



Clinical Rotation Instructions and Guidelines

Thank you for choosing Las Palmas Del Sol Healthcare to conduct your clinical rotation. In order for Las Palmas Del Sol Healthcare to provide a positive experience and ensure your safety, as well as that of the staff, patients, and visitors, the following guidelines have been established. Please read them carefully and follow these instructions to save time and frustration. All forms must be completed in their entirety, and no blank spaces are left unless otherwise indicated. Faculty must provide a copy of these guidelines to each student and instructor. *Students should not submit their own documentation.* Formal clearance will be confirmed via e-mail to the submitting party.

1. Verify that a current Affiliation Agreement exists between your school and Las Palmas Del Sol Healthcare which includes your field of study. Click on the School Affiliation Agreement Status icon to check.
2. A formal request for each rotation must be submitted as the Group Information Form to Las Palmas Del Sol Healthcare. **Please submit requests to Lucy.Koneri@hcahealthcare.com and "CC" Sherry.Quintanilla@hcahealthcare.com.** Requests may be submitted at the earliest convenience of the requesting party. *Please include the course syllabus.*
3. After approval of a formal request, appropriate paperwork must be submitted, in its entirety, as delineated for each discipline. Paperwork must be submitted **a minimum of 2 weeks prior** to the tentative start date for all groups, and is required for all students and instructors who intend on being on site for any amount of time. The academic facility is responsible for submitting all documentation.

Clearance will only be granted to completed submissions. It is the responsibility of the university or college to send updated forms or items that may expire within rotation.

- A. The **Group Information Form** is the formal request and introduction of a new group rotation to Las Palmas Del Sol Healthcare. The course manager or direct report for the group is responsible for signing this document.
- B. A current **Pre-Clinical Clearance Form** is required for all students/instructors who intend on being on campus for any length of time, even if only a few minutes. Please refer to EPNEC for the most updated format. The course manager or direct report for the group is responsible for signing this document. (Please limit the submission of PCC forms to only include participants as to facilitate and expedite your clearance)

- C. A **Faculty Credentialing Form** is required for all instructors/faculty who will be on site. The instructor/faculty's immediate supervisor must sign this form. This also requires a copy of the party's professional license/certification and CPR card for verification by the Las Palmas Del Sol representative.
- D. A passing rate of 80% is required on the **HIPAA Quiz** for all participating students/faculty. Please refer to the HIPAA Presentation as the study guide.
- E. The **Las Palmas Quick Study Orientation Booklet** must be provided to all participants. The last page includes an acknowledgement which must be completed and submitted.
- F. The **Statement of Responsibility** form is required for all participating students/faculty, and is to be signed and dated accordingly.
- G. Submit the **Workforce Member Confidentiality and Security Agreement Form**. All students and instructors/faculty will need to sign this form and submit as part of the packet submitted to the Las Palmas Del Sol Healthcare Training & Development representative. An additional form, **Student/Intern Computer Access Request Form**, may be submitted for those interested in Meditech access. This may only be done for OT/PT/ST/RT, pharmacy, nursing interns and nurse practitioner students.
- H. If applicable, submit the **Preceptor Agreement Form**. This is only required for MSN students of any track. It is the responsibility of the participant to obtain consent from a selected preceptor.

***** SUBMIT ALL DOCUMENTS AS INDICATED BELOW*****

TO: Lucy Koneri (915) 238-3332 Lucy.Koneri@HCAhealthcare.com
CC: Sherry Quintanilla (915) 799-5129 Sherry.Quintanilla@HCAhealthcare.com

POINTS TO REMEMBER

Service Excellence & Teamwork

Remember that Faculty and students are guests at Las Palmas Del Sol Healthcare. Therefore, you are expected to display professional behavior and dress appropriately for clinical rotations. Recognize your customers: patients, visitors, physicians, nurses, support and ancillary staff, volunteers, and other students. Use AIDET (Acknowledge, Introduce, Duration, Explanation, Thank you). Be sensitive to the customers' physical, social and cultural needs. Demonstrate a willingness to participate and communicate necessary information in a timely manner. If unable to resolve a customer's issue, refer to your instructor or appropriate supervisor.

Dress Code

Professional attire must be worn by participants at all times while on campus for any amount of time. **DENIM MAY NOT BE WORN.** Artificial nails (including gel nails, acrylic, silk, or dip) are prohibited for all healthcare workers and providers. Natural nail tips are to be kept less than ¼-inch long. Freshly applied nail polish may be worn on natural nails. For more detailed information on dress code, please refer to the Las Palmas Del Sol Quick Study Orientation Booklet.

2004 OSHA Mandate

Faculty and students are discouraged from choosing, and providing care to, patients with a suspected airborne disease or active Tuberculosis. However, faculty and students who have not been Fit Tested and not instructed on how to apply the N95 particulate mask and have been assigned to a patient with a suspected airborne disease or active Tuberculosis, must report to the Infection Control Department prior to entering an Airborne Isolation room.

Parking for Faculty and Students

The parking garage is designated for physicians and visitors. Faculty and students will not park in the parking garage unless scheduled for a clinical rotation between the hours of 7:00 P.M. to 8:00 A.M. Faculty and students may park in the designated areas. At Del Sol there are two parking lots for students: one on the corner of Vista del Sol and Sumac Drive, the other is at the Distribution Center/Laundry. At Las Palmas students may park on any side streets.

HR 114 – Identification Badges

All participants are required to wear badges with photos facing outward, above the waist, visible to customers at all times while on duty. ID badges are made available upon employment at no charge. Lost or damaged badges must be replaced immediately. The badges may not be picked up sooner than 48 hours prior to the initial shift with security.

BADGES MUST BE RETURNED TO SECURITY UPON COMPLETION OF THE ROTATION

Failure to return a badge may influence future consideration for clinical rotation requests

At Las Palmas Del Sol, badges are to be obtained in the security office at either campus, regardless of where the rotation takes place.

Pick-up Times:

Del Sol Medical Center, 2nd floor: 24/7

Las Palmas Medical Center, Basement: Monday – Friday, 08:00 – 16:00

Do not use these dangerous abbreviations or dose designations

Do Not Use	Potential Problem	Use instead
MS MSO4 and MgSO4	Can mean morphine sulfate or magnesium sulfate. Confused for one another.	Write "morphine sulfate" Write "magnesium sulfate"
Q.D., QD, q.d., qd (daily) Q.O.D., QOD, q.o.d., qod (every other day)	Mistaken for each other. The period after Q mistaken for "I" and the O mistaken for "I"	Write "daily" Write "every other day"
U or u (unit)	Mistaken for "0" (zero), the number "4" (four) or "cc"	Write "unit"
IU (International Unit)	Mistaken for IV (intravenous) or the number 10 (ten)	Write "International Unit"
Trailing zero (X. mg)* Lack of leading zero (.X mg)	Decimal point is missed	Write X mg Write 0.X mg

Standardized Wristband Colors Las Palmas Del Sol Healthcare Specific Wristbands

