



St. Luke's Health System Observational Experiences for Pre-Medical & Pre-Physician Assistant Observers

Due to high demand for clinical experiences, St. Luke's observations are limited to students who are entering their college junior year or have graduated and need clinical observation hours as an application requirement.

Example: Pre-Med student applications require 40 hours of clinical observation

CRITERIA:

- **Observers are responsible for finding available physicians and/or physician assistants (preceptor), confirming start/end dates, total hours, and location before submitting a request 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:

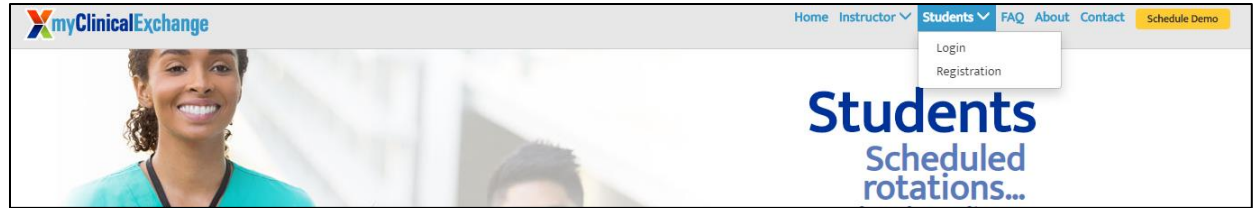
- **Requests must be submitted at least 3 weeks prior to start date. All onboarding requirements must be completed at least 2 weeks prior to start date.**
- Professional Observation "shadowing" is a "hands off" clinical experience.
- Observation hours must be completed within 30 days of start date with 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 is unable to find placement for observational experiences. 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:

| | | |
|---|---|---|
| First Name * <input type="text"/> | Middle Name <input type="text"/> | Last Name * <input type="text"/> |
| Date Of Birth * <input type="text"/> <small>(MM/DD/YYYY)</small> | Gender -- Select -- | Ethnicity -- Select -- |
| School Provided Id <input type="text"/> | SSN * <input type="text"/> | |
| Address* <input type="text"/> | Apt/ Unit/ Ste # <input type="text"/> | City* <input type="text"/> |
| State* -- Select -- | Zip* <input type="text"/> | Mobile* <input type="text"/> |
| School Enrollment Details | | |
| School State -- Select -- | Please select "Idaho" | |
| School* -- Select -- | Select "St. Luke's Observation Experience" | |
| Program * -- Select -- | Degree -- Select -- | Cohort -- Select -- |
| Emergency Contact Person (In case of an Emergency) | | |
| Name* <input type="text"/> | Relationship* <input type="text"/> | Phone* <input type="text"/> |
| Login Details | | |
| Login ID: * <input type="text"/> | Password * <input type="password"/> | Confirm Password * <input type="password"/> |

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

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**

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

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

No requests(s) found. [New Request](#)

Select Hospital & Program

State ?
Idaho ▾

Hospital ? [Ⓡ]
St. Luke's Health System ▾

Program ? [Ⓡ]
--Select-- ▾ Select the appropriate program (Pre-Med or Pre-PA)

[Continue](#) [Cancel](#)

STEP 1 OF 3 (School Info)

Degree

Undergrad GPA

School Coordinator Ⓡ
First Name

School Coordinator Contact Ⓡ
Email

Past Experience

Employment Status

Employer
Are you currently employed at St. Luke's Health System ? YES NO OR

Supervisor Name

Supervisor Phone

Past experience in Observers(Pre- Med) ?

STEP 2 OF 3 (Schedule Preferences)

Facility (Clinical Location)?

Please select the appropriate **clinic** (for ex: "Pediatrics - Caldwell ") or the **medical center** (for ex: St. Luke's Boise")

Department?

Only answer if applicable to your preceptor's location

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.

Unit ?

Only answer if applicable to your preceptor's location

Rotation Period ? ^R

These dates must be confirmed with the preceptor and should meet our 30-day expectation

On what days ? ^R

Sun Mon Tue Wed Thu Fri Sat

Select your schedule availability

Shift ? ^R

Hours/Shift ^R

Total Hours ^R

Enter the total # of hours you will be observing

Shift Time

Preceptor ^R

Preceptor Name & Contact Info is required and should be confirmed PRIOR to submitting this request

Preceptor Contact ^R

STEP 3 OF 3

| Item | Value | Comments | Supporting Docs. |
|--|--|----------------------|--|
| Immunizations | | | |
| TB PPD/X-ray Proof of a tuberculin skin test (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 | (Renewal Date) <input type="text"/> | <input type="text"/> | Missing supporting document <input type="button" value="Add Document"/> |
| MMR Proof of two MMR vaccinations or a negative MMR titer | <input type="text"/> | <input type="text"/> | Missing supporting document <input type="button" value="Add Document"/> |
| Hepatitis B Proof of a series of three hepatitis B vaccines and a negative titer | <input type="text"/> | <input type="text"/> | Missing supporting document <input type="button" value="Add Document"/> |
| Tdap To be completed within the past 10 years | (Renewal Date) <input type="text"/> | <input type="text"/> | Missing supporting document <input type="button" value="Add Document"/> |
| Varicella Proof of two varicella vaccinations or a negative varicella titer | <input type="text"/> | <input type="text"/> | Missing supporting document <input type="button" value="Add Document"/> |
| Comments <input type="text"/> | | | |
| <input type="button" value="Back"/> <input type="button" value="Save as Draft"/> <input type="button" value="Review & Submit"/> <input type="button" value="Cancel"/> | | | |

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)

1 Pending/Approved Request(s)

| Request# | Hospital | Facility | Program | Status |
|----------|--------------------------|------------------|----------------------|---------------------|
| 237931 | St. Luke's Health System | St. Luke's Boise | Observers(Pre- Med) | Waiting on Hospital |

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.**

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 Alerts! - 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

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.

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

Compliance Documents **Orientation** Exams

My Orientation Module(s) Refresh

| Module | Completed On | |
|---------------------------------------|--------------|-------|
| Abuse and Neglect | | Start |
| Cultural Competence and Communication | | Start |
| Infection Prevention | | Start |
| Orientation AIDET | | Start |
| Orientation General Compliance | | Start |
| Orientation HIPAA | | Start |
| Patient Rights | | Start |
| Student Orientation | | Start |

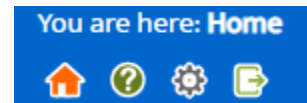
[Step 5: Pick up your St. Luke's Observer Badge](#)

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@myclinicaexchange.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 directly.

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



Student Services
