



Graduate Clinical Site Requirements

Starts with



- Adventist Medical Center
- Auburn Regional Medical Center
- Bellevue Family Medicine
- Bozeman Deaconess Health Services
- Branch Medical Clinic (Everett Naval Base) & Bremerton Naval Hospital
- Capital Medical Center
- Cascade Valley Hospitals & Clinics
- Child Study and Treatment Center
- Columbia Valley Community Health
- Community Clinics of Pierce County
- Community Health Center of Snohomish County
- Confluence Health
- CorMedical
- Denny Wellness Center
- Downtown Emergency Service Center
- Everett Clinic
- Evergreen Hospital & Medical Center
- Family Health Center
- Ferry County Memorial Hospital
- Franciscan Medical Group & Clinics
- Full Life Care
- Good Samaritan Community Health Clinic/Hospital
- Greater Lakes Mental Health
- Greenwood Medical Clinic
- Group Health Cooperative



Graduate Clinical Site Requirements

Starts with



- Hall Health Center
- Harborview Medical Center
- Harrison Hospital
- HealthPoint
- High Point Medical Clinic
- Highline Medical Center
- Highline Medical Group
- Island Hospital Cancer Care Center
- Jefferson Healthcare
- Johns Hopkins Bayview Medical Center
- Kindred Hospital
- King County Jail Health Services
- King County Youth Services Center
- Kitsap Mental Health Services
- Legacy Health Systems (Oregon)
- Madigan Army Medical Center
- Madison Wellness Center
- Mary Bridge Children's Hospital and Health Center
- McChord Air Force Base
- Monroe Correctional Complex
- MultiCare Health Systems
- Naval Hospital Oak Harbor
- Navos Mental Health Solutions
- Neighborcare
- Northwest Hospital

« first

« previous

1

2

3

4

5

next »

last »



Graduate Clinical Site Requirements

Starts with



- Northwest Hospital & Medical Center, Lake Forest Park Medical
- Olympic Medical Center
- Overlake Hospital Medical Center
- Pacific Medical Center Clinics
- PeaceHealth St. Joseph Medical Center (Bellingham)
- Pediatrics Northwest
- Polyclinic
- Providence Centralia Hospital
- Providence Everett Healthcare Clinic
- Providence Health System Oregon Region
- Providence Mount St. Vincent
- Providence Regional Medical Center Everett
- Providence St. Peter Hospital
- Rainier Beach Medical Clinic
- Rainier Park Medical Clinic
- Roosevelt Youth Health Center
- Rotacare Clinic
- Ryther Child Center
- Sand Point Pediatrics
- Sea Mar Community Health Centers
- Sealth Teen Health Center
- Seattle - King County Department of Public Health
- Seattle Cancer Care Alliance
- Seattle Cardiology
- Seattle Children's Hospital

« first

« previous

1

2

3

4

5

next »

last »



Academics



Graduate Clinical Site Requirements

Starts with


 Apply

[Seattle STD/HIV Prevention Clinic](#)
[Seattle/Denny Teen Health Center](#)
[Skagit Valley Hospital](#)
[Snoqualmie Valley Hospital](#)
[Sound Family Medicine](#)
[Sound Mental Health](#)
[Sound Women's Care/Swedish Edmonds](#)
[St. Francis Hospital](#)
[St. Joseph Medical Center \(Tacoma\)](#)
[St. Joseph's Women's Clinic](#)
[Stevens Hospital](#)
[Surprise Lake Medical Clinic](#)
[Swedish Health Services](#)
[Tacoma General Hospital](#)
[Tacoma South Clinic](#)
[True Life Medicine \(Colorado\)](#)
[U.S. Healthworks](#)
[University of Washington Medical Center & UW Medical Center - Roosevelt](#)
[UW Medicine Neighborhood Clinics](#)
[VA Puget Sound Health Systems](#)
[VA Puget Sound Health Systems \(Retsil Veteran's Home ONLY\)](#)
[Valley General Hospital](#)
[Valley Medical Center](#)
[Vashon Health Center](#)
[Virginia Mason Medical Center](#)

1

2

3

5



Graduate Clinical Site Requirements

Starts with

-- Any --



- Volunteers in Medicine of the Olympics
- Washington Correctional Center for Women
- Wenatchee Valley Medical Center (See also confluence Health)
- West Seattle Student Health Center
- Yakima Valley Memorial Hospital
- Yale New Haven Hospital

« first

« previous

1

2

3

4

5



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Adventist Medical Center

Deadline/Where to Return Paperwork

First clinical rotation day. Bring paperwork to the site.

Paperwork to Complete

- ✔ Confidentiality Agreement

Additional Site Requirements

1. Review the following study guide:

- ✔ Basic Learning Unit for (Employees) Students (B.L.U.E.)
- ✔ B.L.U.E. Test Answers



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Auburn Regional Medical Center

Please complete the prerequisites outlined for [MultiCare Health Systems](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Bellevue Family Medicine

Site Requirements

✔ This is a **fragrance-free site**.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Bozeman Deaconess Health Services

Deadline

As soon as possible.

Paperwork to complete

- ✔ Checklist for Student Credentialing
- ✔ TB Consent Form
- ✔ Immunization History
- ✔ Latex Questionnaire
- ✔ Guidelines for Temporary and Non-Employees
- ✔ Security Agreement
- ✔ Proximity Badge Agreement
- ✔ Confidentiality Commitment

Contact the Site

Contact Selina Irby if you have questions about the onboarding process:

Selina Irby

Phone: (406) 556-5186

Email: Sirby@bdh-boz.com



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Branch Medical Clinic (Everett Naval Base) & Bremerton Naval Hospital

Deadline

As soon as possible. Your assigned preceptor will help arrange orientation and get you on base.

Required Paperwork

- ✔ [How to Apply for a Navy Region Northwest \(CNRNW\) Badge](#)

For students born out of the country: The Alien Reg number is generic in nature (Encompassing Permanent Resident number (Tan cards), Immigration number (older green cards), Student Visa, US Passport, Naturalization number etc.). We would need your "naturalization" number from the naturalization certificate that everyone should keep handy and readily accessible if they were born in another country. US Passport numbers also work.

Please print and fill out the required form and return it to Paulette Leafe at paulette.m.leafciv@mail.mil

[Civil Resident Agreement](#)

Branch Medical Clinic Placements Only

Branch Medical Clinic Administration

Phone: (425) 304-4160

Contact the Site

Chris Chivington

Personnel Security Specialist

Key Control Officer

Naval Hospital Bremerton

Comm: (360) 475-4308

Cell: (360) 516-0486 (0700-1530 M-F)

Fax: (360) 475-4558

Email: nhb.securitymanager@med.navy.mil

The School of Nursing Will Provide to the Site:

- ✔ Letter of good standing



Academics



Capital Medical Center

Deadline

As soon as possible.

Paperwork to Complete

✔ Provide the site with your immunization records to show you are up to date in each of the following:

- ✔ Tdap
- ✔ MMR
- ✔ Varicella
- ✔ Flu vaccine
- ✔ Hep B
- ✔ TST (2-step)
- ✔ CXR (If
+TST)

✔ CPR card

✔ Verification of First Aid and HIV training

The School of Nursing Will Provide to the Site:

1. Copy of your criminal history check
2. Verification of HIPAA training completion
3. Verification of Blood Borne Pathogens training completion



Email us



206-543-8736 or
1-800-759-NURS





Academics



Cascade Valley Hospitals & Clinics

Deadline

As soon as possible.

Contact the Site

Monica Getty

HR

Phone: (360) 618-7816

Email: monicag@cascadevalley.org

Monica will help you arrange a nametag, clinic access, and to complete necessary paperwork. She is available Monday through Friday, 7:00am - 4:00pm.



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Child Study and Treatment Center

Deadline

As soon as possible. Mail forms directly to the site.

Paperwork to Complete

- [Oath of Confidentiality](#)
- [Background Check Authorization](#)

Mail these forms before your clinical rotation to:

Karen Perales, RN, DNS
Child Study and Treatment Center
8805 Steilacoom Blvd. SW
Lakewood, WA 98498

Additional Information

- [Directions to CSTC](#)



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Columbia Valley Community Health

Please contact Susi Miguel (smiguel@cvch.org) and Lupe Sanchez (lsanchez@cvch.org) at Columbia Valley Community Health Human Resources regarding the clinical site requirements for Columbia Valley Community Health. \

You will need to obtain copies of your immunizations to send to the clinical site. You can request your immunizations at myshots@uw.edu

The School will provide the letter of good standing and liability insurance.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Community Clinics of Pierce County

Deadline/Where to Return Paperwork

As soon as possible. Fax forms directly to the site.

Paperwork to Complete

- ✔ Confidentiality Agreement
- ✔ Disclosure Form
- ✔ Drug-Free Policy
- ✔ Hepatitis B Immunization
- ✔ National Background Check
- ✔ Personnel Data Form
- ✔ Physician Description

Fax these forms **and a copy of a recent TB test** to:

Kimberly E. McNeil
Human Resources Assistant
Community Health Care
101 East 26th St.
Tacoma, WA 98421
Phone: (253) 722-1537
Fax: (253) 722-1546

Additional Information

- ✔ Personal Vehicle & Smoke-Free Workplace Policies

The School of Nursing Will Provide to the Site

- ✔ Copy of our liability insurance





Academics



Community Health Center of Snohomish County

Deadline

As soon as possible.

Contact the Site

Tricia Balderrama

Phone: (425) 789-0334

Email: tbalderrama@chcsno.org

Tricia will help arrange your site orientation.

Additional Site Requirements

Complete a 3 1/2 hour orientation at:

5929 Evergreen Way

Everett, WA 98203

Bring the following with you to the orientation:

1. Results of PPD done within the past 12 months - this is in addition to any PPD testing you have done annually. Testing can be completed at Hall Health (by appointment) or through your primary healthcare provider.
2. Most recent immunization record
3. Current CPR license



Email us



206-543-8736 or
1-800-759-NURS



Box 357260





Confluence Health

Required Documentation:

1. Completion of the Confluence Health forms: *Terms and Conditions, Workforce Confidentiality and Security Agreement, Disclosure and Authorization, Medical Information* including:

- Tuberculosis (TB) – Two (2) skin tests placed and read within 1-3 weeks after the reading of the first skin test or a negative Blood Assay Mycobacterium Tuberculosis Test (BAMT) or Documented TB History
- Two (2) Measles, Mumps and Rubella Vaccines or positive titers
- Two (2) Varicella vaccines or positive titer
- Influenza vaccine (Seasonal Requirement)
- Hepatitis B Vaccines or positive titer recommended, not required
- Tetanus/Diphtheria/Pertussis (Tdap) vaccine required for OB/ Peds

The school will produce first source documentation of your immunizations upon an audit. It is your responsibility to remain compliant and complete the site specific immunization requirements.

2. Documentation of the following:

- Current negative drug screen. The screening must be performed within the previous 12 months. Minimal screening substances include: amphetamine / methamphetamine, cannabinoids, cocaine, opiates and phencyclidine.

Acceptable documentation: A copy of a current negative drug screen - **UW STUDENTS DO NOT NEED TO MEET THIS REQUIREMENT AT THIS TIME.**

- Current negative criminal background check. The background check must be performed within the previous 12 months and include a minimum of the following: 7 year multi-state criminal history report including Nationwide Database Records, Residency History,

Social Security Verification, Nationwide Sexual-offender Index, Nationwide Healthcare Fraud and Abuse Scan.

Acceptable documentation: A copy of a negative multi-state criminal history report.

- General liability and malpractice insurance. The minimum coverage required is one million dollars/incident and three million dollars aggregate. This coverage may be an individual policy or a group policy provided by the employer.

Acceptable documentation:

- o An electronic copy of the insurance policy indicating minimum coverage amounts with the name of the individual covered by the policy.
- o **An electronic document from the employer providing the liability coverage** which states the name of the personnel requesting to participate in a rotation and verification that they are a current employee covered under the policy.
- Current healthcare-provider level Basic Life Support (BLS) certification.

Acceptable documentation: A copy of a current HCP-level certification card.

Please submit all forms to:

Jenny Batt

Administrative Assistant II

Confluence Health | Organizational Development

p: 509.663.8711 x: 5232 | f: 509.667.7569 | e: Jennifer.Batt@confluencehealth.org



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



CorMedical

Deadline/Where to Return Paperwork

As soon as possible. Return paperwork to:

Olivia Bowen

Manager VP

Phone: (206) 941-0945

Email: oliviabowen123@yahoo.com

Paperwork to Complete

- HIPPA/Confidentiality Agreement



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Denny Wellness Center

Please complete the requirements outlined for [Neighborcare](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Downtown Emergency Service Center

Deadline

As soon as possible.

Site Requirements

1. As soon as possible, contact your preceptor to arrange for a DEHC ID badge and computer privileges.
2. Wear your UW SoN name tag and professional, casual clothes. A button-down shirt and slacks is preferred.

Site Information

- ✔ [Downtown Emergency Service Center website](#)
- ✔ To get to the Mental Health Office at 216 James Street (at the top of the Metro Bus Tunnel escalator for the Pioneer Square stop), they recommend you take a Metro bus or catch the UWMC shuttle to Harborview and walk (or bike) from there. Because parking is difficult and/or expensive, they recommend that you take one of the "70" buses from the U District. Visit the [King County Metro Transit website](#) for information on routes and schedules.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195



Everett Clinic

Deadline

2 weeks prior to your clinical rotation. Contact the clinical site for the paperwork requirements as they will email them to you.

Paperwork to Complete

1. Please bring your immunization records to the site: You will need records of the following:

- ✔ MMR
- ✔ Hep B
- ✔ Varicella – History of disease is NOT accepted. Titer or vaccination records are required.
- ✔ Tdap (must be since 2006)
- ✔ Influenza (typically required October through April)
- ✔ PPD (Must have been done within the last 12 months)
 - ✔ We do require a 2 step PPD for all students, so we will place a 2nd PPD here at no cost. This will be done through Tammy, our Employee Health and Safety RN, once all other immunizations have been turned in and must be completed prior to the start date.

2. **Background Check** – This will be sent to your email address. It will come from a company called Talentwise. Please watch for this in your spam folder as well.

3. **Resume/CV with photo** These documents can either be scanned or emailed to:

- ✔ Email: Colter Ruuth cruuth@everettclinic.com
- ✔ Fax: (425) 257-1435
- ✔ Mail: The Everett Clinic, Attn: Human Resources, 3901 Hoyt Ave Everett, WA 98201

4. Complete and return the Policy & Procedure form (**Email the site to get the required form**)

5. **Additional signed acknowledgments (email the site to get the most up to date required forms/paperwork for your rotation) as the list below may not be accurate.**

- ✔ Confidentiality Agreement
- ✔ Computer Use
- ✔ Dress & Appearance

- ✔ Non Discrimination & Harassment
- ✔ Social Media
- ✔ Employee Conduct

Contact the Site

Colter Ruuth

cruuth@everettclinic.com

3901 Hoyt Ave.

Everett, WA 98201

Phone: (425) 339-5462

Fax: (425) 257-1435



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Evergreen Hospital & Medical Center

Deadline/Where to Return Paperwork

At least 2 weeks prior to your clinical rotation. Send paperwork directly to the site. **Note: paperwork requirements below may not be up to date. Please contact the site directly to obtain the most up to date site paperwork requirements.**

Paperwork to Complete

1. [Evergreen HIPAA for Covered Entities](#)
2. [HIPPA Assessment](#)
3. [Nurse Practitioner Application](#)

Mail these to:

Lynnette Wahl

Administrative Coordinator, Education Department

EvergreenHealth MS-106

12040 NE 128th Street

Kirkland, WA 98034

Phone: (425) 899-2524

Fax: (425) 899-2459

Email: llwahl@evergreenhealth.com

Contact the Site

Midwifery students Only:

Diane Kovar, CPMSM

Manager, Medical Staff Office

Phone: (425) 899-1891

Email: dkovar@evergreenhealthcare.org

Diane will help you schedule an appointment to arrange completion of the remainder of your paperwork. Bring the following with you:

1. Driver's license or passport

2. Social Security Card

For ARNP/CNS students:

Jacqui Davis, BSN, RN, MA Clinical Nurse Educator, Education

JADavis@evergreenhealthcare.org

425.899.2529 (p) | 425.899.2459(F) | EvergreenHealth MS-106, 12040 NE 128th St., Kirkland, WA 98034

Additional Site Requirements

- ✔ The seasonal influenza vaccination is required for all students coming to Evergreen for clinical experiences.
-



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Family Health Center

Contact Jeb for any clinic-related questions in addition to any paperwork that might be required for your rotation.

Jeb Bolerjack, RN CDP

Phone: (360) 353-5511

Fax: (360) 353-5502

Email: jbolerjack@cfamhc.org



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Ferry County Memorial Hospital

Deadline

As soon as possible.

Site Requirements

- ✔ Get a copy of your immunization records from Hall Health and send or bring to:

Sharon Iverson, RHIT

HIM/Credentialing Director

Ferry County Public Hospital District #1

36 Klondike Road

Republic, WA 99166

The School of Nursing Will Provide to the Site:

1. Copy of SoN liability coverage
2. Copy of Blood Borne Pathogens training verification



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195



Franciscan Medical Group & Clinics

Franciscan Medical Group & Clinics covers the following sites:

- 📍 Surprise Lake Medical Clinic, Tacoma South Clinic, University Place Medical Clinic, St. Joseph's Women's Clinic

Paperwork to Complete (due at least 3-4 weeks in advance)

1. Access the FHS online Student for current requirements: <http://www.fhshealth.org/About-Us/Student-Requirements/>
2. Email Debraburleson@catholichealth.net to obtain the most up to date student packet.
3. Clinical Passport - This site requires a clinical passport. **Please email SoN Compliance directly at nscomply@uw.edu** . Your passport WILL NOT be generated until you contact SoN Compliance. The clinical passport needs to be submitted to your clinical site three weeks before the start of the quarter by SoN Compliance at Student and Academic Services. **Therefore, submit all items as requested by SoN Compliance NO LATER than four weeks before the start of the quarter.** Request an immunization summary and TB summary from Health Sciences Immunization Program (HSIP) via myshots@uw.edu. Include your student # in the email request. The immunization summary MUST include the annual influenza vaccination. Email both documents to SoN Compliance. NOTE: Per UW policy, the SoN can only take information verified and processed by HSIP. Do not send immunization information or test results directly to SoN Compliance.

Debi Burleson

Administrative Assistant for

Kimberly Orchard, Director QRM | Deanna Kruckenberg, RN,QRM Manager

Quality & Risk Management (QRM)

Franciscan Medical Group

1149 Market Street/MS 10-14

Tacoma, WA 98402

Phone: (253) 552-4148 (152-4148)

Fax: (253) 552-4185

Students at any inpatient Saints hospital will need to contact Agueda in regards to onboarding

Agueda Delgadillo

Medical Staff Coordinator

CHI Franciscan Health

Med Staff Svc @ SJMC

P.O. Box 2197, MS 01-64

Tacoma, WA 98405

Phone: (253) 426-6811 (x127-6811)

Fax: (253) 426-6939 (x127-6939)

Office Admin Assistant: Michelle Siler (253-426-4691)

3. This site also requires immunization records to include with your student packet. You will need to request your immunization history first through myshots@uw.edu.

Additional Requirements

- ✔ TB information: By signing the form included in the student packet, students are attesting that their immunization is current and updated
- ✔ Need proof of current Flu Vaccine
- ✔ Provide the site a copy of their driver's license and/or passport
- ✔ All students will need to request a student NPI (National Provider Identifier) #. The link is on the form.
- ✔ If convicted of a misdemeanor or felony, student is still required to provide details of the incident and circumstances surrounding the situation.
- ✔ Epic training is a requirement- Advance to STEPS page 6B (link above)
- ✔ [Job Shadow Application](#) - this only applies to students who will be doing a job shadow or observational experience **only**.

Update to students at Franciscan CHI- Catholic Health Initiative

There's been a change to the process for students who wish to rotation at any of the CHI Franciscan Health hospitals. We've been asking all students for a "student" NPI (National Provider Identifier) and provided them with the link to obtain one. There have been instances where a student will be allowed to begin the rotation without the NPI # and provide the number at a later time. From this point forward, a NPI # will be required for ALL students. If this is something you will be doing on behalf of your students, the link is below. For those foreign students, there is a way to obtain a student NPI; NPI - National Provider Identifier: 1 (800) 465-3203

Prior to sending a packet out to students, I will need the following information, please provide:

1. Full name of student (last, first, middle)
 2. Date of birth
 3. NPI #: NPI # as a "student" is required: use this link to begin the process: <https://nppes.cms.hhs.gov/IAWeb/warning.do?fwdurl=/register/startRegistration.do>
- a. Help tools: <https://nppes.cms.hhs.gov/NPPES/Help.do?topic=>
 - b. Frequently asked questions: <https://questions.cms.gov/>
 - c. Application Tips: <https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.applicat...>
 - d. Questions: 1 (800) 465-3203



Full Life Care

Deadline

As soon as possible.

Paperwork to Complete

- ✔ Background Check
- ✔ Confidentiality Statement
- ✔ Student Placement Information

Return the completed forms to Ginger Seybold:

Ginger Seybold

Director, Volunteer Programs

800 Jefferson Street, Suite 620

Seattle, WA 98104

Phone: (206) 224-3790

Fax: (206) 224-3779

Email: GingerS@FullLifecare.org



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Good Samaritan Community Health Clinic/Hospital

Please complete the requirements outlined for [MultiCare Health Systems](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Greater Lakes Mental Health

Deadline

2-3 **months** prior to the start of your clinical rotation.

Contact the Site

Carolyn Petrich

Director of Human Resources

Phone: (253) 620-5014

Make arrangements through Carolyn to complete any necessary paperwork. She will also contact you to set up a 1-hour orientation after you have submitted an "offer letter" (see below).

Site Requirements

- ✔ Prepare an "offer letter" to GLMH, including the following information:
 - ✔ Legal name
 - ✔ Address
 - ✔ Phone
 - ✔ Date of birth
 - ✔ Social Security Number
 - ✔ Highest degree earned
 - ✔ The number of hours per week you will be attending this clinical site The quarter's start and end dates



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Greenwood Medical Clinic

Please complete the requirements outlined for [Neighborcare](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Group Health Cooperative

Deadline

- ✓ Midwifery students: 4 weeks prior to rotation
- ✓ All other NP students: As soon as possible

Paperwork to Complete

All NP Students Except Midwifery

Paperwork is available on the Group Health website: <https://www1.ghc.org/html/public/nursing/student-placement>

NP paperwork can be sent to Leigh Almond; please call Leigh to set up computer access:

Leigh Almond

Administration Specialist

Nursing Operations, Group Health Cooperative

206-448-5994

almond.l@ghc.org

Midwifery Students Only

Midwifery student paperwork is **mandatory** and due 4 weeks prior to your rotation.

- ✓ **Returning midwifery** students only need to enter work orders that will update the location you're working at and extend the termination dates. Please contact the Graduate Medical Education office with questions.
- ✓ **New students** must complete the following forms:
 - Confidentiality Agreement
 - Privacy and Security Training
 - Extern Agreement for Non-Residents

Sign and return the confidentiality agreement, complete the application, and review the privacy and security training manual to Group

Health. Included in the manual is a 2 page quiz. Circle your answers to the quiz questions and return **ONLY THE QUIZ** and the other two signed documents via fax or email:

Fax: (206) 877-0649

Email: graduatemedicaleduca@ghc.org

The completed forms must be returned four weeks prior to the start date.

Questions

Graduate Medical Education

Group Health

320 Westlake Ave N Suite 100, E2N

Seattle, WA 98109

Fax: (206) 877-0649

Email: graduatemedicaleduca@ghc.org

Additional Information

- ✔ **Influenza immunization is now mandatory for all Healthcare workers who work in facilities where patient care is provided or who provide patient care, including agency, contracted, students, interns, trainees, and vendors.** Group Health implemented this policy in order to provide a safe environment for our patients and staff. Compliance consists of either being immunized or having a medical or religious exemption.

Healthcare Workers that have a medical/religious exemption will be required to wear a mask when working in patient care areas once our Infectious Disease physicians have declared that flu is active in the community. Healthcare Workers not in compliance with the influenza immunization policy will not be allowed to work at Group Health.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Hall Health Center

Deadline/Where to Return Paperwork

Paperwork must be completed 4 weeks before start date of clinical rotation. Return forms to Karen Beck (see below).

Paperwork to Complete

Contact Karen Beck (see below) for the required paperwork:

- ✔ Confidentiality Agreement
- ✔ Trainee Information form

Contact the Site

Karen Beck

Health Services Manager

Hall Health Primary Care Center

315 Hall Health. Box 354410

Seattle, WA 98195

Fax: (206) 685-1853

Email: klbeck@uw.edu

Additional Site Information

- ✔ For every clinical, wear your School of Nursing photo ID badge, professional attire, and/or a white lab coat.
- ✔ Per the UW Medicine security policy, you cannot have your UW email forwarded to an outside email account. If you use an email forwarding service, it will need to be deactivated for the duration of your clinical rotation. You will need to follow instructions for switch from UW cloud services to UW Deskmail for the duration of your clinical rotation at UWMC.
- ✔ Once the Confidentiality Agreement is received, the HHPCC Health Services Manager will request Hall Health network access, EpicCare training access, and Epic access.
- ✔ Provide the HHPCC Health Services Manager with the following information:

1. Your Full name
2. Birth Date
3. Place of Birth

4. UW NETID

5. Social Security Number

NOTE: Since email is not secure, relay your SSN via phone at 206-616-3772.

The HHPCC Health Services Manager will notify the student, clinical placement coordinator, and preceptor once the steps are complete and the student is cleared to start the clinical rotation. **This must be completed at least 1 week prior to the start of the rotation.**

✔ Procedure for the first day of your clinical rotation:

✔ Report to HHPCC Administration Office to receive access information

✔ Meet your preceptor

✔ Your preceptor is responsible for providing Epic training

Faculty Requirements

Permission to site visit a student is required by all faculty. This must be done at least 2 weeks prior to the scheduled visit.

Contact Karen Beck for the required paperwork:

✔ Confidentiality Agreement

✔ Trainee Information Form



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Harborview Medical Center

Deadline

As soon as possible.

Paperwork to Complete

- ✔ Complete the online HMC New Student Orientation: <http://depts.washington.edu/odtreg/wordpress/>
- ✔ This site does not require the clinical passport, however, you must be passport compliant to attend Harborview. Please email SoN Compliance at nscomply@uw.edu so that he can start the process.

Read, print, and sign the items as directed:

- ✔ Booklet: Read **Integrity at Work**
- ✔ Form 1: Sign page 31 of **Integrity at Work** (IAW) Booklet
- ✔ Form 2: Sign **Privacy, Confidentiality and Information Security Agreement (PCAISA)**
- ✔ Form 3: Sign **Patient Rights and Responsibilities** signature page

Submit completed Paperwork to Pam Guntrum via these options:

Jpeg or PDF via email (**Preferred**) pguntrum@uw.edu

Fax: (206) 744-4886 ; OR

Campus Mail: Box: 359855

****please see information below regarding badging at Harborview starting Spring 2015****

Computer Training Requirements

Ask your preceptor what computer training you will need for your rotation: EpicCare, ORCA, or none and let your Clinical Placement Coordinator (CPC) know. Usually, ambulatory care clinics at HMC use EpicCare.

If you need EpicCare or ORCA training, you will need to complete a **MANDATORY** computer training class which is only offered once. If you have a conflict with the training schedule, contact your CPC immediately. **NOTE: If you arrive later than 15 minutes after the start of class, you will be asked to reschedule.**

EpicCare Training

Please contact Pamela Guntrum regarding your training. Pam will register students to attend a training class for the inpatient EMR or receive online training for the ambulatory EMR.

Phone: 206.744.9488

Fax: 206.744.4886

pguntrum@u.washington.edu

The Harborview site coordinator will confirm the date, time, and location of the class.

Additional Information

 [Directions to Harborview](#)

 [Directions to UW Tower](#)

Email Forwarding

Per the UW Medicine security policy, you **cannot** have your UW email forwarded to an outside email account; you are required to use a 'u.washington.edu' or 'uw.edu' email address. If you use the email forwarding service, **it will need to be deactivated for the duration of your clinical rotation.** You are considered a UW Medicine Workforce Member until the end of your clinical rotation.

If you are auto-forwarding email at this time, disable this feature IMMEDIATELY through the following website: <https://uwnetid.washington.edu/manage/?forward>. To change your email forwarding, choose "Forward to UW Deskmail" then choose "OK." If you need help setting your forwarding correctly, please contact UW Medicine IT service at (206) 543-7012. You can also contact the UW-IT Service Center at (206) 221-5000 or send an email to help@uw.edu.

For reference, please see UW Medicine's Electronic Data Policy located at: https://security.uwmedicine.org/guidance/policy/electronic_data/default.asp

Computer Training

If your rotation setting is an ambulatory care clinic using EpicCare for its EMR, you will need EpicCare training instead of ORCA. The Harborview student site coordinator will confirm the date, time and location of the class.

Badges Starting Spring 2015

HMC is reinstating badges for students. Starting Spring quarter 2015, students need to obtain an HMC photo ID.

students will stop by Pam Guntrum's office to pick up a "blue card" and take that to the Parking and Badging Office to get a photo ID.

Pick up a "blue card" from Pam Guntrum's office located inside of Employee Health at 1EC 21.

Bring the card to the Parking and Badging Office located on the 8th floor of the Center Tower. You will be asked for a photo ID to confirm your identity.

When your rotation is complete, return the HMC ID to Pam Guntrum.

Parking Passes

Visit the parking and badging office located on the 8th floor of the Center Tower for more information.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Harrison Hospital

Deadline

2-3 weeks prior to your clinical rotation.

Site Requirements

Please complete the following items contained in the Student Packet.

It takes about 10 business days to complete. Please complete them as soon as possible.

The following attachments should be sent to our Human Resources Assistant, Lana Heike. Her contact information is T: 360.744.6998

F: 360.744.6942. Please contact Lana if you have any questions or are having issues sending attachments.

In addition, All documentation for immune status and criminal background checks need to be in place, plus "Exhibit A" must be signed before (the student) can participate in their clinical experience at Harrison.

 [Exhibit A: Student Acknowledgement](#)

Contact Information

Julie Gardner

Email: Julie.Gardner@harrisonmedical.org



Email us



206-543-8736 or
1-800-759-NURS



Box 357260



Seattle, WA 98195



Academics



HealthPoint

Deadline/Where to Return Paperwork

4 weeks prior to your rotation. Fax or mail your paperwork to the contact listed below.

Paperwork Requirements

1. [Intern-Shadow Application](#)
2. [Non-Employee Packet](#)
3. Copy of Current CV attached to your application packet
4. Copy of your immunization summary which you send directly to Chris Schei

Additional Site Requirements

You will need to complete the HealthPoint orientation materials on the first day of the rotation. The Health Center Manager will provide these for you at the clinic.

Site Contact

Chris Schei

Volunteer Coordinator

HealthPoint

955 Powell Avenue SW

Renton, WA 98057

Phone: (425) 277-1311x11060

Email: cschei@healthpointchc.org

The School of Nursing Will Provide to the Site:

- ✔ A copy of your national background check
- ✔ Letter of good standing.





Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



High Point Medical Clinic

Please complete the requirements outlined for [Neighborcare](#).



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Highline Medical Center

Deadline

As soon as possible.

Paperwork to Complete

1. **Clinical Passport** - This site requires a clinical passport. **Please email SoN Compliance directly at nscomply@uw.edu** . Your passport WILL NOT be generated until you contact SoN Compliance. The clinical passport needs to be submitted to your clinical site three weeks before the start of the quarter by SoN Compliance at Student and Academic Services. **Therefore, submit all items as requested by SoN Compliance NO LATER than four weeks before the start of the quarter.** Request an immunization summary and TB summary from Health Sciences Immunization Program (HSIP) via myshots@uw.edu. Include your student # in the email request. The immunization summary MUST include the annual influenza vaccination. Email both documents to SoN Compliance. NOTE: Per UW policy, the SoN can only take information verified and processed by HSIP. Do not send immunization information or test results directly to SoN Compliance.
2. Please contact Christine Campbell the clinical site directly for your paperwork requirements. Christine will confirm what is required for your rotation.

Highline Medical Center needs the completed forms before the student can round with his or her preceptor.

Once confirmed please Submit the Completed forms/documents to:

Highline Medical Center

Christine Campbell

Medical Staff Services

(206-988-5737)

ccampbell@highlinemedical.org



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Highline Medical Group

Deadline

First day of your clinical rotation.

Site Requirements

1. Provide your current Washington state RN license
2. Verification that you have completed HIPAA training
3. Beneficial but not mandatory immunizations:
 - ✔ Hepatitis B series
 - ✔ MMR
 - ✔ PPD

The School of Nursing Will Provide to the Site:

1. Letter outlining your role as a student
2. Proof of the UW's insurance coverage
3. Your Verified Credentials background check



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Island Hospital Cancer Care Center

Deadline

As soon as possible.

Paperwork to Complete

1. [Training Manual](#)
2. [Sign-Off Sheet](#)
3. Email a copy of your most immunization records, including confirmation of your most recent TB test and flu shot, to Sherry Kaiser (see below). You can request a copy through Hall Health by emailing myshots@uw.edu.

Send these to:

Sherry Kaiser

Email: skiser@islandhospital.org



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Jefferson Healthcare

Deadline

As soon as possible.

Paperwork to Complete

- ✔ You need to provide documentation of current TB results and MMR titer and Hep B Titer or waiver. This can be obtained through Hall Health or myshots@uw.edu.

Additional Information

- ✔ HR will meet with you to cover emergency information and give you a badge on their first day.

Contact information

Bev Young, HR

Jefferson HealthCare

Phone: (360) 385-2200x2085

The School of Nursing Will Provide to the Site:

- ✔ A copy of your Verified Credentials background check
- ✔ Proof of insurance
- ✔ Your CV



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Johns Hopkins Bayview Medical Center

Deadline

As soon as possible.

Site Requirements

Complete and return the Background check form and the FCRA Notice to Karen Jones. Please contact the site for your paperwork requirements:

Karen Jones, MA, GCDF
Career Development Specialist
Johns Hopkins Bayview Medical Center
Alpha Commons Bldg., 1st Flr., Human Resources
5300 Alpha Commons Drive
Baltimore, MD. 21224
Phone: (410) 550-1176
Fax: (410) 550-2498

Paperwork Requirements

1. Background Check
2. FCRA Notice
3. Summary of your Rights



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Kindred Hospital

Deadline

1-2 weeks prior to your clinical rotation.

Contact the Site or your preceptor for paperwork requirements.

Site Requirements

Bring the following to your site orientation:

- ✓ Immunization records showing current TB test results
- ✓ CPR card
- ✓ Copy of your Verified Credentials background check
- ✓ RN license number
- ✓ Proof of HIPAA training completion
- ✓ Letter of good standing



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





King County Jail Health Services

Deadline/Where to Return Paperwork

As soon as possible. Mail form to the site.

Paperwork to Complete

- ✔ King County Jail Packet Instructions
- ✔ King County Jail Non-DAJD Packet

Please return these to:

Nancy Barnum

Jail Health Services

401 Fifth Avenue, Suite 1000

Seattle, WA 98104

Phone: (206_)=) 263-8327

Fax: (206) 205-6236

Email: nancy.barnum@kingcounty.gov

Additional Site Requirements

1. Nancy is the HR Liaison for Jail Health Services (JHS). Once Nancy receives the packet, she will forward them to the Department of Adult & Juvenile Detention (DAJD).
2. Nancy will then send instructions to you to call DAJD and set up an appointment to have fingerprints taken.
3. Once the fingerprint results are returned, then the background check starts. It generally takes 7-15 days once the fingerprints have been returned.
4. Nancy will notify you and Miriam Philby (JHS Clinical Operations Administrator) when you have been cleared, with more instructions to make an appointment to come in and have photos taken. These photos go into the DAJD database.
5. When you come in to work, you will turn in your driver's license and the Sergeant at the reception area in the jail, who will give you an "H" badge. This stands for "Health" and allows you to move about the facility as if you had an ID.

W



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



King County Youth Services Center

Deadline/Where to Return Paperwork

As soon as possible. Mail forms directly to the site.

Paperwork to Complete

- ✔ Authorization for Criminal History Reference Check
- ✔ Waiver and Authorization to Release Information

Submit these forms **and a copy of your driver's license** to:

Volunteer Coordinator
King County Juvenile Detention
1211 E. Alder Street, MS 1-G
Seattle, WA 98122-5598

Contact the Site

Tom Stone
Email: stonenp@u.washington.edu

Tom will help arrange a necessary background check for you (Protection of Vulnerable Youth).

Additional Information

- ✔ Clinical Tasks
- ✔ Site

[Information](#)

Directions and Parking

On-site parking is free. Metros buses #3 and #4 also service this area. [A map of the area and printable driving directions can be found here.](#)





Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Kitsap Mental Health Services

Deadline

As soon as possible. Bring your completed paperwork and your resume to HR on your first clinical day.

Paperwork Requirements for Students:

1. [Online Application](#)
2. [Background Check](#)

You will need to complete HR paperwork on your first day. It will take about 20 minutes.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Legacy Health Systems (Oregon)

Deadline

As soon as possible.

Clinical Placement Coordinators **MUST** CC Debra Henry in the clinical placement confirmation email. Deb will provide the list of preclinical requirements to the student. This site also requires a drug screen.

Required Paperwork

- ✔ Submit the paperwork directly to Debra Henry, including proof of required immunizations and TB skin test, copy of your nursing license, proof of personal health insurance, copy of your CPR card, and a 10-panel urine drug screen results. Please request a copy of your immunizations through myshots@uw.edu
- ✔ The urine drug screen is a new requirement by the State of Oregon. This is the website that lists the requirements: <http://www.oregon.gov/oha/OHPR/Pages/sct.aspx>.
- ✔ Please read Legacy's Graduate RN Checklist, which lists all of the requirements for completing a clinical experience at a Legacy facility.
- ✔ You will also receive an attachment of Legacy's mandatory education module; return the completed post-test to the site (Debra Henry).
- ✔ Please sign and have someone witness the confidentiality statement.
- ✔ Debra Henry will send Legacy's student ID badge request form which can be taken to any Legacy Security office for issuance of an ID badge
- ✔ [Legacy's parking policy](#)

Contact the Site

Debra Henry, MSN, RN
Patient Care Service Specialist
Clinical Practice Support
Legacy Health
Phone: (503) 413-3247
Email: dhenry@lhs.org

The School of Nursing Will Provide to the Site





Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195



- ✓ A copy of your Verified Credentials background check
 - ✓ Proof of liability insurance
-



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Madigan Army Medical Center

Deadline

4-6 weeks prior to your clinical rotation.

Contact the Site

jennifer.l.jones-gonzalez.mil@mail.mil

Deputy Director, Clinical Nurse Transition Program Clinical Placement Coordinator, Graduate and Undergraduate Madigan Army Medical Center, WA 98431

Cell: (419) 575-1987

Office: (253) 968-2945

Fax: (253) 968-4129

- ✔ Prior to orienting Jennifer will email you a password and user ID so you can complete the Information Assurance training. She will also arrange an orientation time for you, where she will go over HIPAA training and give you a quick hospital orientation. She will also take you to the Provost Marshall's office to get your ID badge and parking pass.
- ✔ If you wish to meet with your preceptor that same day, contact your preceptor in advance to see if this can be done.

Site Requirements

1. [Complete computer training](#) once CPT Romaker has sent you the user ID and password.
2. Complete the student AMO once Jennifer has sent you the AMO.
3. Attend site orientation. The process of orientation, getting a badge and car pass may take up to 4 hours.
4. **You must have personal health insurance in order to attend this clinical site.** If you do not, it is your responsibility to e-mail your Clinical Placement Coordinator and inform them that you need to change your clinical site.

Additional Information

- ✔ [Commander's Code of Conduct](#)
- ✔ [Map/Directions to MAMC](#)
- ✔ When you arrive at the main Fort Lewis gate, you will receive a 30-day pass. Once you inprocess through MAMC and receive your Madigan ID badge, return to the main Fort Lewis gate with the ID badge before your 30-day pass expires to receive a

pass that will give you access for the remainder of your time at Madigan.

Please note: Everyone in a car accessing Fort Lewis will need a valid photo ID. This means that if one person went through the process to get a vehicle pass, and the other 3 people in the car are riding along for clinicals, *everyone* in the car must have a current, non-expired picture ID.

The School of Nursing Will Provide to the Site

1. Letter of good standing
2. A copy of your Verified Credentials background check



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Madison Wellness Center

Please complete the requirements outlined for [Neighborcare](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Mary Bridge Children's Hospital and Health Center

Please complete the requirements outlined for [MultiCare Health Systems](#).



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





McChord Air Force Base

Deadline/Where to Return Paperwork

1-2 weeks prior to your clinical rotation. Send the completed application directly to the site.

Paperwork to Complete

- ✔ [McChord Visitor Pass Request](#)

Send the completed form via mail/fax/email to:

Bill Coffey, RN

McChord Clinic

Education/Training

690 Barnes Blvd.

McChord AFB, WA 98438

Phone: (253) 982-2760

Fax: (253) 982-4935

Email: William.Coffey3@us.army.mil

Contact the Site

Contact Bill Coffey (see above) to arrange an orientation time. He will go over HIPAA training and take you to the Provost Marshall's office to get your ID badge and parking pass.

Additional Site Requirements

- ✔ Attend site orientation at both Madigan and McChord. Please allow 30-60 minutes prior to the Madigan orientation to get through the Fort Lewis gate. Allow 90 minutes prior to your first clinical rotation for the McChord orientation.

Additional Information

- ✔ [Map/Directions to MAMC](#)
- ✔ When you arrive at the main Fort Lewis gate, you will receive a 30-day pass. Once you inprocess through MAMC and receive your Madigan ID badge, return to the main Fort Lewis gate with the ID badge before your 30-day pass expires to receive a pass that will give you access for the remainder of your time at Madigan.

Please note: everyone in a car accessing Fort Lewis will need a valid photo ID. This means that if one person went through the process to get a vehicle pass, and the other 3 people in the car are riding along for clinicals, everyone in the car must have a current, non-expired picture ID.



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Monroe Correctional Complex

Monroe Correctional Complex cover the following sites:

- ✔ Minimum Security Unit, Special Offenders Unit, Twin Rivers Corrections Unit, and Washington State Reformatory Unit

Deadline/Where to Return Paperwork

4-6 weeks prior to the clinical rotation. Email completed forms directly to the site.

Paperwork to Complete

- ✔ Volunteer Application Form
- ✔ Criminal Disclosure Form

Contact the Site

Susan Plouff

Phone: (360) 794-3223

Contact Susan as soon as possible to help arrange your site orientation date. You will need to send the Volunteer Application and Criminal Disclosure forms to Susan.

Additional Site Requirements

1. Current negative TB test results
2. Attend site orientation, which takes place on the 1st and 3rd Monday and Tuesday of each month (if there are enough students to fill the class). Monday sessions are a full day and Tuesday sessions are half-day.
3. Attend additional training, which only takes place **every other month** during the 1st and 3rd Monday and Tuesday of the month. During these two days, you will complete badging, fingerprinting, security brief, PREA, and infectious disease training.
4. Your preceptor will give you an additional short orientation.





[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





MultiCare Health Systems

MultiCare Health Systems covers the following sites:

- ✔ Allenmore Hospital, Auburn Regional Medical Center, Good Samaritan Community Health Clinic/Hospital, Mary Bridge Children's Hospital and Health Center, Tacoma General Hospital

Deadline

At least 30 days prior to your clinical rotation. The clinical site should send you onboarding information once they receive your clinical placement.

Paperwork to Complete

Complete and return the following forms to Kareena Andreas: Kareena will send you an email regarding the current site requirements.

To Be Completed by the Student

- ✔ Student Immunizations
- ✔ Drug Screen-MultiCare now requires a 5-panel drug screen for all students and faculty coming to MultiCare. The school does not reimburse for it. You may be able to submit it to your insurance carrier for reimbursement. You can have the drug screen done at any clinic, e.g., at your HCP's clinic or in any of the MultiCare Occupational Medicine locations.
<http://www.multicare.org/om-locations/>. Obtain a copy of your results and send it to Kareena. Please also inform SoN Compliance of the drug test date (The school DOES NOT need or want your drug test result).
- ✔ MHS Intake form – filled out fully. School is company. School coordinator signs page two as licensed entity manager. Student signs page two and three as user. Site will fill in your trackmanager ID & sign as sponsor. Sponsor department is GME. Student to connect with Diane.Ness@multicare.org for EPIC education – I will order EPIC act once I receive the intake form./sites/prod/files/wysiwyg/Multicare%20Intake%20Form.pdf
- ✔ Information Services (IS) User Registration Form
- ✔ MHS HIPAA confidentiality / needle stick (looking for the HIPAA portion)
- ✔ JPEG picture

Additional Student Site Requirements

1. Bring copies of the following to your facility orientation:

- ✔ Most recent immunization record, including documentation of required influenza vaccine (you can request these via myshots@uw.edu)
- ✔ CPR certification
- ✔ RN license
- ✔ MultiCare no longer issues MHS ID badges. You need to wear your UW ID badge when working with them

2. [Complete HIPAA training](#)

3. MultiCare requires a two step TB; varicella titer or two vaccines (not by history); Hep C if working Operating Room or L&D; influenza vaccination; the rest of the immunizations would most likely be the same (MMR, TDaP, Hep B.)

Contact the Site

Kareena Andreas

Talent Acquisition, MHS HR

Institute for Learning & Development

315 Martin Luther King Jr. Way

Tacoma, Washington 98415

Phone: (253) 403-8684

Email: Kareena.Andreas@multicare.org

Website: <http://www.multicare.org/home/multicare-jobs-2/>

Additional Information

Masking Policy

The MultiCare Influenza Immunizations Policy requires employees and non-employed staff - which includes volunteers, agency staff, students, providers and vendor representatives -to either accept a vaccination, use flu mist (if available) or wear a mask when on the floor, unit or department where patients receive care or when within six feet of a patient for more than five minutes when outside of these areas.

By December 10, all employees and volunteers are responsible for either:

1. Accepting the vaccination and visibly wearing a black badge holder at all times, or
2. Complying with each of these requirements:
 1. Complete the Influenza Vaccine eLearning module on MHSnet in the Learning Management System and complete a brief survey at the end of the eLearning module. Completion of both the eLearning module and the survey is acknowledgment of the 2012-2013 Declination Statement.

2. Wear a mask when on the floor, unit or department where patients receive care or when within six feet of a patient for more than five minutes when outside of these areas. The 2012 masking policy will go into effect on Monday, Dec. 10.

Non-employed staff such as vendors, contractors and non-employed providers are responsible for:

1. Providing evidence of having received the vaccine and wearing a black badge holder, or
2. Wearing a mask as outlined above.

If you have questions or would like more information, please visit the Influenza Updates page on MHSnet or contact Employee Health:

- ✔ MultiCare Employee Health: employee.health-Tacoma@multicare.org or (253) 403-1007
- ✔ Good Samaritan Employee Health: employee.health-Puyallup@multicare.org or (253) 697-1560

The School of Nursing Will Provide to the Site:

Student Background screen & background release (to include: SS# Trace, Washington State Patrol WATCH, County & Federal criminal record, Global Watch Alert, Sex Offender registry, FACIS).



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Naval Hospital Oak Harbor

Deadline

As soon as possible.

Paperwork to Complete

- 📌 [NAS Whidbey Special Event/Base Access List](#)

Send the completed form to:

CAPT Bonnie A. Bulach NC, USN

Naval Hospital Oak Harbor/Senior Nurse Executive

Director, Nursing Services

Phone: 360-257-9975

Email: bonnie.bulach@med.navy.mil

The School of Nursing Will Provide to the Site:

1. Letter of good standing



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Navos Mental Health Solutions

Deadline/Where to Return Paperwork

As soon as possible. Bring form directly to the site.

Paperwork to Complete

- 👉 Intern Application

Contact the Site

Judi Mitchell

Human Resources

Phone: (206) 933-7214

Email: judi.mitchell@navos.org

Follow up with Judi after completing the above application.

The School of Nursing Will Provide to the Site

1. Verification of your HIPAA training completion



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Neighborcare

Neighborcare covers the following sites:

- ✔ 45th Street Medical, Denny Wellness Center, Greenwood Medical Clinic, High Point Medical Clinic, Joe Whiting Medical, Madison Wellness Center, Pike Market Medical Clinic, Rainier Beach Medical Clinic, Rainier Park Medical Clinic, Roosevelt Youth Health Center, Sealth Teen Health Center, Seattle/Denny Teen Health Center, Vista Community Health Center, and West Seattle Student Health Center

Deadline/Where to Return Paperwork

30 days prior to your rotation start date. Return forms directly to Neighborcare. The packet below may not be up to date. Please make sure you check with the clinical site for the most recent paperwork requirements.

Paperwork to Complete

An integral part of Neighborcare Health Quality Improvement Program is the credentialing of all licensed or registered staff to include locums, students, and volunteers. All providers (primary care, dentistry, midwifery, behavioral health, etc.) are required to complete the credentialing process.

</sites/prod/files/wysiwyg/Neighborcare%20Resident%20Student%20cred%20packet%201-2016.pdf>

Please complete and sign:

1. Credentialing Profile
2. Statement of Confidentiality
3. Abuse Questionnaire
4. Authorization for collection & disclosure of info
5. Washington State Patrol Form
6. Anti-Harassment Policy
7. Drug Free Workplace
8. Memo of understanding
9. Immunization Records Form

Return the above forms to Neighborcare Health Credentialing Department with a copy of your current RN license (large format, not wallet size) and a Narcotics Registration Certificate (DEA), if applicable.

Contact the Site

Huyen Savage

Neighborcare Health

1200 12th Ave S, Ste. 901,

Seattle, WA 98144

Phone: (206) 548-3012

Fax: (206) 461-8382

Additional Site Requirements

1. Get a copy of your immunization records from Hall Health on campus including most recent records of TB test and Hep B and turn them into Neighborcare. The immunizations may be transferred to the following form and signed there:

 [Health Immunization Record](#)

2. Contact your preceptor to arrange any necessary computer training for documentation.

Please make sure the forms are completely filled out or it will be returned and placements could be delayed.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Northwest Hospital

Deadline/Where to Return Paperwork

2 weeks prior to your clinical rotation. Mail, fax or bring forms directly to the site.

Paperwork to Complete

- ✔ [Background Check Authorization](#)
- ✔ [UW Medicine Privacy Statement](#)
- ✔ [Emergency Contact Form](#)
- ✔ [Clinical Passport \(completed by SoN Compliance Student and Academic Services * read](#)

below*) Send these forms to:

Patricia Beard

D149, D-Wing Administration

Phone: (206) 368-1812

Fax: (206) 368-1817

Email: Patricia.Beard@nwhsea.org

*This site requires a clinical passport. **Please email SoN Compliance directly at nscomply@uw.edu** . Your passport WILL NOT be generated until you contact SoN Compliance. The clinical passport needs to be submitted to your clinical site three weeks before the start of the quarter by SoN Compliance at Student and Academic Services. **Therefore, submit all items as requested by SoN Compliance NO LATER than four weeks before the start of the quarter.**

Request an immunization summary and TB summary from Health Sciences Immunization Program (HSIP) via myshots@uw.edu. Include your student # in the email request. The immunization summary MUST include the annual influenza vaccination. Email both documents to SoN Compliance. NOTE: Per UW policy, the SoN can only take information verified and processed by HSIP. Do not send immunization information or test results directly to SoN Compliance.





Northwest Hospital & Medical Center, Lake Forest Park Medical

Please be advised that you will need to meet with HR department to get background check and badge. Please contact them for any additional requirements before coming to the clinic. Their direct phone number is (206) 368-1785. Press zero and ask who to speak with regarding these requirements.

Contact:

Practice Manager: Kristi Hamlet, Kristi.Hamlet@nwhsea.org



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Olympic Medical Center

Deadline

4 weeks prior to your rotation. Send paperwork directly to the site.

Paperwork to Complete (please confirm with clinical site paperwork requirements)

- ✔ New Provider EPIC request
- ✔ OMC Confidentiality and Security Agreement
- ✔ Application for Medical Student
- ✔ Providence Access Request Form

Please send paperwork to:

Sally Rowland, CPMSM, CPCS

Credentialing Specialist

Olympic Medical Center

Phone: (360) 417-7711

Fax: (360) 417-7082

srowland@olympicmedical.org

School will send:

1. Documentation of current liability insurance
2. Documentation of enrollment in program/school



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Overlake Hospital Medical Center

Deadline

As soon as possible. Please confirm with your preceptor or site contact the information below is accurate and up to date.

Paperwork to Complete

- ✔ Copy of record of immunization (available from Hall Health through myshots@uw.edu)
- ✔ Training in universal precautions
- ✔ Photocopy of a government issued ID (e.g., driver's license, passport)
- ✔ Signed confidentiality form

Contact the Site

Diane Pollari
Medical Staff Services
Phone: (425) 688-5210

OR:

OMC Clinical Education

Phone: 425-688-5822

Fax: 425-688-5290

You will need a Preceptor sponsor and they will be the responsibility of that Preceptor during her training here. Both the student and preceptor will need to complete a form that will be available here in the Medical Staff office. Once Overlake has these pieces, then they will send the photo ID form to Security and the student will be allowed to train.



Email us





Pacific Medical Center Clinics

Deadline/Where to Return Paperwork

As soon as possible. Bring forms directly to the site.

Paperwork to Complete

- ✔ Confidentiality Agreement
- ✔ Trainee Information Form

You will bring these to your site orientation (see below).

Additional Site Requirements

1. Complete a brief orientation before the start of your clinical rotation at any Pacific Medical Center clinic. Ms Freda Saechao, Medical education coordinator, FredaSpacmed.org will contact you regarding this soon after you receive your official placement confirmation.
2. Get your immunization record and provide to the site on your orientation day. It should show:
 - ✔ At least 2 Hepatitis B vaccines
 - ✔ TB skin testing results

Additional Information

- ✔ PacMed HIPAA Training Information



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





PeaceHealth St. Joseph Medical Center (Bellingham)

Deadline

4 weeks prior to your rotation.

Contact the Site

- ✔ Contact the site for the required paperwork: LGilmore@peacehealth.org
- ✔ Contact Occupational Health to set up pre-internship screening process (allow at least 5 days to complete this, and allow 60-90 minutes to complete the screening process): (360) 738-6300x2563

Additional contact for OB/GYN Placements

Lonnie Dodd

Email: Ldodd@peacehealth.org

Fax: (360) 527-9312

Additional contact for Pediatrics Placements

Bonita Criswell or Gloria Gietl

Email: Bcriswell@peacehealth.org, Ggietl@peacehealth.org

Additional Site Requirements

1. Meet with Occupational Health (15 - 20 minutes). The Occupational Health nurse will review your health history with you, which includes:
 - ✔ Analysis of your immunization status. You should bring proof of 2 MMR immunizations and Hepatitis B vaccine if your clinical rotation involves potential exposure to body fluids.
 - ✔ Tuberculosis Screen: Your TB skin test will need to be read 2-3 days after it has been given. If you can show proof (within 1 year) of current TB testing you will only need one TB test. If no current TB test is available, you will need a second test within 3 weeks of the first test.
 - ✔ Occupational Health will also run a drug screen, at the cost of \$29 per student. Make checks payable to PeaceHealth St. Joseph Medical Center.
2. Meet with Human Resources to complete the following: National Criminal background check that covers, State, County, FACIS, Social Security and OIG, prior to working at the hospital. Should be completed by sponsoring organization; if not, PeaceHealth

will complete background check for a \$35.00 charge. The school of nursing background check can be used instead.

The contact person at HR is:

Lauren Gilmore

Human resources

600 Birchwood Avenue

Bellingham, WA 98225

Phone: (360) 788-6380

Fax: (360) 715-4116

Email: LGilmore@peacehealth.org

3. Bring your UW School of Nursing ID badge; you will not be issued a badge from the site.

Additional Information

- ✔ Saint Joseph Hospital is a tobacco-free workplace. Tobacco use on the campus, indoors or out, is prohibited.

The School of Nursing Will Provide to the Site

- ✔ A copy of your Verified Credentials background check



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Pediatrics Northwest

Deadline/Where to Return Paperwork

As soon as possible. Mail form directly to the site.

Paperwork to Complete

- ✔ EPIC Systems Registration & Confidentiality Agreement

Send this form to Diane Taniguchi (information below).

Contact the Site

Diane Taniguchi

Pediatrics Northwest, P.S.

316 Martin L. King, Jr. Way, Suite 212

Tacoma, WA 98405

Phone: (253) 383-5777x3009

Email: Diane.Taniguchi@mbcha.net

Diane will arrange a 1/2 day orientation where you will learn EPIC computer systems training.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Polyclinic

Deadline

As soon as possible.

Site Requirements

Cardiology Clinic Students Only

Contact Cheryl Dollente immediately for required paperwork before you start clinicals:

Cardiology Practice Manager

Phone: (206) 860-2262

You will be asked to sign a confidentiality agreement. You also need to submit the following:

- ✔ your RN license number
- ✔ proof of immunizations from Hall Health
- ✔ proof of HIV training



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Providence Centralia Hospital

Deadline

30 days prior to your rotation.

Paperwork to Complete

1. Go to: <http://washington.providence.org/hospitals/centralia-hospital/healthcare-professionals/student-and-instructor-prep-portal/allied-health-students/>
2. Click on the Allied Health Student Link.
3. Complete Acceptable Use Agreement, Code of Conduct Acknowledgement and Non-Employee Confidentiality forms. You should sign these and send them to Jenn Rathe jrathe@uw.edu in Student and Academic Services.

The School of Nursing Will Provide to the Site

1. Clinical Passport
2. Student Verification Form
3. IS Access Request Form

Faculty Information

- ✔ Visit the Providence website for complete onboarding information: <http://washington.providence.org/hospitals/centralia-hospital/healthcare-professionals/student-and-instructor-prep-portal/allied-health-instructors/>
- ✔ The hospital contact is Mary King (mary.king@providence.org).



Email us



206-543-8736 or
1-800-759-NURS





Academics



Providence Everett Healthcare Clinic

Deadline

As soon as possible.

Contact the Site

Your clinic orientation will be arranged through:

Heike Nuhsbaum, ARNP:

Providence Everett Healthcare Clinic

Email: heike1966@yahoo.com

Site Requirements

1. Complete TB testing at the University of Washington. Providence requires a 2-step TB test within the last 12 months.
2. Please park in back of the clinic. Our back entrance is between the dumpster and picnic table. Please knock and someone will let you in. At your orientation, you will receive a badge that will grant you entry access.
 - ✔ For information on the clinic and location, please see <http://www2.providence.org/northwest-washington/providence-everett-healthcare-clinic/Pages/default.aspx>
3. You will obtain your badge at clinic orientation.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Providence Health System Oregon Region

Providence Health System Oregon covers the following sites:

- ✔ Providence St. Vincent Medical Center, Providence Portland Medical Center, Providence Milwaukie Hospital, Providence Newberg Medical Center, Providence Hood River Memorial Hospital, Providence Child Center, Silverton Hospital, Providence Benedictine Nursing Center, Providence Seaside Hospital, Providence Medford Medical Center

Deadline

As soon as possible.

HOW IT WORKS

Providence then enters this information into our Human Resources Systems so that we have a record of all students who are placed within any facility at Providence. Once this is entered, we will send you a 'fillable' .PDF packet. This packet contains detailed instructions and request that you gather all necessary information.

THIS DOCUMENTATION INCLUDES:

- ✔ **Signed Student Pre-Placement Checklist**
 - ✔ A summary page that reminds you of each step to complete. Simply check off the boxes and sign the form.
- ✔ **Results of a background check that includes:**
 - ✔ A Social Security Number Trace Report
 - ✔ Office of Inspector General Sanctions List and General Services Administration's Excluded Parties Listing System
 - ✔ Criminal History (minimum 7 years)
 - ✔ Sex Offender Registry
 - ✔ If you don't have all of these documents, don't worry. There are instructions on how you can obtain the needed reports through a background check company for a minimal cost (currently \$38.50)
- ✔ **Results of a 10 panel pre-placement drug screen - the school does not pay for your drug screen nor does the school want your results.**
- ✔ **An attestation of proper immunization history.**

- ✔ You don't have to send in original health records but you do need to have them on-file in case we ask for validation.
- ✔ Follow the instructions on the form, review the materials on a web-site, and sign the form that you have completed the education.
- ✔ Read the information and complete the form
- ✔ Read the information and complete the form
- ✔ Health Screen Verification
- ✔ Attestation of HIPAA training
- ✔ Signed Non-employee Acceptable Use and Confidentiality Agreement
- ✔ Signed Acceptable Use Agreement and Code of Conduct Acknowledgement

Once you have completed the packet and attached the necessary files, you may scan and email the document to studentaffiliation@providence.org or via fax to 1-877-470-6431. It is important that you send in these documents in one 'bundle' rather than sending in individual pages as they are completed. In about 5 business days you and your school contact will receive an email from Providence stating that you have completed the affiliate on-boarding process. This confirmation email should be kept with you at all times that you are at a Providence facility. Consider it the "Providence VISA" to your clinical affiliates "Passport".

QUESTIONS

If you have any questions or concerns about this process, you should first discuss them with your school, clinical faculty, and/or clinical placement coordinator.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Providence Mount St. Vincent

Deadline

As soon as possible.

Paperwork to Complete

-  [Providence Mount St. Vincent Access Request for Graduate Students](#)

Questions?

Please contact your Clinical Placement Coordinator.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Providence Regional Medical Center Everett

Site Contact:

Karen A. Anderson, CPMSM, CPCS

Supervisor, Medical Staff Services

Providence Regional Medical Center

1321 Colby Ave | Everett, WA 98201

Phone: 425-261-3087

Fax: 425-261-3095

Email: karen.anderson@providence.org

1. Go to the following web link for PRMCE's Prep Portal.

<http://washington.providence.org/hospitals/regional-medical-center/health...>

2. Click on "Medical ARNP and PA" tab in left column for information and forms you should review and sign prior to your start date.
3. Send all completed forms to Karen via email or fax NO LATER than two (2) weeks before the start of the quarter.
 - Bring hard copies of all the completed forms to your clinic orientation just in case they are needed.
4. Karen also needs a phone number to contact you if needed.
5. Email a JPG headshot to Karen for your badge. Make sure the headshot has a solid background color.
 - Plan to get your badge before or on the first day of your rotation.
 - Return your badge to the badge office at the end of the quarter.
6. Ask your preceptor if you need EMR access. If you do, email Karen for computer access/training set up.
7. A detailed dress code is located in the PRMCE Prep Portal. No jeans or open-toed shoes.

Additional Information

- ✔ In addition to mailing in a copy of your completed documents, bring a hard copy to the clinic during your initial clinic orientation.
- ✔ the student will need to be passport compliant
- ✔ Providence recommends that you plan to get your badge on the day of your tour. **Be sure all badges are returned to the badge office at the end of the quarter.**
- ✔ A detailed dress code is located in the Prov Prep Portal. No jeans or open-toed shoes.
- ✔ Send a .jpg headshot to the PRMCE Medical Staff Office for your badge. Make sure the headshot has a solid background color.
- ✔ Call the Medical Staff Office at (425) 261-3929, or fax (425) 261-3095 for help with student computer access/training set up.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Providence St. Peter Hospital

Deadline

45 days prior to your rotation start date.

Paperwork to Complete

1. Go to the Providence St. Peter Hospital website:<http://washington.providence.org/hospitals/st-peter/for-healthcare-professionals/student-and-instructor-portal/allied-health-and-emt-students/>
2. Please return all three forms to Jenn Rathe in Student and Academic Services.
3. In order for Student and Academic Services to complete your clinical passport, **you will need to request your immunization summary from Hall Health (myshots@uw.edu)**. Send the summary to SoN Compliance (nscomply@uw.edu), who will complete the clinical passport once he has received your immunization summary.
4. Student and Academic services CANNOT fill out the access request form until we recieved your paperwork and the clinical passport is filled out.
5. **If you are an employee of Providence:** when an employee is a student, the two titles remain very separate. Students will work under student guidelines, using your EPIC login, wearing your student badge etc. All documents per the on-boarding are separate from any Providence documents and will need to be filled out.

Contact the Site

Ana M. Garcia | Education Specialist |
Providence St. Peter Hospital |

Email: ana.garcia@providence.org | Office: 360.493.5992 |
413 Lilly Road, Olympia, WA 98506 |

OR

Kathleen Rubida
Providence St. Peter Hospital
Education I Organizational Development
413 Lilly Road NE
Olympia, WA 98502

Phone: (360) 493-4329

Fax: (360) 493-7915

The School of Nursing Will Provide to the Site

1. Access Request Form



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Rainier Beach Medical Clinic

Please complete the requirements outlined for [Neighborcare](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Rainier Park Medical Clinic

Please complete the requirements outlined for [Neighborcare](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Roosevelt Youth Health Center

Please complete the requirements outlined for [Neighborcare](#).



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Rotacare Clinic

Deadline/Where to Return Paperwork

As soon as possible. Return paperwork directly to the site.

Paperwork to Complete

- ✔ Volunteer Application Packet
- ✔ Volunteer Application Form

Send the completed application form with a copy of your professional license or registration/certification to:

RotaCare Credentialing

Attn: Bob Gotshall

15540 Beach Dr NE

Lake Forest Park, WA 98155

Email: rgotshall7@msn.com

Once you have completed your application, also email:

Dr. Mary Starkebaum

Medical Director

Cell: (206) 890-9290

Email: marystarkebaum@comcast.net

Contact the Site

Loretta Edwards

Clinic Supervisor

Email: loretta.nurse@comcast.net



Email us



206-543-8736 or





1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Ryther Child Center

Deadline

As soon as possible.

Contact the Site

Heather Halverson

Phone: (206) 525-5050

Heather will send you their "intern packet" and information for a criminal history background check. This will need to be completed before your rotation can begin.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Sand Point Pediatrics

Please complete the requirements outlined for [Virginia Mason Medical Center](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Sea Mar Community Health Centers

Deadline/Where to Return Paperwork

3-4 weeks prior to your clinical rotation. Return paperwork to the site.

Paperwork to Complete- Ariel Zak to send most current forms via CPC:

1. Background Check Form
2. Confidentiality Form
3. Immunization Record
4. PPD (last 6 months)
5. Laptop Policy
6. Employee Security Agreement

Return these forms to Ariel Zak no later than 3 weeks prior to the start of your rotation:

Ariel Zak | Medical Department Coordinator

Sea Mar Community Health Centers

8720 14th Ave S | Seattle, WA | 98108

P 206.764.6316 | Ext 10316 | F 206.764.0516 Email: ArielZak@seamarchc.org

Additional Site Requirements (please confirm with Ariel Zak)

1. Bring a copy of your immunization records (from Hall Health) OR email myshots@uw.edu to SeaMar along with the completed Sea Mar forms (above).
2. Bring a copy of your RN license to the site on your first day.
3. SeaMar will also need a copy of the most current PPD result and Heb B status



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Sealth Teen Health Center

Please complete the requirements outlined for [Neighborcare](#).



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Seattle - King County Department of Public Health

Deadline/Where to Return Paperwork

Your first clinical rotation day. Bring forms directly to the site.

Paperwork to Complete

- ✔ Authorization Form for Criminal History Background Check

Additional Information

- ✔ Student Role in Maintaining Client Privacy and Confidentiality
- ✔ Passengers Riding in Public Health Vehicles Policy
- ✔ General Privacy Terms: Abbreviated Version for Students
- ✔ Checklist for Student Experiences in Public Health

Contact the Site

Donna Hale

Email: Donna.Hale@kingcounty.gov



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Seattle Cancer Care Alliance

Deadline

As soon as possible.

Paperwork Requirement

1. Go to the [Fred Hutchinson Cancer Care Research Center Extranet website](#) to complete the SCCA non-employee affiliate paperwork.
2. Answer "Yes" to both of the questions on the first page and then click on the "Continue as Onsite Non-Employee" link to complete the quiz and continue to the rest of the forms.

Send the completed forms via email, fax or campus mail to:

Annette Gage
Medical Director's Office
Seattle Cancer Care Alliance
Mailstop: G4940
Box: 3580841
825 Eastlake Ave E.
Seattle, WA 98109
Phone: (206) 288-6956 fax number is 206- 288-6817.

Additional Site Requirements

1. Get a copy of your immunization history from Hall Health (myshots@uw.edu); you will need this when completing the SCCA immunization form.



Email us



206-543-8736 or





1-800-759-NURS



Box 357260
Seattle, WA 98195





Seattle Cardiology

Please complete the requirements outlined for [Swedish Health Services](#).



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Seattle Children's Hospital

Deadline

As soon as possible.

Paperwork to Complete Students

1. Complete the following paperwork via the Seattle Children's online Student Nurse Onboarding website: <http://www.seattlechildrens.org/about/careers/nursing/npd/student-request-form/>

Email the completed forms to:

Nursing Student Development

NursingProfessionalDevelopment@seattlechildrens.org

Additional Information

- ✔ You cannot get your photo ID from Children's until you have received your User ID from Seattle Children's Hospital.

The School of Nursing Will Provide to the Site

1. School will send [Nursing Professional Development \(NPD\)](#) the completed [Student RedCarpet upload sheet \(XLSX\)](#) no less than 30 days prior to the first day students will be on campus.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Seattle STD/HIV Prevention Clinic

Deadline

2 weeks prior (or sooner, if needed) to your clinical rotation.

Paperwork to Complete

1. Go to the Seattle STD/HIV Prevention Clinic website for the most current information: <http://www.seattlesthdhivptc.org>

Contact the Site

Ronnie Staats

Training Coordinator

11th floor, 9th & Jefferson Building

908 Jefferson Ave.

Seattle, WA 98104

Phone: (206) 685-9848

Email: rstaats@uw.edu

Ronnie will email you the information about the online registration process and other information related to this placement.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Seattle/Denny Teen Health Center

Please complete the requirements outlined for [Neighborcare](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Skagit Valley Hospital

Deadline

As soon as possible.

Paperwork to Complete

Contact the site for your application:

Rene Stone

Email: stone@skagitvalleyhospital.org

The School of Nursing Will Provide to the Site

- ✓ Copy of our Professional Liability Insurance
- ✓ Letter of Good Standing



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Snoqualmie Valley Hospital

Deadline/Where to Return Paperwork

1-2 weeks prior to your clinical rotation. Fax the completed application to the site.

Paperwork to Complete

- ✔ Student Application

Contact the Site

Barbi Donovan, CPCS, CPMSM

Director of Medical Staff Services

Phone: (425) 831-2321

Fax: (425) 831-2361

Email: barbid@snoqualmiehospital.org

Fax the completed student application form to Barbi.

Additional Information

- ✔ Snoqualmie Valley Hospital Website



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Sound Family Medicine

Deadline for Required Paperwork

At least 2 weeks prior to your clinical rotation

Site Contact Information

Laurie Bruckbauer

Human Resources Assistant

Direct: 253-286-4103

Fax: 253-840-0290

Email: lbruckbauer@soundfamilymedicine.com

Site Requirements

1. Laurie will send you the documents to read, sign, and send back to her.
2. Laurie will send you the username and password to access their computer-based tutorial modules for the EMR system that they use.
3. Laurie will request a log-in from their IT department for you to be able to get into the EMR during your clinical rotation.

Student Requirements

1. Send Laurie a copy of your immunization summary. You can request them from the Health Sciences Immunization Program (HSIP) via myshots@uw.edu.
2. Send Laurie a copy of your HIPAA Training Certificate. If you are unsure of whether or not you are HIPAA compliant for the School of Nursing or do not remember your login information, please contact SoN Compliance (nscopy@uw.edu) in Student and Academic Services.

School Requirements

1. The SoN will send SFM a copy of your liability insurance coverage.



Academics



Sound Mental Health

Deadline

Your first clinical rotation day.

Paperwork Requirements

- ✔ Your preceptor will give you a pack to fill out on your first day.
- ✔ Bring a copy of your RN license (or print out from [Washington State Provider Credential Search website](#))



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Sound Women's Care/Swedish Edmonds

Please complete the requirements outlined for [Swedish Health Services](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





St. Francis Hospital

Also Includes

[St. Joseph Medical Center, Tacoma](#)

[St. Anthony Hospital, Gig Harbor](#)

[St. Clare Hospital, Lakewood](#)

[St. Elizabeth Hospital, Enumclaw](#)

Please go to the website below and return your paperwork as soon as possible.

<http://www.fhshealth.org/About-Us/Student-Requirements/>

- ✔ Immunization specifics: Franciscan Health System requires a 2 Step TST for each student. The first skin test must be read 48 to 72 hours after administration. If the first TST is negative you must obtain a 2nd TST within 1-3 weeks, then annually after that. If your annual TST lapses, you must complete the 2-step process again. **Franciscan Health System does not accept QuantiFERON (QFT).**
- ✔ Required education specifics: You can obtain these modules on the CPNW website. Please return modules to school representative along with the other required paperwork. **Student login: student Password: cpnw**
- ✔
 1. Emergency Response Procedures training or module
 2. Confidentiality Privacy and Information training or module
 3. Standard Precautions training or module
 4. Infectious Medical Waste training or module Modules are available at: cpnorthwest.org
- ✔ This site also requires the Clinical Passport and Consent to Release Form. Please coordinate with SoN Compliance in Student and Academic Services a(nscomply@uw.edu)



Email us



206-543-8736 or
1-800-759-NURS



Box 357260





Academics



St. Joseph Medical Center (Tacoma)

Deadline

As soon as possible.

Contact the Site

Agueda Delgadillo, CPMSM

Medical Staff Office

Phone: (253) 426-6811

Fax: (253) 426-6939

Email: AguedaDelgadillo@fhshealth.org

Agueda will help you complete any necessary forms and/or orientation for the site.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





St. Joseph's Women's Clinic

Please complete the requirements outlined for [Franciscan Medical Group & Clinics](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Stevens Hospital

Please complete the requirements outlined for [Swedish Health Services](#).



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Surprise Lake Medical Clinic

Please complete the requirements outlined for [Franciscan Medical Group & Clinics](#).



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Swedish Health Services

Deadline

3 weeks prior to your clinical rotation.

ALL Students:

1. Complete Hazards Management training through one of the web sites below:
 - ✔ [University of Washington Hazardous Waste Training](#)
 - ✔ [OSHA Hazard Communication Course](#)
2. Any student attending Swedish for a clinical rotation must have a flu shot, or sign a declination form and wear a mask during flu season. Flu season beginning and end dates will be determined jointly by the hospitals, Washington State Hospital Association, and Public Health. Swedish will provide the vaccine for free to students; students may go to a flu vaccine clinic, go to the Employee Health Department, or be vaccinated on the patient care unit. Vaccine clinics will also be provided (see the Influenza Letter below for more information on available clinic dates and hours).
 - ✔ [Influenza Info](#)
3. This site requires a clinical passport. **Please email SoN Compliance directly at nscomply@uw.edu** . Your passport WILL NOT be generated until you contact SoN Compliance. The clinical passport needs to be submitted to your clinical site three weeks before the start of the quarter by SoN Compliance at Student and Academic Services. **Therefore, submit all items as requested by SoN Compliance NO LATER than four weeks before the start of the quarter.** Request an immunization summary and TB summary from Health Sciences Immunization Program (HSIP) via myshots@uw.edu. Include your student # in the email request. The immunization summary MUST include the annual influenza vaccination. Email both documents to SoN Compliance. NOTE: Per UW policy, the SoN can only take information verified and processed by HSIP. Do not send immunization information or test results directly to SoN Compliance.
4. SoN Compliance will inform you if you need to renew your background check.
5. In order to provide an increased level of security for our patients and care givers Swedish **DOES require photo ID in addition to your badges**. Please have your Photo ID visible and with you at all times during your clinical rotation.

1. Contact:

Kathryn Ogden

Phone: (206) 320-3108

Email: Kathryn.Ogden@swedish.org

Let Kathryn know when you will be on-site so any remaining paperwork can be completed.

2. Complete [InfoPort online training](#).

User ID: stUDEnt

Password: Nspring!6

3. When you access the Infoport you do not need to complete the blood-born pathogens or Hazard Materials.

4. When you complete the paperwork on the InfoPort please scan each individual form to StudentOnboarding@swedish.org

5. Go to the Swedish Graduate Medical Education site to apply: <http://ehealth.swedish.org/gme>. **Please make sure you apply at least 3 weeks prior to your start date, or Swedish will not be able to guarantee computer access when you start.**

Important Notes

CPC's please CC Megan.Flox@swedish.org and StudentOnboarding@swedish.org in your placement confirmation emails.

You **MUST** have comprehensive health and accident insurance to attend this site, providing coverage for the duration of your clinical rotation. If you do not, it is **your** responsibility to e-mail your Clinical Placement Coordinator and inform them that you need to change your clinical site.

Swedish specific requirements include personal healthcare insurance, influenza vaccination, bloodborne pathogen and hazardous materials education for each student and clinical instructor. Documentation of these documents will need to be with you at all times.

Please review the [Placement Protocol](#) that the School of Nursing must follow when placing students at Swedish Medical Center.



Email us



206-543-8736 or
1-800-759-NURS





Tacoma General Hospital

Please complete the requirements outlined for [MultiCare Health Systems](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Tacoma South Clinic

Please complete the requirements outlined for [Franciscan Medical Group & Clinics](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



True Life Medicine (Colorado)

Deadline

Please contact your preceptor or the site IMMEDIATELY with questions regarding required paperwork.

Site Requirements

- ✔ A Colorado RN license is required for clinical rotations at this site.

Additional Information

- ✔ Website: <http://www.truelifemedicine.com/>



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





U.S. Healthworks

Deadline

No later than 2 weeks before the start of the quarter.

Site Requirements

Sign a HIPAA form on the first day of clinicals.

The clinic will do a urine drug screen at no charge to you on the first day of clinicals.

The School of Nursing Will Provide to the Site

1. Copy of your Verified Credentials background check
2. Malpractice insurance certificate for student coverage

These documents will be sent to Mollie Ford, the Executive Administrative Assistant. CC the preceptor and the clinic manager (if email address is available).



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





University of Washington Medical Center & UW Medical Center - Roosevelt

Site Contact

Charles Moody, RN, JD
 UWMC Nursing Staff Development
 Box 356153
 Phone: (206) 598-5591
 Email: cmrn@uw.edu

Requirements & Deadlines

- ✔ **Confidentiality Agreement** - *Must be completed once per academic year.* Provide full name, student ID #, department (*UW SoN*), job title (*NP student*); sign/date and email to Charles **no later than three weeks before the start of the quarter.**
- ✔ **HIPAA Training** (*Done by all students at the start of the Program; no need to repeat.*) Send a copy of the training certificate to Charles **no later than three weeks before the start of the quarter.**
- ✔ **UW NetID and UW Medicine Account;** [Directions to set up your UW NetID and UW Medicine Account](#)
- ✔ **Clinical Passport – Sent to UWMC by Student and Academic Services three weeks before the start of the quarter.**
 - ✔ **Email SoN Compliance at nscomply@uw.edu so that he can start the whole passport process. Your passport will not be generated until the student has contacted SoN Compliance to start the passport process.**
 - ✔ Request an immunization summary and TB summary from Health Sciences Immunization Program (HSIP) via myshots@uw.edu. Include your student # in the email request. The immunization summary **MUST** include the annual influenza vaccination. Email both documents to SoN Compliance **no later than six weeks before the start of the quarter.**

NOTE: Per UW policy, the SoN can only take information verified and processed by HSIP. Do not send immunization information or test results directly to SoN Compliance.

- ✔ **Learning Management System (LMS) modules** (7 or 10 total) – *UW Medicine accounts to access the modules get activated one week before the start of the quarter.* [Required Education 2015. Directions to Access LMS and Required Education Content for Nursing Students](#)
- ✔ Contact your preceptor to determine if you need **EpicCare** or **ORCA** access for your rotation. Training is **REQUIRED** to get access regardless of your familiarity with ORCA or Epic>.

NOTE: There is **no need to repeat the training if you've had UW Medicine ORCA or EpicCare training within the past year** - email Charles to verify if this applies to you or not. The access level and username will be the same. A new password

set by the student is required every quarter.

- ✔ For in-patient placements, ORCA access is needed. An instructor led training session will be held **during the first week of the quarter**. You will be registered for this training by Charles. See ORCA training dates below. Training location may be at the UW Tower T-17 or UWMC room CC 408. Email Charles for the location each quarter.

NOTE: Employee Health does not use ORCA; you will not need ORCA training if going to this clinic.

- ✔ For out-patient placements, EpicCare access is needed. Training is done online; website can be accessed **one week before the start of the quarter**.
- ✔ UWMC photo ID - *You may not obtain your photo ID until the first day of the quarter.*
 - ✔ *Obtain a UWMC photoID at the UWMC Security Office/Public Safety located in room BB 120 (206-598-4907). Take the Pacific elevators to the 1st floor and follow signs to the office. **You will need a current photo ID to process a UWMC photo ID.***
 - ✔ *After your rotation is complete, send the photo ID back to Charles Moody via Box 356153.*

ORCA Training Dates

Quarter	Date/Time
Autumn 2015	September 30th, 1230-1630
Winter 2016	January 5th, 0800-1200
Spring 2016	March 28th, 1300-1700
Summer 2016	June 20th, 1300-1700

- ✔ **UW Tower T-17** is the 17th floor Training room at the UW Tower (corner of Brooklyn Ave and 45th street). Take the UW Health Sciences Express shuttle to the UW Tower. Check in with security to enter the building. A student list will be sent to the UW Tower security department prior to the class. Take the main entrance elevators to 17th floor and look for a sign to the T-17 training room.
- ✔ **UWMC room CC 408** is a training room off the 4th Floor of the Pacific tower. Ask at the information desk for the Pacific tower. Take the Pacific elevators to the 4th floor. CC-408 is located across from the elevators.

Additional Information

- ✔ For every clinical, wear your UWMC photo ID, professional attire and/or a white lab coat.
- ✔ Per the UW Medicine security policy, you **cannot** have your UW email forwarded to an outside email account; you are required

to use a 'u.washington.edu' or 'uw.edu' email address. If you use the email forwarding service, **it will need to be deactivated for the duration of your clinical rotation.** You are considered a UW Medicine Workforce Member until the end of your clinical rotation. If you are auto-forwarding email at this time, disable this feature IMMEDIATELY through the following website: <https://uwnetid.washington.edu/manage/?forward>. To change your email forwarding, choose "Forward to UW Deskmail" then choose "OK." If you need help setting your forwarding correctly, please contact UW Medicine IT service at (206) 543-7012. You can also contact the UW-IT Service Center at (206) 221-5000 or send an email to help@uw.edu.

For reference, please see UW Medicine's Electronic Data Policy located at: https://security.uwmedicine.org/guidance/policy/electronic_data/default.asp

✔ If you are a current UWMC employee, please follow the steps below:

1. Complete, sign, date and submit Confidentiality Agreement to Charles Moody via email **three weeks before the start of the quarter.**
2. Obtain a UWMC photo ID as a student at the Security Office/Public Safety. *You may not obtain your photo ID until the first day of the quarter.*
3. Contact Charles Moody to determine which LMS modules still apply. Complete needed LMS modules.

Dress Code

The student dress code is described in the University of Washington Medical Center (UWMC) Administrative Policies and Procedures and in the UW School of Nursing (SON) Student Handbook relative to the following:

- ✔ Uniform
- ✔ Closed toe shoes
- ✔ Appearance/Hygiene
- ✔ Stethoscope and watch
- ✔ Stud earrings and small nose studs are the only acceptable forms of visible pierced jewelry
- ✔ Tattoos must be covered
- ✔ We are a fragrance free zone which includes hand lotion, perfume, hair products

Students are expected to follow the dress standards set forth by the SON and by UWMC. Students are guests at UWMC and representatives of the SON. Their behavior and appearance must show respect for patients and their families, and for the nursing profession during all clinical activities. These clinical activities include the time when students are getting their patient assignments and reviewing the patient's medical record. Our patients derive confidence and comfort from caregivers whose appearance and behavior is professional. Examples of inappropriate attire include:

- ✔ Jeans, shorts, fatigues
- ✔ See-through knit attire/thong underwear
- ✔ Knit shirts revealing cleavage/midriff in female students

- ✔ High heels/boots/flip-flops
- ✔ Flashy jewelry (rings, necklaces, bracelets, earrings)
- ✔ Acrylic nails
- ✔ Scrubs (exceptions made for observational experiences in specialty clinics and the OR)



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195



Academics 

UW Medicine Neighborhood Clinics

Deadline

At least 1 week prior to your clinical rotation start date.

Required Paperwork

- ✔ Trainee Checklist

Students returning for the next quarter need to submit only the *Student Agreement Form*

Please contact the site or your preceptor directly to obtain the correct paperwork.

Please return forms by mail, email or fax to:

Irine Kariuki

Human Resources Assistant

UW Neighborhood Clinics

Phone (206) 520-5528

Fax: (206) 520-3253

Email: ikariuki@uwpn.org

Additional Information

*This site requires a clinical passport. **Please email SoN Compliance directly at nscomply@uw.edu** . Your passport WILL NOT be generated until you contact SoN Compliance. The clinical passport needs to be submitted to your clinical site three weeks before the start of the quarter by SoN Compliance at Student and Academic Services. **Therefore, submit all items as requested by SoN Compliance NO LATER than four weeks before the start of the quarter.**

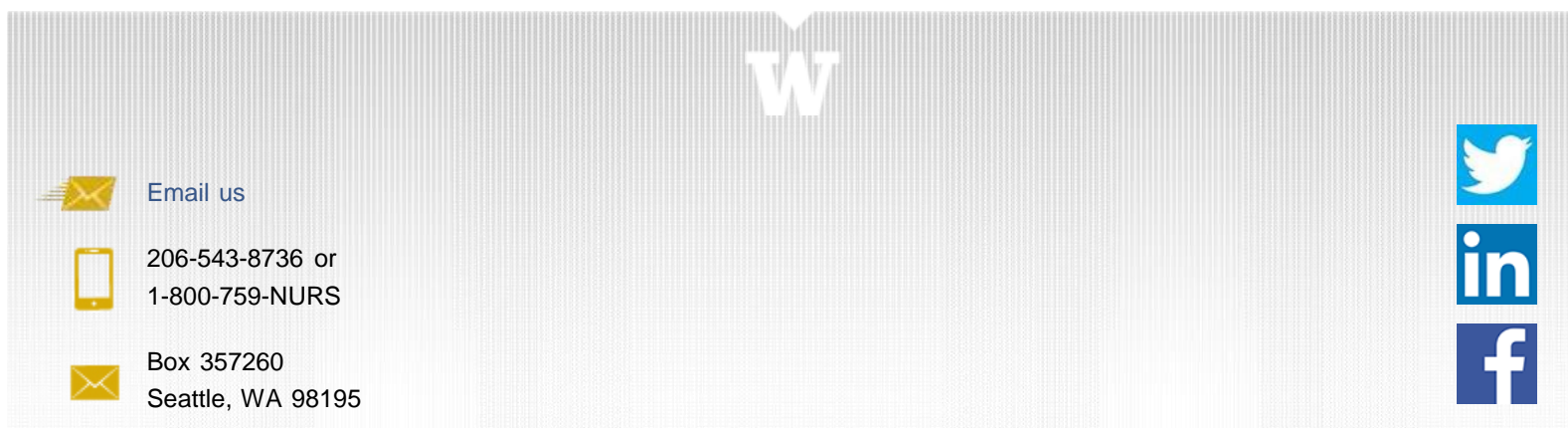
Request an immunization summary and TB summary from Health Sciences Immunization Program (HSIP) via myshots@uw.edu.

Include your student # in the email request. The immunization summary MUST include the annual influenza vaccination. Email both documents to SoN Compliance. NOTE: Per UW policy, the SoN can only take information verified and processed by HSIP. Do not send immunization information or test results directly to SoN Compliance.


- ✔ Per the UW Medicine security policy, you cannot have your UW email forwarded to an outside email account; you are required to use a 'u.washington.edu' or 'uw.edu' email address. If you use the email forwarding service, it will need to be deactivated for the duration of your clinical rotation.


You are considered a UW Medicine Workforce Member until the end of your clinical rotation. If you are auto-forwarding email at this time, disable this feature IMMEDIATELY through the following website: <https://uwnetid.washington.edu/manage/?forward>. To change your email forwarding, choose "Forward to UW Deskmail" then choose "OK."


If you need help setting your forwarding correctly, please contact UW Medicine IT service at (206) 543-7012. You can also contact the UW-IT Service Center at (206) 221-5000 or send an email to help@uw.edu. For reference, please see UW Medicine's Electronic Data Policy located at: https://security.uwmedicine.org/guidance/policy/electronic_data/default.asp






The banner features a large white 'W' logo on a grey background. On the left, there are three yellow icons: an envelope, a smartphone, and another envelope. To the right of these icons is the text 'Email us', '206-543-8736 or 1-800-759-NURS', and 'Box 357260 Seattle, WA 98195'. On the far right, there are three social media icons: Twitter, LinkedIn, and Facebook.

 Email us

 206-543-8736 or
1-800-759-NURS

 Box 357260
Seattle, WA 98195



Academics



VA Puget Sound Health Systems

Deadline

- ✔ **Spring Quarter 2016 : PAPERWORK Delivered to the Nursing school (T-301) via in person or fax 206-543-3624 (scan not acceptable) by Feb 9th, 4:00pm.**
- ✔ **Summer Quarter 2016 PAPERWORK Delivered to the Nursing school (T-301) via in person or fax 206-543-3624 (scan not acceptable) by Tuesday May 3rd 4:00 pm.**
- ✔ **Paperwork received after the deadline will not be accepted by SAS.**

Paperwork to Complete

You will receive an email from Student and Academic Services with the most recent paperwork after your clinical placement confirmation has been sent by your Clinical Placement Coordinator: Paperwork for the VA includes the following forms. Please email/fax or drop by The Office of the Dean; Student and Academic Services T-301 to return your paperwork/certificate to Jenn Rathe jrathe@uw.edu. Your clinical placement coordinator will help you coordinate the rest of your requirements at the VA.

The VA Now requires the Clinical Passport. **Please email SoN Compliance directly at nscomply@uw.edu** . Your passport WILL NOT be generated until you contact SoN Compliance. The clinical passport needs to be submitted to your clinical site three weeks before the start of the quarter by SoN Compliance at Student and Academic Services. **Therefore, submit all items as requested by SoN Compliance NO LATER than four weeks before the start of the quarter.**

Request an immunization summary and TB summary from Health Sciences Immunization Program (HSIP) via myshots@uw.edu. Include your student # in the email request. The immunization summary MUST include the annual influenza vaccination. Email both documents to SoN Compliance. NOTE: Per UW policy, the SoN can only take information verified and processed by HSIP. Do not send immunization information or test results directly to SoN Compliance.

SoN Compliance

Student Compliance Specialist

UW School of Nursing

206.543.9146 (Desk)

206.543.3624 (Fax)

email: nscomply@uw.edu

In addition, VAPSHCS are requiring WOC nursing trainees (Instructors + students) to have their flu shot vaccine completed

before starting clinical rotation.

All paperwork must be TYPED!

1. Fingerprint Prep Sheet
2. Application for Health Professions Trainees (VA form 10-2850D)
3. Declaration for Federal Employment (Form 306)
4. Clinical Trainee Registration Form
5. TMS Training Certificate
6. PIV ID Proofing Criteria

Computer Training and Badging Information

1. All nursing students are required to complete VA Mandatory Training for Trainees (MTT) prior to clinical rotation. Trainees must self-enroll in Talent Management System (TMS) in order to complete this required training: <https://www.tms.va.gov> **It is imperative that students follow the directions on how to self-enroll in TMS or they risk serious delay in regards to on boarding process** (instructions will be emailed to you by Jenn Rathe).
 - ✔ You **MUST** follow the directions on how to self-enroll in TMS or you risk serious delay in regards to your onboarding process. Self-enroll by creating your TMS profile at the above link. Once you are on the TMS website, follow the steps listed on pages 2-3 to create your profile to launch the mandatory training course. Complete the content and print the Certificate of Completion. Return your certificate to Jenn Rathe with your other paperwork.
2. All male students ages 18 to 27 with permanent resident status must show proof of registration for military duty.
3. The VA does NOT require a copy of the Clinical Passport.
4. **If you are not a US Citizen, you cannot have a clinical placement at the VA.** Please contact your Clinical Placement Coordinator.

Please do NOT contact the VA to reschedule any appointments. Your training is MANDATORY. Failure to show up for badging or fingerprinting can result in a delayed placement.

Badging/Fingerprint Appointments

Your CPC will email you the attachment "How do I make my first and second fingerprint appointment" once you receive your confirmation placement email.

Do not worry about the SOI and SON as that is only for people who are transferred from another VA. **School ID is no longer accepted as one of the source document.** Students need to bring 2 acceptable identity documents when they report to VA HR

Office for their 1st finger print appointment and 2nd badge appointment. All you need is to refer to your attachment PIV proofing criteria to bring 2 IDs with you. Both documents CANNOT be expired or cancelled.

You will need to self-schedule your own 1st and 2nd appointment. All appointments are Mandatory. You will also need a 3rd computer training appointment. This will be a grouped appointment, Your CPC POC for the VA will announce the group date of your 3rd appointment, This is also mandatory.

Effective immediately on November 28th 2014, all **WOC nursing students' badges are valid for one year** from the date they were being sponsored. **Please pay attention to their VA badge expiration date.**

If the student is returning back to VA Puget Sound within one year after they are being badged for the 1st time since November 28, 2014, students are responsible to maintain their own badges, so they can continue to wear the valid badge during their 2nd , or 3rd clinical rotation at VA Puget Sound. If the student is not returning back to VA Puget Sound, the student needs to turn-in their VA Puget Sound badge to their clinical instructor to turn-in back to HR security office upon completion of the clinical rotation.

Badging/Fingerprinting Checklist

1. Please refer to the PDF file (sent by your CPC) to self-reserve your 1st FP and 2nd badge appointments. Report to your appointment date/time **on time**.
2. Please do not wait until the start of the quarter to act; please plan ahead and act now as the schedule fills up fairly quickly!
3. Please notify your CPC the date of your 2nd badge appointment: THIS STEP helps your CPC to estimate a date and make arrangement for 3rd computer access training as a group before your clinical rotation starts.
4. If you wait until the last minute to schedule your 1st fingerprinting and 2nd badging appointment, you are at risk to delay your clinical rotation.

Parking

Please note starting June 1, 2015 VA Seattle parking will be extremely limited for day shift. Carpool and vanpool areas are only assigned to VA employees who registered their cars. Cars with no parking permit will be ticketed and possible towed away.

For students who come during evening shifts, you may park in the hospital lot E after 2:30PM. For evening shifts, the best way is to carpool so you are in and out around the same time with company for safety purposes.

Questions?

Please contact your Clinical Placement Coordinator or Jenn Rathe in Student and Academic Services at jrathe@uw.edu/(206) 221-2457.

Returning Students/Employees at VA

Please email Charmayne Anderson (Charmayne.Anderson@va.gov) at the VA for onboarding requirements. Charmayne will need to meet with you prior to your rotation to review objectives. You will be required to work outside of your normal hours and outside of your unit.

Jenn Rathe will send in your WOC form to reactivate your badge and TMS account.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





VA Puget Sound Health Systems (Retsil Veteran's Home ONLY)

Deadline

Your first clinical rotation day.

Site Requirements

✔ Bring the following on your first rotation day:

✔ RN license

✔ Copy of your CPR card

✔ Immunization records

The School of Nursing Will Provide to the Site:

1. Letter of good standing
2. HIPAA training verification
3. A copy of your Verified Credentials background check



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Valley General Hospital

Deadline

As soon as possible.

Contact the Site

Tami Soderberg

Medical Staff Coordinator

Phone: (360) 794-1445

Fax: (360) 805-3460

Email: tsoderberg@valleygeneral.org

Tami will set up an orientation date for you to complete paperwork and get an ID badge.

Site Requirements

✔ Attend a site orientation, bringing the following items with you:

✔ RN license

✔ Immunization records



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Valley Medical Center

Deadline

2-4 weeks prior to your clinical rotation.

Paperwork to Complete

CNS and Midwifery Students ONLY

Contact Karren Hayes for your Healthstream Modules:

Karren Hayes

Clinical Training Coordinator

Patient Care Services

Phone: (425) 228-3440x5705

ARNP and other Graduate Nursing Students

1. Application (Word document) which must be completed by the student and sponsoring/precepting provider. All sections must be coordinated and completed between the student and the preceptor.
 2. Review and sign the Privacy policy – return only the signature page
 3. Review and sign either of the HIPAA policies, returning only the signature page
-

Contact the Site

Julie Sherwood

GME Coordinator

3915 Talbot Road South – Suite 401

Renton, WA 98055-5738

Phone: (425) 228-3440x2568

Fax: (425) 656-5395

Email: Julie_sherwood@valleymed.org

The School of Nursing Will Provide to the Site

1. Student Program Checklist - Student and Academic Services

2. Letter of good standing- Student and Academic Services
3. Request for Placement- Clinical Placement Coordinators must provide this information



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Vashon Health Center

Deadline

As soon as possible.

Site Requirements

Fax a copy of your immunization records to:

Gail Mumma
Clinic Director
Fax: (206) 242-4625

You can also bring these to the site on your first day of clinical.

The School of Nursing Will Provide to the Site

1. Copy of your Verified Credentials background check



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Virginia Mason Medical Center

Deadline

Minimum 4 weeks prior to your clinical rotation. *Please note: Failure to meet this deadline may result in delays for you, affecting your clinical rotation start date.*

Paperwork to Complete

Please email kathryn.cheatheat@vmc.org for the latest paperwork requirements.

Virginia Mason requires the Clinical Passport. Please work with SoN Compliance, UW School of Nursing Compliance Specialist, so he can complete the passport for you. You will need to get an immunization history and send it to SoN Compliance. You can request your immunization history by emailing myshots@uw.edu. The School will not generate your passport unless you make contact with SoN Compliance. This will result in a delay in your clinical rotation if no contact has been made. The clinical passport is due three weeks prior to the start of the quarter.

SoN Compliance

Student Compliance Specialist

UW School of Nursing

206.543.9146 (Desk)

206.543.3624 (Fax)

Office hours: Mon-Thurs, 8:30-5:30

Fridays via email:

nscomply@uw.edu

Contact the Site

Contact Kathryn Cheateam for questions or to submit forms:

Kathryn Cheateam

925 Seneca St.

Seattle, WA 98101

Phone: (206) 341-0336

Fax: (206) 625-7279

Additional Site Requirements

1. VMMC requires all students to receive the influenza vaccine. If you do not receive the flu vaccine, you will be denied access to the site until proof of vaccine is given or VMMC declares the end of the flu season. VMMC's Employee Health Department is no longer able to provide flu vaccines to students at no charge.
2. Complete web-based safety/compliance training through VMMC's Healthstream Learning Center (HLC). VMMC will order an ID and password for you to complete the learning modules before you begin your clinical. Contact Kathryn Cheateam if you have any questions.
3. Please copy Chris Henshaw, Christine.Henshaw@vmmc.org Clinical Education Specialist & School of Nursing placement coordinator, on any future emails you send to Kathryn.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Volunteers in Medicine of the Olympics

Deadline

Your first clinical rotation day.

Site Requirements

- ✔ Bring proof of BLS certification to the site on your first clinical rotation day.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Washington Correctional Center for Women

Deadline

At least 3 weeks prior to your clinical rotation.

Contact the Site

Jackie Shuey, PA-C

9601 Bujacich Road NW

Gig Harbor, WA 98332-8300

Phone: (253) 8584x335

Email: jsshuey@doc1.wa.gov

Site Requirements

1. The site will need to do a background check prior to allow entry to the prison. You must pass this check. Provide your preceptor with:
 - ✔ Your full legal name
 - ✔ Date of birth
 - ✔ Last 4 Numbers of your Social Security Number
2. Bring your driver's license/photo ID every time you come to the site.

Additional Information

- ✔ Attire is normal business casual. No open toed shoes, no perfume.
- ✔ Bring lunch, books (limited to 2), and a stethoscope. No PDA, iPhone, or other electronic devices are allowed.
- ✔ Lockers are available to lock up your purse, phone, PDA, other electronic devices and your driver's license/ID.



[Email us](#)



206-543-8736 or





Wenatchee Valley Medical Center (See also confluence Health)

Listed below are requirements needed to participate in a Confluence Health student rotation. The school will provide documentation of your immunizations upon audit. It is your responsibility to complete the site specific immunization requirements below and remain compliant. You can request an immunization summary at myshots@uw.edu

1. Completion of the Confluence Health forms: *Terms and Conditions, Workforce Confidentiality and Security Agreement, Disclosure and Authorization, Medical Information* including:

- Tuberculosis (TB) – Two (2) skin tests placed and read within 1-3 weeks after the reading of the first skin test or a negative Blood Assay Mycobacterium Tuberculosis Test (BAMT) or Documented TB History
- Two (2) Measles, Mumps and Rubella Vaccines or positive titers
- Two (2) Varicella vaccines or positive titer
- Influenza vaccine (Seasonal Requirement)
- Hepatitis B Vaccines or positive titer recommended, not required
- Tetanus/Diphtheria/Pertussis (Tdap) vaccine required for OB/ Peds

2. Documentation of the following:

- Current negative drug screen. The screening must be performed within the previous 12 months. Minimal screening substances include: amphetamine / methamphetamine, cannabinoids, cocaine, opiates and phencyclidine. **DO NOT send the school a copy of your drug screen results. UW STUDENTS DO NOT NEED TO COMPLETE THE DRUG SCREEN AT THIS TIME!**

Acceptable documentation: A copy of a current negative drug screen.

- Current negative criminal background check. The background check must be performed within the previous 12 months and include a minimum of the following: 7 year multi-state criminal history report including Nationwide Database Records, Residency History,

Social Security Verification, Nationwide Sexual-offender Index, Nationwide Healthcare Fraud and Abuse Scan.

Acceptable documentation: A copy of a negative multi-state criminal history report.

- General liability and malpractice insurance. The minimum coverage required is one million dollars/incident and three million dollars aggregate. This coverage may be an individual policy or a group policy provided by the employer. (This will be sent by the

School of Nursing)

Current healthcare-provider level Basic Life Support (BLS) certification.

Acceptable documentation: A copy of a current HCP-level certification card.

Please submit all forms to:

Jenny Batt

Administrative Assistant II

Confluence Health | Organizational Development

p: 509.663.8711 x: 5232 | f: 509.667.7569 | e: Jennifer.Batt@confluencehealth.org



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





West Seattle Student Health Center

Please complete the requirements outlined for [Neighborcare](#).



[Email us](#)



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195





Academics



Yakima Valley Memorial Hospital

Deadline

2 weeks prior to your rotation. Return the application directly to the site.

Paperwork to Complete

- ✔ [YVMH Healthcare Student Application and Policy](#)

Complete and return the application to Jennifer Woodkey (see below).

Contact the Site

Jennifer Woodkey

Medical Staff Assistant

Yakima Valley Memorial Hospital

2811 Tieton Drive

Yakima, WA 98902

Phone: (509) 575-8257

Fax: (509) 575-8775

Email: jennifer.woodkey@yvmh.org

Additional Site Requirements

1. Confirmation of seasonal flu shot
2. Confirmation of instruction in Basic Physical Exam

The School of Nursing Will Provide to the Site

1. Proof of malpractice insurance
2. Confirmation of Universal Precautions training
3. Background check
4. Copy of affiliation agreement
5. Student photo



Academics



Yale New Haven Hospital

Deadline

As soon as possible.

Site Requirements

- ✔ Students will need to provide evidence of a physical examination within the last twelve months.



Email us



206-543-8736 or
1-800-759-NURS



Box 357260
Seattle, WA 98195

