check with your School and/or Hospital to see if you need to personally pay for your myClinicalExchange account. In some cases, your School or your rotational Hospital may cover your registration fee.

25. At the top left of your homepage, you will see the words, "Account Settings".

26. Click there and the platform will navigate you to your profile. On the top right corner, you will an option to Make a Payment.

27. This will navigate you to a billing page outlining the charges.

28. If you have a PayPal account, you can sign in and pay by clicking the PayPal button.

29. If you do not have PayPal account, click Pay with Debit or Credit Card at the bottom to check out as a guest

30. With either option, you will be prompted to enter in your billing information. Once you've entered your information, click on Pay Now.

31. You will be sent a receipt from PayPal. Please keep this for your records.

32. At this point, you're account is paid and you can let your coordinator know that you are ready to be scheduled to your rotation.

33. If you experience any issues, you can e-mail support@myclinicalexchange.com.

Please provide your name, the school you attend, and a brief description of the issue you're experiencing

Contacts / My Clinical Exchange Resources

**For any questions regarding My Clinical Exchange, your first point of contact is your school coordinator.
If your issue cannot be resolved with the help of your school coordinator, see additional resources below.**

For support with My Clinical Exchange
- Email: mcesupport@healthstream.com

If you need to escalate a My Clinical Exchange Support Ticket
- Escalate tickets with 1-800-521-0574. When you get to the recorded message, please should select "1", then #, then "4". This will take you directly to the myClinicalExchange Support team.

For additional questions regarding your clinical experience at VMFH *Excluding Virginia Mason
- Email: StudentPlacement@chifranciscan.org

For additional questions regarding your clinical experience at Virginia Mason Only
- Email: cppd.students.virginiamason@commonspirit.org