

# UPSTATE

UNIVERSITY HEALTH SYSTEM  
Affiliating School/College of Nursing

## **Clinical Experience Manual – *Faculty***

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**Clinical Rotations and Role Transitions**  
For RN, BSN, and MSN programs (except NP)

# **Affiliating School/College of Nursing Clinical Experience Manual – Faculty**

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## **Clinical Rotations and Role Transitions**

*Revised February 2019*

**WELCOME TO UPSTATE UNIVERSITY HEALTH SYSTEM** and thank you for choosing us as a location for your student clinical experiences. We are committed to providing barrier-free access to our educational services and making appropriate and reasonable accommodations when requested. We strive to make this a positive experience for you and your students.

Please read through this manual carefully as it gives details and guidance related to the clinical experiences you and your students will be having at the UUHS.

We are very excited to have you at our facility and hope that your experience here is as enriching and enjoyable as possible. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

**Caitlin Nye, MSN, RN-BC**  
Nurse Residency and Onboarding Coordinator  
Upstate University Hospital

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# SECTION I

## INTRODUCTION

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## A. Before You Begin

PLEASE NOTE: Links are identified as italicized, blue, underlined print (*[example](#)*). Clicking on a link will give you access to the identified section, document, form, e-mail address or survey.

### **Purpose of this Manual**

Welcome to Upstate University Health System (UUHS). We assure the highest quality standards in patient care and student learning by hosting, to the extent possible, clinical experiences for schools and colleges of nursing that are legally affiliated with UUHS. This manual is intended to provide our affiliated school/college of nursing coordinators, faculty, and students with the information they need related to clinical rotation and role transition policies and procedures.

NYS Law and UUHS policy requires that all affiliated school/college of nursing faculty that will be providing direct and indirect supervision of student clinical learning experiences must provide UUHS with specific credentialing on an annual basis (preferably prior to the start of the Fall semester). These documents are to be maintained at the site where the faculty member will be supervising the clinical experience. Please follow all submission guidelines to ensure that there will not be a delay in the registration process.

Please note: UUHS reserves the right to make requirement and procedural changes as needed to ensure that the purposes and missions of the health system are met. These requirements are reviewed annually and revised as necessary for the safety of all.

### **Contractual Agreement for School/College of Nursing Affiliation**

All nursing schools, programs and agencies wishing to affiliate with Upstate for clinical learning experiences are required to have a written agreement that outlines the conditions and requirements for such affiliation. Once established, these Agreements are reviewed every three years and signed by the official representative/s of both parties. The Chief Nursing Officer is the official designee for UUHS. The Agreement requires Upstate to “review the curriculum content to assure adherence to current clinical practice.” From time to time, reviews and audits will be conducted to determine adherence and needed changes in either practice or education. If a change in practice or education is required, both the

Hospital and Affiliating Agencies will negotiate.

### **Terminology**

#### **Affiliating School/College of Nursing**

Any educational institution with a nursing degree or nursing certification program that has a current contractual agreement in affect with UUHS. The affiliating school and its faculty and students agree to abide by the tenets set forth by the affiliation agreement.

#### **Clinical Experience**

Any learning opportunity taking place in a clinical setting related to nursing practice that is supervised by either a school's clinical instructor or a preceptor.

#### **Clinical Rotation**

A clinical experience that takes place during a school's semester where a group of nursing students are assigned to provide patient care under the supervision of a clinical instructor.

#### **Preceptor**

A professional nurse employed by UUHS that is assigned by unit leadership to supervise a nursing student or a transitioning professional nurse.

#### **Role Transition**

Also known as a "capstone course" or a "preceptorship," it is a clinical experience where a nursing student must complete a predetermined number of clinical hours under the supervision of a preceptor. This clinical experience is usually a required component of a school's curriculum.

#### **Unit Leadership**

The Nurse Manager and Clinical Training Specialists responsible for the daily operations of a nursing unit.

#### **Upstate University Health System**

All inpatient and outpatient healthcare facilities with direct affiliation with Upstate Medical University including, but not limited to, Upstate University Hospital Downtown campus, Upstate University Hospital Community campus, Upstate University Hospital Golisano Children's Hospital, and University Health Care Center.

### **Affiliating School/College of Nursing Responsibility Summary**

UUHS seeks to foster a professional and supportive relationship with all affiliated schools/colleges of nursing. It is within that context that we require all affiliated schools/colleges of nursing to honor the inherent responsibilities of that relationship which include, but are not limited to:

- Providing educational liaison with a written request for each desired clinical experience, and, if approved, provides educational liaison with a names of students/faculty
- Designating one (or more) school personnel to enter student information into the Upstate Non-Employee Management System (NEMS) for each requested clinical rotation
- Submitting [Faculty Competency, Clearance, and Credentialing Checklist](#) for all clinical faculty
- Submitting [Health Clearance Verification Form](#) for all students and faculty scheduled for a clinical experience
- Reviewing learning objectives and student clinical skill level with nursing staff
- Reporting student absences promptly to patient care unit
- Posting student/patient assignments on unit assignment sheet
- Assuring student nurse evaluations are completed for each student clinical experience
- Assuring each student adequately communicates their assigned patient's status prior to exiting the patient care unit
- Complying with all relevant UUHS standards, rules, and regulations as outlined in the:
  - UUHS/Affiliating College Contract
  - *Non-Employee Orientation Guide* (campus specific)
  - This *Clinical Experience Manual – Faculty*

## **B. Student Professional Standards, Expectations, and Allowances**

### **Legal Standards for Nursing Students**

The New York State definitions of registered professional nursing, licensed practical nursing and advance practice as a nurse practitioner govern nursing practice at UUHS. As such, all students delivering nursing care to patients/families are subject to and held accountable to the legal standard of practice they are learning. A hospital-employed staff RN must always retain the full responsibility for the care given each and every patient. As such, students are always co-assigned and their patient assignments documented fully in EPIC. Nursing students may perform nursing services based upon their enrollment in a registered nursing education program and in accordance with the Nurse Practice Act.

The doctrine of personal liability dictates that each person is responsible for his or her own acts. This applies to students who provide care, as well as staff nurses and faculty. Each is accountable.

The question of delegation bears discussion here, since both the staff nurse and the faculty member must be fully aware of what is delegated to a student. The instructor, in particular, must be fully familiar with the knowledge, ability, and skill level of the student, and be clear on what degree of supervision is necessary in each given aspect of care. Written assignments that are both posted and communicated to the co-assigned staff nurse help eliminate confusion.

### **Professional Standards of Conduct**

Students are expected to adhere to all UUHS policies and procedures while practicing in our various clinical areas. All policies can be located through our [intranet](#).

Students are expected to dress and act professionally in all interactions at UUHS. Unit leadership will immediately address inappropriate dress or conduct which could lead to the student being asked to leave the clinical setting.

### **Student Policy Review**

Students must receive/review the:

- [Non-Employee Orientation Guide \(Downtown Campus\)](#)
- or*
- [Non-Employee Orientation Guide \(Community Campus\)](#)
- and*
- [Clinical Experience Manual – Student](#)

After reading the Non-Employee Orientation Guide, the certificate of completion must be filled out and returned to the Nursing Recruitment and Retention Office or verification of completion must be signed and witnessed by the clinical instructor.

### **Health Clearance**

All students and faculty are required to be cleared for placement at UUHS prior to starting on any clinical unit or patient care area. Each institution is required to submit a completed [Health Clearance Verification Form](#). This form is an attestation/certification, by the primary education institution, that the students and instructor(s) meet all requirements for student health assessment pursuant to **NYS 405.3 Health Code**.

Students or faculty who arrive at a patient care area without health clearance, will be asked to leave until such clearance is obtained.

For questions related to student and faculty health clearance, refer to *Section F* of either campus' *Non-Employee Orientation Guide* or contact the Employee/Student Health office at the related campus:

- Downtown campus: (315) 464-4575 or (315) 464-4570
- Community campus: (315) 492-5624 or (315) 492-5304

### **Respiratory Protection Program**

The Respiratory Protection Program at UUHS requires that all direct care-givers be: (1) Medically screened AND (2) E-Fitted for the appropriate respiratory apparatus. Faculty are responsible for assuring that their students are fit tested, according to Upstate Respiratory Protection Program, if they assign a student to a patient requiring respiratory protection.

### **Clinical Systems Training**

Training on our electronic documentation system (EPIC) is required for all students and faculty who are new to their usage. Clinical systems training is arranged via the clinical instructor and the IT Nurse Administrator. [Section II.D](#) explains the process for arranging clinical systems training.

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### **Medication Administration**

Each semester questions arise regarding student administration of medications. Students may administer medications, providing: (1) they have received appropriate instruction (pharmacology content, methods of drug administration, calculations, and nursing considerations including patient assessment) within his or her nursing program, (2) they have been declared “safe,” “competent,” or other designation with similar meaning by his or her school, (3) they have been trained to the medication administration system at Upstate and (4) they have demonstrated the necessary clinical judgment and maturity to responsibly administer medications.

All clinical nursing instructors will be trained in using the PYXIS medication stations and EPIC-linked barcode scanners. Faculty and students will use their own Upstate ID number when administering medications. Only clinical instructors will be issued Pyxis access codes. Instructors and/or preceptors must withdraw medications from PYXIS for a student to administer. Students may, however, administer medications following the guidelines above and in the presence of their clinical instructor or preceptor **ONLY**.

### **Incident Reports Including Medication Errors**

Any untoward patient incident must be documented according to Upstate policy. If any type of error or “near miss” should occur, the student will be required to document the error utilizing [the Upstate Safety Alert System](#) online occurrence reporting system, with the assistance of his/her instructor. Medication errors (or near misses), patient falls, burns, and injuries are examples of untoward incidents.

As a reminder, the facts of patient assessment and care are always completely documented in the medical record. However, it is never appropriate to document that an “Incident Report or Occurrence Report has been filed.” Typical follow-up includes providing a copy of the appropriate form to the School/College of Nursing Director, with a cover letter requesting a written follow-up statement from the school within two weeks. It is not the intention of UUHS to dictate specific action for any incident, but rather to document how an incident is handled within the policies of the respective school or agency. Patient identification information will be removed from all reporting forms to maintain patient confidentiality.

All incidents and sentinel events are reviewed as part of the UUHS internal Quality Improvement process to assure adherence to quality standards.

### **Injury Reports**

All student, faculty, volunteer and visitor injuries are to be documented using the appropriate form. First aid is given immediately. Any follow-up care is to be requested by the injured person personally, and the individual's own insurance policy shall be the primary source for payment of any care rendered. Schools are encouraged to see that every student and faculty member maintains personal insurance coverage at all times. All documents are confidential.

### **Attire**

Students must wear the school uniform while delivering patient care at UUHS. Appropriate street attire may be worn with a covering lab coat when preparing clinical assignments. Areas requiring scrub attire (OR, PACU, Burn Unit) will provide attire, along with changing rooms and non-secure lockers for street clothes. Worn scrubs must be left in dirty linen hampers before leaving Upstate.

### **Meals**

Students and faculty may use the cafeteria services available at either UUHS campus. The posted prices shall apply, as is with all UUHS staff.

### **Valuables**

As secure storage space is unavailable at UUHS, students and faculty are encouraged to come to the hospital only with what can be carried on his/her person. Space, however crowded, is available on the clinical unit for only coat and boots. In the East Wing, unit space is unavailable and non-secure lockers in common locker rooms should be used.

### **Parking**

At the Downtown Campus, students may park in the "R" lot with a free shuttle to and from the hospital or in the West Garage. At the Community Campus, students may park in the garage. Students are eligible for the student rate through either campus's parking office. Many students choose to carpool and share the parking fees. Please visit the Parking Office (Downtown, room 1801, Community, room 213) or visit their [web page](#) for more specific information on parking rates.

### **Approval of Student Projects & Research**

Students wishing to conduct a project or study at UUHS which may or may not

include clinical research, thesis, or dissertation, must obtain written approval from the Nurse Scientist @ (315) 464-6147. The Coordinator of Nursing Research will work with any student to assure compliance with Federal, New York State and Upstate Medical University/UUHS guidelines.



# SECTION II

## OVERVIEW AND PROCESSES

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# A. Clinical Rotation

## Overview

Instructors should notify students as to where their assignments will be posted. If it is required that students “work up” their patient(s) prior to the clinical day, efforts should be made for them to do this between the hours of **1200 – 1300** and **1700 – 2000**. These times are best for the nursing staff and will afford students better access to patient records. Students should be neat, clean, and in professional attire, including a lab coat and name tag. Jeans are never to be worn in the clinical area, even if the student is wearing a lab coat.

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## Clinical Expectations

Clinical expectations for students are that they:

1. Be present and listen to complete report.
2. Demonstrate a basic knowledge of the physiology involved in the patient's condition and have a prepared plan of care.
3. Read the patient care plan prior to giving care to the patients and discuss any questions with the nurse regarding the information.
4. Take vital signs at appropriate times and document appropriately.
5. Complete appropriate nursing documentation for all care given, assessments performed and medications administered.
6. Document according to the unit specific policy.
7. Take responsibility for all patient treatments and care as written in the care plan. If a student is unable to perform any ordered treatment, arrangements must be made so that the nurse responsible for the patient can complete the treatment.
8. Medications will be administered under the direct supervision of the clinical instructor or preceptor as discussed in Section I.B.
9. Direct technical questions to the instructor first, seeking out the patient's nurse for any further clarification.
10. When they leave the patient care unit to take any type of break, they must first inform the nurse responsible for the patient(s). Please try to have another student cover the patient(s) while the student is away from the patient care unit. The instructor and the patient's nurse should be apprised of

the status of the patient(s) prior to all breaks as well as any care that must be completed in the students' absence.

11. Communicate with the instructor and the nurse(s) assigned to the patient(s). The student must report all pertinent information including changes in the patient's condition to the instructor and to the nurse(s) assigned to his/her patient(s). At the end of the student's shift, he/she should provide a comprehensive report on his/her patient's or patients' condition(s) to the nurse(s) responsible for each of his/her patient(s).
12. Direct any problems related to staff, patients, physicians, etc., to the instructor who will in turn determine whether or not to involve the person(s) directly or discuss the issue with the Nurse Manager.

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### **Faculty Registration**

To begin the registration process, follow these steps.

**1. Provide the following:**

- Current curriculum vita (CV) or resume
- Current NYS RN license/registration
- CPR card within the last 2 years (American Heart Association (AHA) or the American Red Cross (ARC) are the only acceptable providers)

**2. Obtain and complete the following:**

- [Faculty Competency, Clearance, and Credentialing Checklist](#)
  - A required competency-based orientation must be completed on each unit that you will be assigned to. Up to three days of orientation may be requested (by the instructor) or required (by unit leadership), depending on the instructor's clinical skills and familiarity with the patient care needs of the unit. An orientation meeting between the instructor and unit leadership is required.
- [Student/Faculty Registration Form](#)
- [Health Clearance Verification Form](#)

Submission instructions are located on each form.

**3. Obtain an Upstate ID badge**

Once all documents and forms have been received and processed by the appropriate UUHS departments, an Upstate ID badge can be obtained. See [Section II.C](#) for instructions on obtaining an Upstate ID Badge.

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## **Student Registration**

To begin the registration process, follow these steps.

1. Designated nursing school staff will enter students' demographic information into the Non-Employee Management System (NEMS).
2. Submit [health clearance form](#) for each clinical group. NO other documentation of immunization records or other health documents is to be used.
3. To expedite the badging process, submit .jpeg photos of students to [statepr@upstate.edu](mailto:statepr@upstate.edu).
4. A complete list of students who will be participating in clinical rotations should be emailed to the following Upstate staff members:  
Suzanne Zmarthie in Payroll ([ZmarthiS@upstate.edu](mailto:ZmarthiS@upstate.edu))  
Sarah Allen in IMT for EPIC ([AllenSar@upstate.edu](mailto:AllenSar@upstate.edu))

### **5. Obtain an Upstate ID badge**

Once all documents and electronic submissions have been received and processed by the appropriate UUHS departments, an Upstate ID badge can be obtained. See [Section II.C](#) for instructions on obtaining an Upstate ID Badge.

### **6. Schedule/arrange clinical systems training as necessary**

See [Section II.D](#) for instructions on scheduling clinical systems training.

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## B. Role Transition

### Overview

We strive to provide learning experiences for our students that are exciting, fulfilling, and rewarding. Role transitions are precepted by dedicated and compassionate nursing staff whose aim is to help students meet their course objectives in a supportive environment.

Faculty assigned to facilitate the student nurse role transition experience are expected to maintain regular contact with the student nurse as well as the unit's Nurse Manager, unit Trainer, and preceptor throughout the experience to assure effective communication of student progress and problems, and to facilitate effective working relationships with unit and agency staff.

The student's nurse preceptor will be responsible for selecting an assignment which is appropriate for both the course objectives and the student's learning needs.

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### Requests

A representative from the student's school/college of nursing must formally submit a request for a role transition experience. Our patients are always our priority. Therefore, there may be times when operational needs limit a unit's ability to accommodate a student request. When this occurs, other options will be considered and alternate placement may be suggested.

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### Clinical Expectations

Clinical expectations for students are that they should:

1. Be present and listen to complete report.
2. Understand and adhere to the extent of the skills allowed to be performed as established by the instructor in the [Role Transition Skills Checklist](#).
3. Demonstrate a basic knowledge of the physiology involved in the patient's condition and have a prepared plan of care.
4. Read the patient treatment plan prior to giving care to the patients and discuss any questions with the preceptor regarding the information.

5. Take vital signs at appropriate times and document appropriately.
6. Complete appropriate nursing documentation for all care given, assessments performed and medications administered.
7. Document according to the unit specific policy.
8. Perform procedures while supervised by the preceptor to confirm their ability to perform the skill independently. All patient treatments should be discussed with the preceptor, clearly delineating the person responsible for each and every treatment.
9. Negotiate with the preceptor regarding the medications they will be administering. All medications must be administered under the supervision of the preceptor.
10. Students are expected to be knowledgeable about all medications that their assigned patient(s) receive (including medication actions and side effects). No medications should be given by students until they have been oriented, by the preceptor, to the Upstate University Hospital medication administration policy.
11. Direct all questions to the preceptor. Students may seek out another nurse for clarification, if the preceptor is temporarily unavailable.
12. Always communicate with the preceptor. The student must continuously report to the preceptor any pertinent information including changes in patient condition.
13. Collaborate with the preceptor regarding breaks and lunch. In general, students will usually take breaks and lunch with your preceptor. Leaving the floor for any reason must be negotiated with the preceptor. Students should ensure that the preceptor knows where they are going and what care needs to be done in their absence. Students should be certain to let the preceptor know when they return to the unit.
14. Direct any problems they are having related to staff, patients, physicians, etc., to the preceptor who will determine whether or not to involve the person(s) directly or discuss the issue with Nursing Administration.

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### **Student Registration**

To begin the registration process, follow these steps.

**1. Obtain, complete, and submit the following:**

- [Role Transition Request Form](#)

Submission instructions are located on the form. ***Only electronic submissions***

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*will be accepted.*

After requests are considered by the desired units, a finalized [Role Transition Request Form](#) will be returned to the instructor identifying the accepting units and their contact information. The form will also be sent to unit leadership.

**2. Obtain, complete, and submit the following for each student:**

- NEMS entry\*
- [Health Clearance Verification](#)

Submission instructions are located on each form. *Only electronic submissions will be accepted.*

**7. Obtain an Upstate ID badge**

Once all documents and forms have been received and processed by the appropriate UUHS departments, an Upstate ID badge can be obtained. See Section for instructions on obtaining an Upstate ID Badge.

**8. Schedule/arrange clinical systems training as necessary**

See [Section II.D](#) for instructions on scheduling clinical systems training.

\*Some affiliating schools only send students to Upstate for Role Transitions and **not** other clinical rotations. If this is the case, and the school sends fewer than five Role Transition students per academic year, the school may submit a [Student/Faculty Registration Form](#) for each student through the online system and UUHS staff will enter the student's demographic information into NEMS.

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### **Student Scheduling**

Students bear the responsibility of contacting their accepting units to negotiate a schedule for their experience. All scheduling arrangements should be made with the unit **at least 2 weeks prior** to the experience. Once all documents and forms have been received and processed by the appropriate Upstate departments, an Upstate ID badge can be obtained. See [Section II.C](#) for instructions on obtaining an Upstate ID Badge.

## C. Obtaining an Upstate ID

**Please note:** As of 8/2001, every employee, student, and faculty member are required to wear an Upstate Photo Identification Badge while on campus and within University Hospital.

Once all documents and forms have been received and processed by the appropriate Upstate departments, an Upstate ID badge can be obtained. See Section for instructions on obtaining an Upstate ID Badge.

**For the Downtown Campus:** The *Payroll* office, located on the 1<sup>st</sup> Floor of Jacobsen Hall, issues SUNY Photo ID Badges for the Downtown campus. Their office hours are from 7:30 AM to 4:00 PM, Monday through Friday.

**For the Community Campus:** The *Human Resources* office located on the 1<sup>st</sup> floor of the UUH Community campus issues SUNY Photo ID Badges for their affiliating faculty. Their office hours are from 7:30 AM to 4:00 PM, Monday through Friday.

Students will be asked to provide a photo ID and a social security number in order to receive your ID. *Badges may be obtained no more than **one week prior** to the start of the clinical experience.*

**Please note:** A completed NEMS request for each rotation and Health Clearance Verification Form *must* be submitted and processed in order to obtain an Upstate ID.

Students and faculty are expected to return their Photo ID to the Payroll office (Downtown campus) or the Human Resources office (Community campus) at the end of their clinical experience or at the end of the semester.

Campus Public Safety officers may request ID verification of all persons at any time. Access and admission to Upstate will be denied those without proper ID.

## **D. Clinical Systems Training**

Training on our clinical systems (PYXIS Medication Stations, EPIC) is required for all students and faculty who are new to their usage. Clinical systems training is arranged via the clinical instructor.

To arrange clinical systems training, contact Sarah Allen at 315-464-3742 or e-mail [AllenSar@upstate.edu](mailto:AllenSar@upstate.edu) and provide her with the list of names of the individuals who require training.

## E. Evaluation of Student Experiences

Student surveys are used to evaluate every affiliating clinical group or role transition experience. Surveys can be accessed by:

- 1) Clicking on one of the following survey links:

[Clinical Rotation Satisfaction Survey](#)

[Role Transition Satisfaction Survey](#)

- 2) Visiting the Clinical Instruction link at:

<http://www.upstate.edu/nursing/join/clinical-instruction.php>.

Results from the surveys are used to make improvements to the clinical experiences of our affiliating schools and colleges of nursing. Please encourage your students to take the time to complete them.



# SECTION III

## IMPORTANT INFORMATION

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## A. Documents and Forms

Click on the document/form name you wish to access. All documents/forms are in Adobe PDF format.

<a href="#"><u><i>Clinical Experience Manual – Student</i></u></a>
<a href="#"><u><i>Faculty Competency, Clearance, and Credentialing Checklist</i></u></a>
<a href="#"><u><i>Non-Employee Orientation Guide (Community campus)</i></u></a>
<a href="#"><u><i>Non-Employee Orientation Guide (Downtown campus)</i></u></a>
<a href="#"><u><i>Health Clearance Verification Form</i></u></a>
<a href="#"><u><i>Role Transition Exclusion List</i></u></a>
<a href="#"><u><i>Role Transition Request Form</i></u></a>
<a href="#"><u><i>Role Transition Skills Checklist</i></u></a>
<a href="#"><u><i>Student/Faculty Registration Form</i></u></a>

## B. Frequently Asked Questions

### Employee Health

- **Is it true that the Employee/Student Health Office will only accept health verification if on the Upstate *Health Clearance Verification Form*?**  
Yes. The UUHS employee/student health offices will not accept health verification forms from family physicians, school health offices, or other institutional health offices. Only a completed [Health Clearance Verification Form](#) will be accepted.
- **How often do you require health verification?**  
Health verification for students and instructors is good for one year, provided the information on the form is current.

### Clinical Systems

- **Who is responsible for giving out clinical systems codes for EPIC and Pyxis (instructors only)?**  
Pyxis codes are issued by the pharmacy to clinical instructors ONLY; EPIC codes are issued by IMT. The issuance of these codes to you or the student is coordinated by Sarah Allen.
- **How often do students need to attend clinical systems training?**  
Students need to attend EPIC training if they are new to Upstate, regardless of whether they are doing a clinical rotation or a role transition/preceptorship experience. In addition, students who have been away from Upstate for longer than one year must attend EPIC training again.
- **How do I get faculty and student usernames and passwords for EPIC?**  
Instructors ONLY email the EPIC training helpline or call 315-464-EPIC (3742) about a week before the clinical start date to obtain usernames and passwords.  
If students are having difficulties with the login they have received, they should call the helpdesk at 315-464-4115. The helpdesk is NOT for obtaining usernames and passwords.

- **What about nursing students who are also Upstate employees?**  
Students who are also employees at Upstate in clinical roles (who have EPIC access) will have a *separate* student access. Their username will be their usual username but with a number in front, e.g., “18SmithJ” as opposed to the employee username of “SmithJ.” Student passwords will be the same as their employee passwords.

## Registration Process

- **When will the students/instructors receive their ID numbers?**  
ID numbers are issued to students and instructors at the time ID badges are issued.
- **Do previous students/instructors keep the same non-employee ID numbers? What about Pyxis? EPIC?**  
Yes. ID numbers and clinical systems codes remain assigned to students and instructors for the duration of their time in the Upstate University Health system. Clinical systems codes are deactivated at the end of the clinical experience and need to be reactivated by visiting the Payroll office (Downtown campus) or the Human Resources office (Community campus) should a new clinical experience begin.
- **When should I come in to pick up my ID badge?**  
Badges should be picked up no more than one (1) week prior to the beginning of a clinical experience.
- **I instruct at both the main campus and the Community General campus. Do I need to get separate ID badges?**  
No. The logo on each badge differs; however, both badges are recognized at both campuses.
- **I am an instructor and I am also a current employee of Upstate University Health System. Do I need to complete all of the forms in the instructor packet?**  
You need only submit the [Faculty Competency, Clearance, and Credentialing Checklist](#). Follow the instructions on the form and fill out the required fields depending on whether or not you are instructing on your unit of employment.

- **Why do previous students have to re-register each semester, sometimes twice in the same semester?**

Unlike instructors, students become inactive at the end of their clinical experience. Therefore, it is necessary for them to be re-registered at the beginning of each clinical experience.

- **I have been instructing clinicals at Upstate for 15 years. Do I need to go through the instructor registration process each year?**

Yes. Your access to clinical systems at the UUHS is active for one year. After that year, you will be placed in an inactive status. Though your ID number and codes/passwords will remain the same, you will not be able to access any clinical systems. Once you are reactivated in the Non-Employee Management System, you will be able to access all allowed clinical systems with your previous codes.

#### Miscellaneous

- **Is there a survey that students are required to take at the end of their clinical rotation or role transition experience?**

There are two separate surveys for students. One is related to their class's clinical rotation. The other is pertaining to their role transition experience. All students are asked to complete these surveys, as necessary, for each experience. Links to the surveys are accessible via the [Clinical Experiences Manual – Student](#), Section II.E, and also on the nursing website <http://www.upstate.edu/nursing/join/student-nurses.php>

## C. Contact Information

### **Nursing Recruitment and Retention Office**

UUH 1414  
750 East Adams Street  
Syracuse, New York 13210  
Phone: 315-464-4810  
Fax: 316-464-6145  
E-mail: [NRecruit@upstate.edu](mailto:NRecruit@upstate.edu)

### **Downtown campus**

Caitlin Nye MSN, RN-BC, Nurse Residency and Onboarding Coordinator  
Phone: 315-464-6142  
Fax: 315-464-6145  
E-mail: [nyec@upstate.edu](mailto:nyec@upstate.edu)

### **Payroll**

Jacobsen Hall, 1<sup>st</sup> Floor  
Syracuse, New York 13210  
Phone: 315-464-4840

### **Employee/Student Health Office**

Bridget McCarthy, NP  
Phone: 315-464-4575  
E-mail: [McCarthB@upstate.edu](mailto:McCarthB@upstate.edu)

### **Clinical Systems Training**

Sarah Allen  
Phone: 315-464-3742  
E-mail: [AllenSar@upstate.edu](mailto:AllenSar@upstate.edu)

**Community  
Campus**

**Human Resources**

4900 Broad Rd.  
Syracuse, NY 13215  
Phone: 315-492-5561

**Employee/Student Health Office**

Stephanie Patchett  
Phone: 315-492-5624 or 315-492-5304  
E-mail: PatchettS@upstate.edu