St. Luke’s Health System Observational Experiences for Pre-Genetic Counseling & Other Aspiring Graduate 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 must be completed within 30 days of start date with a minimum of 20 hours and a SLHS lifetime maximum of 80 hours.
- 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](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:

Only answer fields with a red asterisk unless directed otherwise by these instructions.

St. Luke’s is only able to view the last 4 of your SSN

Please select “Idaho”

Select “St. Luke’s Observation Experience”
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 (the 2019 fee is $18.50) and completion of requirements are MANDATORY prior to your start dates.

Go to the My Request(s) tab and click New Request

Account Status: Unpaid

Select Hospital & Program

State?
Idaho

Hospital?
St. Luke's Health System

Program?
Select the appropriate program (Pre-Genetic Counseling)

Continue Cancel
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.

IMPORTANT: Operating Room (OR) and Labor & Delivery observations are not allowed at St. Luke’s Health System. Please do not attempt to observe in either of these areas.

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.

### Immunizations

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
<th>Comments</th>
<th>Supporting Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUB PPD/X-ray (TST) within the last 12 months - If the TST is done by a 2-step boosted process, it must be verified by a primary care provider unless you test positive or have been medically deferred by a provider. The TST must be read 48 to 72 hours after placement or, interferon gamma release assay (IGRA) within the last 12 months. An IGRA is a type of blood test for detection of mycobacterium tuberculosis infection both latent tuberculosis infection and active tuberculosis disease</td>
<td>(Renewal Date)</td>
<td>Missing supporting document</td>
<td>Add Document</td>
</tr>
<tr>
<td>MMR</td>
<td></td>
<td></td>
<td>Missing supporting document</td>
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<tr>
<td>Hepatitis B</td>
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<td>Missing supporting document</td>
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<tr>
<td>Tdap</td>
<td></td>
<td></td>
<td>Missing supporting document</td>
</tr>
<tr>
<td>Varicella</td>
<td></td>
<td></td>
<td>Missing supporting document</td>
</tr>
</tbody>
</table>

Comments

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Account Status: **Unpaid** (Click “account settings” menu to pay or renew or extend your subscription)

### 1 Pending/Approved Request(s)

<table>
<thead>
<tr>
<th>Request#</th>
<th>Hospital</th>
<th>Facility</th>
<th>Program</th>
<th>Status</th>
</tr>
</thead>
</table>
**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.**

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**Account Status:** Paid  
(Click “account settings” menu to pay or renew or extend your subscription)

- There is no school compliance items associated for your profile. Further assistance, please contact your school coordinator.

- **Alerts**  
- Active Rotation(s)  
- My Request(s)  
- Notifications

My Alert! - 5 requires your attention.

- Planned Graduation information is missing in your account profile
- Rotation # 190996 - Pending Paperwork
- Rotation # 190996 - One or more orientation modules not yet completed
- Rotation # 190996 - Checklist not in compliance
- Rotation # 190996 - One or more online tests not yet completed

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**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.

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**Rotation# 190996**  
**St. Luke’s Boise, 190 E. Bannock St., Boise, ID 83712**  
**Rotation Period 7/10/2019 - 7/31/2019**

**My Orientation Module(s)**

<table>
<thead>
<tr>
<th>Module</th>
<th>Completed On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abuse and Neglect</td>
<td>Start</td>
</tr>
<tr>
<td>Cultural Competence and Communication</td>
<td>Start</td>
</tr>
<tr>
<td>Infection Prevention</td>
<td>Start</td>
</tr>
<tr>
<td>Orientation AIDET</td>
<td>Start</td>
</tr>
<tr>
<td>Orientation General Compliance</td>
<td>Start</td>
</tr>
<tr>
<td>Orientation HIPAA</td>
<td>Start</td>
</tr>
<tr>
<td>Patient Rights</td>
<td>Start</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>Start</td>
</tr>
</tbody>
</table>
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