St. Luke’s Health System Observational Experiences for Pre-Genetic Counseling Students

Due to high demand for clinical experiences, St. Luke’s observations are limited to students who are obtaining clinical hours in preparation for an application to a clinical program.

CRITERIA:

- **Observers must submit a request with start/end dates and total clinical hours through St. Luke’s student software program: myClinicalExchange.**
- The following documents are required and must be uploaded when submitting your observation request:
  - Tuberculin Skin Testing (TST): Proof of a TB skin testing with a 2-step boosted process unless they test positive or have been medically deferred (must be verified by primary care provider). TB skin tests must be "read" 48 to 72 hours after placement. TB test must be valid through dates of observation. If you have not had a TB test within the past 9 months, you will need to get another one to meet this requirement.
  - Current immunization requirements include:
    - Tetanus/Diphtheria/Pertussis (Tdap)
    - Hepatitis B Vaccine
    - Measles/Mumps/Rubella (MMR)
    - Varicella (Chicken Pox)
    - Influenza: Proof of Flu vaccination during annual Flu season
- **No observational experiences can begin until observers have completed our required online orientation and have been provided with an SLHS Observer Badge.**

EXPECTATIONS:

- **Requests must be submitted at least 4 weeks prior to start date. All onboarding requirements must be completed at least 2 weeks prior to start date.**
- Professional Observation “shadowing” is a “hands off” clinical experience.
- Observation hours will total between 8-16 hours (one-two shifts).
- Observation hours must be completed within 30 days of start date.
- The number of observations SLHS can accommodate is limited per month.
- Operating Room (OR) and L&D observations are not allowed at St. Luke’s Health System. Please do not attempt to observe in any of these areas.
- St. Luke’s Student Services may be unable to find placement for observational experiences. Occasionally, available preceptors can be found through school alumni lists, LinkedIn, or Google searching.
- SLHS employees must adhere to this observation criteria, expectations, and process.

If you meet the criteria and expectations outlined above, please proceed by using the step-by-step process outlined below.
STEP 1: Submit your observation request by creating your myClinicalExchange (mCE) profile

Visit https://myclinicalexchange.com and select the appropriate dropdown option for Students.

- If you already have an account, select login.
- If you do not have an account, select registration

If you are registering for an mCE account for the first time, you will enter your email address. An access code will be sent to your email address & needs to be referenced in order to proceed. Once that is complete, you will be directed to the screen below. Please see below for a few important notes about this page:
Step 2: Submit Your Observation Request

Upon logging in, you'll see that your account status is “Unpaid”. Do NOT pay for your account yet. You will only pay IF your observation experience is APPROVED. Note: Account payment and completion of requirements are MANDATORY prior to your start dates.

Go to the My Request(s) tab and click New Request.
Select the appropriate program (Pre-Genetic Counseling)
Please complete

Please complete

Please type in n/a in both first and last name fields.

Please type in your email & phone.

Please answer this question about SLHS employment
If you know the preferred location of your experience, please select the appropriate **clinic** or the **medical center**.

Select your preferred rotation dates (max 30 day duration)

Select your schedule availability

Enter the total # of hours you will be observing

If you know the name of your preceptor, please enter their name and contact information. If not, please enter “n/a” in each field
After uploading your required immunization documents, please click Review & Submit. Once fully submitted, you will be able to see the status of your request by clicking the **My Requests** tab.

**Account Status:** *Unpaid*  (Click “account settings” menu to pay or renew or extend your subscription)
Step 3: Approval or Denial of Your Request

If your observation experience is denied, you will receive an email as well as a notification within your mCE dashboard. The notification should provide comments to explain why the experience was unable to be accommodated and/or whether your request information needs to be revised for further consideration. Any incomplete requests will be denied.

If your observation is approved, you will receive an email as well as a notification within your mCE dashboard. The email will instruct you to PAY for your myClinicalExchange account. Once your account status changes to “paid” you will be able to begin completing your onboarding requirements.

Step 4: Complete your Onboarding Items

From the Alerts tab, click on the “Pending Paperwork” link to begin completing your onboarding checklist items. Your onboarding checklist items must be completed at least two weeks prior to your start date in order to ensure that your experience is not cancelled or delayed. Once complete, a green thumbs up will appear for each tab shown below: compliance, documents, orientation and exams.
Step 5: Pick up your St. Luke’s Observer Badge

When you have completed your orientation and you see all green thumbs up, please email your St. Luke’s Student Coordinator or send them a message through mCE to coordinate a time to pick up your St. Luke’s Observer badge.

Troubleshooting

For questions regarding mCE navigation and help, please click on the green question mark located in the top right corner of the webpage. You may also email supportticket@myclinicalexchange.com for assistance.

For questions regarding your experience at St. Luke’s or picking up your badge, please reach out to your St. Luke’s student coordinator directly or email us at students@slhs.org.

We look forward to having you join us at St. Luke’s for your observational experience!

Thank you,

St. Luke’s Student Services

students@slhs.org