Student Placement System Access Process

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Introduction

Northern Health (NH) recognizes the importance of students and strives to support practical experiences across our region. We collaborate with education partners, faculty, and instructors, to support continuous learning for healthcare students and practitioners, from a variety healthcare discipline, providing hands-on practice opportunities.

For student practice inquiries, contact the Student Practice Education team directly. Educational institutions and students shouldn't reach out to practice settings or NH employees for placement arrangements.

Prerequisite Placement Requirements

Prerequisite need to be in place prior to student placements at a NH facility. Failure to complete may result in a delayed or disrupted placement.

EIs are responsible for arranging, confirming and maintaining records of student and faculty pre-requisite placement requirements including education, certifications and immunizations. For more information on provincial student placement requirements, please visit orientation and preparation.

Student Practice Education Core Orientation (SPECO)	Students need to complete the SPECO (curriculum) on the Learning HUB. If students don't have an account, one will need to be created. Refer to the SPECO Quick Reference Guide for additional information.
Immunizations	Students must adhere to the BC Practice Education Guidelines on Immunizations and Communicable Disease Prevention
Fit Testing	Responsibility of EIs.
CPR	The requirement of CPR training is dependent on the student's program of study and their EI requirements. NH can not provide training for to students.
Confidentiality Agreement	Students must complete the NHA - RM - Privacy and Confidentiality LearningHub course and sign a Confidentiality Agreement
Electronic systems	Access to electronic systems will be provided for students while engaged in a student practice experience.
Facility Access and Photo Identification	Facility access will be provided for students/faculty however the type of access will vary from site to site. Students and faculty should always have their identification visible during a placement.
NH ID Badge Request	Photo ID/access badges should be set up in advance by the EI delegate, using the ID Badge request form available in HSPnet. Student ID Badges can be picked up at SPE Tuesday and Wednesday 9 a.m. – 3:30 p.m.

Student Network and System Access

EIs must have a NH Delegate Agreement for Student Access in place with Student Practice Education to submit system access request for students and faculty.

NH prerequisite, access and process documents are available across all Northern Health Destination sites in the HSPnet. EIs with HSPnet access can view and download the most up-to-date document versions on the platform. For HSPnet assistance in accessing documents please reach out to support@hspcanada.net.

EIs who do not have full HSPnet access should reach out to Student Practice Education for assistance.

Documents available on HSPnet:

Prerequisite	Documents
Provincial Public Health Orders	NH Student Placement Process Document
Hazardous Drugs Safety Awareness	NH Student PYXIS ES Access Request FORM
Confidentiality Agreement	**Pre-placement Network and System Access Spreadsheet**
BC Student Practice Education – Orientation and Preparation Requirements	How to: Using MOIS a reference (Read Only)
	10300-7134 Pyxis New User Form
	NH Confidentiality Policy

Important: Students need to login on a Northern Health Network as soon as they receive their account from NHITS.

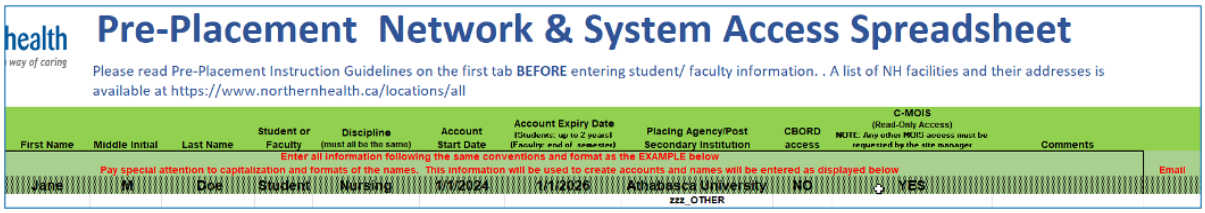
Activating and Deactivating Student and Faculty Accounts

Students will need to be setup with their IT accounts through the NH Student and Faculty Access and Deactivation form found in HSPnet. This account will grant students access to Northern Health computers and will allow delegates and staff to request additional access programs to be added onto their account.

Account Activation

- EI delegate will be required to use the NH Student and Faculty Access and Deactivation request' excel spreadsheet to submit student and faculty access. The instructions are available in the spreadsheet.
- Delegates need to submit the Account Access form to request student access during practicum placements.

The 'Pre-placement Network and System Access' sheet must be submitted at least four weeks before the start of the practicum for students and before the start of the semester for faculty. Delegates can submit additional request forms as needed once the initial access request batch is made.



Account Deactivation

If a student withdraws or takes a leave of absence. EI delegate will be required to use the NH Student and Faculty Access and Deactivation request' sheet and submit the 'Account Deactivation form' as soon as possible.

Student Accounts

HSPnet Student Profile Numbers

HSPnet student profile number(s) are needed to setup student accounts. If a student has two linked profiles both account numbers must be entered on the sheet.

Example: Students enrolled in combined program Northern Collaborative Baccalaureate Nursing Program (NCBNP) between the College of New Caledonia (CNC) and the University of Northern British Columbia (UNBC).

Student Account Setup

Students will have active accounts for the duration of the program or up to two years.

Example: CNC nursing students entering their second year of the UNBC NCBNP program will need NH system access. These students will get **ONE** year of access then the access will be deactivated.

Example: UNBC NCBNP students entering their third and fourth year of the NCBNP program will have NH system access for **TWO** years.
Note: Student account extension can be granted if request by an EI delegate.

Faculty Accounts

EI delegates will be required to submit a separate NH Student and Faculty Access and Deactivation request' spreadsheet for faculty access. On the spreadsheet use the Account Information tab to request all faculty accounts for system access.

Faculty account setup:

- Will be active for the duration of the semester when requested by the delegate.
- Will have the same system and network access as their students.

Submitting Student and Faculty Access Request Form

Step 1:

Delegates submits completed ‘‘Pre-placement Network and System Access’ sheet to ITS Service Desk servicedesk@northernhealth.ca. (Please review the instruction guidelines on the spreadsheet.)

Subject line: NHA Student Batch Request | Educational Institution Name-Student Type

Step 2:

Northern Health IT sets up student and or faculty accounts and sends the log in details to the EI delegate via KiteWorks.

Step 3:

Delegates will distribute account information to students/faculty accordingly.

Step 4:

Students log into their account at a NH computer onsite on their first day of practicum.

Student accounts inactive for 90+ days will be unsynchronized.
Unsynchronized accounts will need to be re-requested.

Network and Clinical System Access

All students receive the following Network System Access:

- AD/Network account
- Expiry date set according to the requested end date
- Standard password policy
- Standard external user PIN
- Microsoft FLW license except nursing and medical students
- NH email address

Clinical Systems Access and Required Training

Clinical Systems are programs that can be added onto your students IT account. Please read the instructions carefully on how to request each program.

CBORD:

Required for clinical Dietician students.

- **Training Requirements:** 4-hour Teams session by Manager, Food and Nutrition Systems. To request the training Contact Manager, Food and Nutrition Systems.

Cerner PowerChart:

Cerner PowerChart is a clinical health information system used to view patient lab results, radiology results and reports and to edit and sign transcribed documents.

- **Training Requirements:** Cerner PowerChart It's a mandatory 3-hour Instructor-led session for Primary Care Medical Units (RNs, LPNs, Care Aides). Required for students at UHNBC PCMU and specific Mental Health units in Terrace, Dawson Creek, and Quesnel. To request the training Contact NH PowerChart team at PowerChartTraining@northernhealth.ca.
- Students MUST complete PowerChart training PRIOR to the start of their placement.
- EIs need to email PowerChartTraining@northernhealth.ca at least four weeks prior to the upcoming term/practicum to set up a Teams training session. Email should include a list of student names, email and the facility and unit they will be doing their practicum.

First Name	Middle Initial	Last Name	Student or Faculty	Discipline (must all be the same)	Placing Agency/Post Secondary Institution	NH Facility	NH Department/unit
er all information following the same conventions and format as the EXAMPLE below							
ılization and formats of the names. This information will be used to create accounts and names will be entered					Email		
Jane	M	Doe	Student	Nursing	Athabasca University		

- **Meeting Invitations:** NH PowerChart trainer will send a virtual Microsoft Teams meeting invite to the EI delegate, who will forward it to each student.
  - **Alternative Option:** PowerChart trainer can send a virtual invite directly to the students NH email accounts. (Please indicate preference in email communication.)
- Once training is completed the PowerChart team will flip their access to the proper position for that unit.
- **Login Information:** Clinical Instructors and Preceptors should not provide students with login details. They can demonstrate systems functionalities using their own login profile.

MOIS:

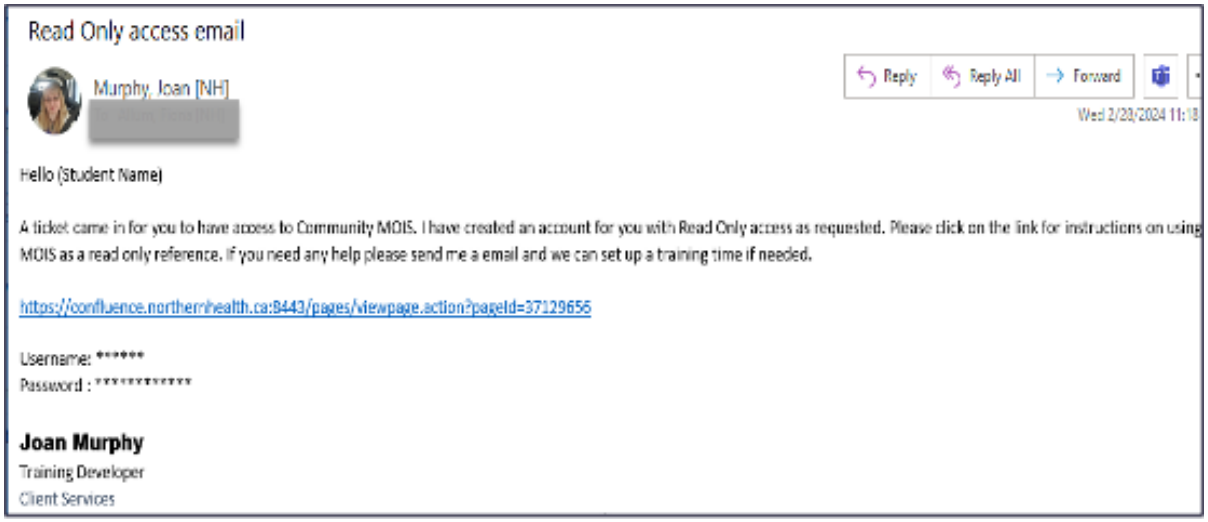
MOIS (Medical Office Information Systems) is an EMR designed to improve patient care. This application is strictly for community use. There are two levels of MOIS that students can receive:

- **Community-MOIS (Read Only MOIS):** is used typically within NH IPT teams and Health units' sites and will be the main access for students. C-MOIS is automatically added to the students IT profile. Students will still need to do the mandatory training (see below section).
- **Advanced MOIS:** The access to MOIS depends on the NH Primary Care Clinics site and it needs to be requested by the site manager, not by the EI. If a student needs additional access to MOIS, the manager should also handle this request. So, even if it's after the initial request, the manager should still be the one to submit any additional access requests needed for the student. (See list below when making your selection).
- EI should add a message in the HSPnet comment section.
  "If this site requires students to have advance C-MOIS please submit an NHIT ticket for students to have required training prior to the start of their practicum."

Chetwynd MOIS	Masset MOIS	Houston MOIS
Dease Lake MOIS	McBride MOIS	Hudson Hope MOIS
Fort St James MOIS	Queen Charlotte MOIS	Lakes District MOIS
Fort St John FJN_IMU (Fort St John Medical Clinic – Internal Medicine)	Quesnel MOIS	Tumbler Ridge MOIS
Fort St John FJN_PCC (Fort St John Medical Clinic – Family Practice NP)	Rupert Pediatric MOIS (Peds specialty)	UHNBC Academic
Valemount MOIS	Terrace Peds	Mackenzie MOIS
Fraser Lake MOIS	Smithers MOIS	UPCC (Prince George)
Hazelton MOIS	Stewart MOIS	

- **Training Requirements:**
  - **C-MOIS (Read-only MOIS):** MOIS - NHA – ITS – MOIS Navigation Course # 23225. An introductory course covering MOIS fundamentals.
  - **Advanced MOIS:** is a 3-hour regional session organized by site managers and NH MOIS team. Required for students needing to chart in MOIS during their practicum. Students will need to connect with their preceptor to ensure the unit manager submits a ticket to the IT Service Desk for increased access and to schedule the mandatory education training. The Manager will submit a Change access request form for the student(s) and complete the MOIS section.
- **C-MOIS IT issues:** Example: a group of students who did not received C-MOIS (read access) contact joan.murphy@northernhealth.ca.

NH MOIS team student email (example):


Read Only access email

Murphy, Joan [NH]

Reply | Reply All | Forward

Hello (Student Name)

A ticket came in for you to have access to Community MOIS. I have created an account for you with Read Only access as requested. Please click on the link for instructions on using MOIS as a read only reference. If you need any help please send me a email and we can set up a training time if needed.

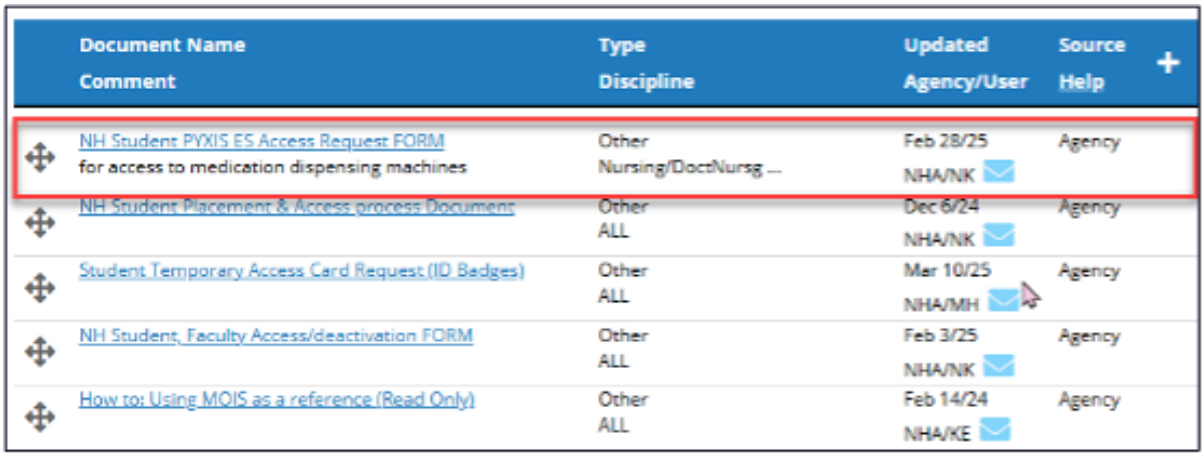
https://confluence.northernhealth.ca:8443/pages/viewpage.action?pageId=37129656

Username: ******
Password : **********

Joan Murphy
Training Developer
Client Services

PYXIS:

A Pyxis MedStation is an automated medication dispensing system. providing secure storage and electronic tracking of medications, including controlled substances, on patient care units. Pyxis Access Request forms can be found on HSPnet.



- **Access Request Deadline:** EI delegates must submit access requests at least four weeks before student placements.
- **Access Duration:** Valid for up to two years. Forms signed in the third year can be used for placements in the fourth year if the facility remains the same.
- **NH Pyxis New User Additions/Deletions/Changes Form** (10-300-7134).
  One (New User) form per student per facility. Delegate to note specific units on the nurse unit line, referencing the Pyxis access spreadsheet for unit variations.

- **Requesting Pyxis Access:** Attach the **"Required documents"** and submits to: arlene.crawford@northernhealth.ca and CC PyxisAccess@northernhealth.ca.
- **Training Requirements:** PYXIS NH Student Pyxis ES Access Request Form Learning Hub course completion certification for NHA CL-Pyxis ES – Clinician Roles (RN, LPN, Student Nurse, Employed Student Nurse, Prescriber) Course #8242. Please have the student send a copy of the completed certificate to their PSI's delegate to be submitted alongside the Access Request Form.

- **Access Issues:**
  Students who are unable to view patient list despite logging in successfully should:
  - Inform their instructor or PSI placement coordinator.
  - The EI delegate (instructor/coordinator) should then email the issue to the Regional Medication Safety Officer at arlene.crawford@northernhealth.ca and CC PyxisAccess@northernhealth.ca
  - The Safety Officer will then direct the issue to the appropriate Pyxis admins at the site for resolution.

CBGM NovaStat Machine:

Capillary blood glucose monitoring for Nursing and MLT/MLA students.

- **Training Requirements:**
  1. Complete the Glucose Monitoring System – Point of Care Certification module on Learning Hub. Print the Glucose Monitoring System – Point of Care Certification Record Complete the NHA – CL – Blood Glucose meter – Nova StatStrip Training Course #23287.
  2. Instructor and student complete the Glucose Monitoring System – Point of Care Certification and the student uploads the document to the Learning Hub.
  3. Students must put their estimated start date on the certification record.
  4. Once the certificate is uploaded to Learning Hub, the Lab point of care team is notified via email to activate the student access.
  5. School delegate assists the student(s) with printing barcodes to use with the CBGM machines from the Barcode Generator website barcode.tec-it.com/en selecting code 128.
  6. Enter the username under ‘data’, click refresh, download the barcode, and print
  7. Tape the barcode to a blank ID card, insert into a sleeve, or have laminated for easy access at work.
- Delegates submit a list of the students requiring access along with their estimated start dates to LabPointofCareTeam@northernhealth.ca.

Important Information for Students

- Student Accounts are to be used when students are doing placements.
- Students who have both a student and an NH employee accounts (e.g., Employed Student Nurse (ESN), HCA etc.). In these cases, accounts should not be used interchangeable.
- Misuse of the system access accounts is a culpable offense. Accessing patient information either for oneself or for others is a breach of the NH confidentiality agreement.
- All student account usernames begin with “sa_”. This identifier will allow students with more than one account to discern when logging into NH systems.
- Students must adhere to NH’s Confidentiality Policy when using clinical information. NH Acknowledgement of Confidentiality and Privacy must be signed by students prior to attending placements.

Technical Issues

IT Access Master Tree

IT Access should be submitted 4 weeks in advance of placement. Late requests may take a variable amount of time to be processed depending on IT team capacity.

Student Request

Accepted/Confirmed in HSPnet

Delegate submits for initial IT Access through **NH Student and Faculty Access Request Form.**

IT Access is approved, and login credentials sent to either student or delegate.

Students that are unable to login into their IT accounts should contact IT. If IT is unable to assist, please email Student Practice.

Initial IT access provides students with their IT Account and NH student email where other programs (Pyxis, MOIS, etc.) can be added onto.

Powerchart

Students are granted Powerchart in their initial IT Access but must attend mandatory training session scheduled by Delegate 4 weeks prior.

Access Issues:

If access is not granted after training, contact: Powercharttraining@northernhealth.ca

PYXIS

PYXIS is requested through the **PYXIS Access Request Form** on HSPnet and submitted separately after Initial IT Access approved. Learninghub certificate needs to be submitted.

Access Issues:

Eg. Students unable to view patient list – Delegate contact arlene.crawford@northernhealth.ca and copying PyxisAccess@northernhealth.ca

MOIS

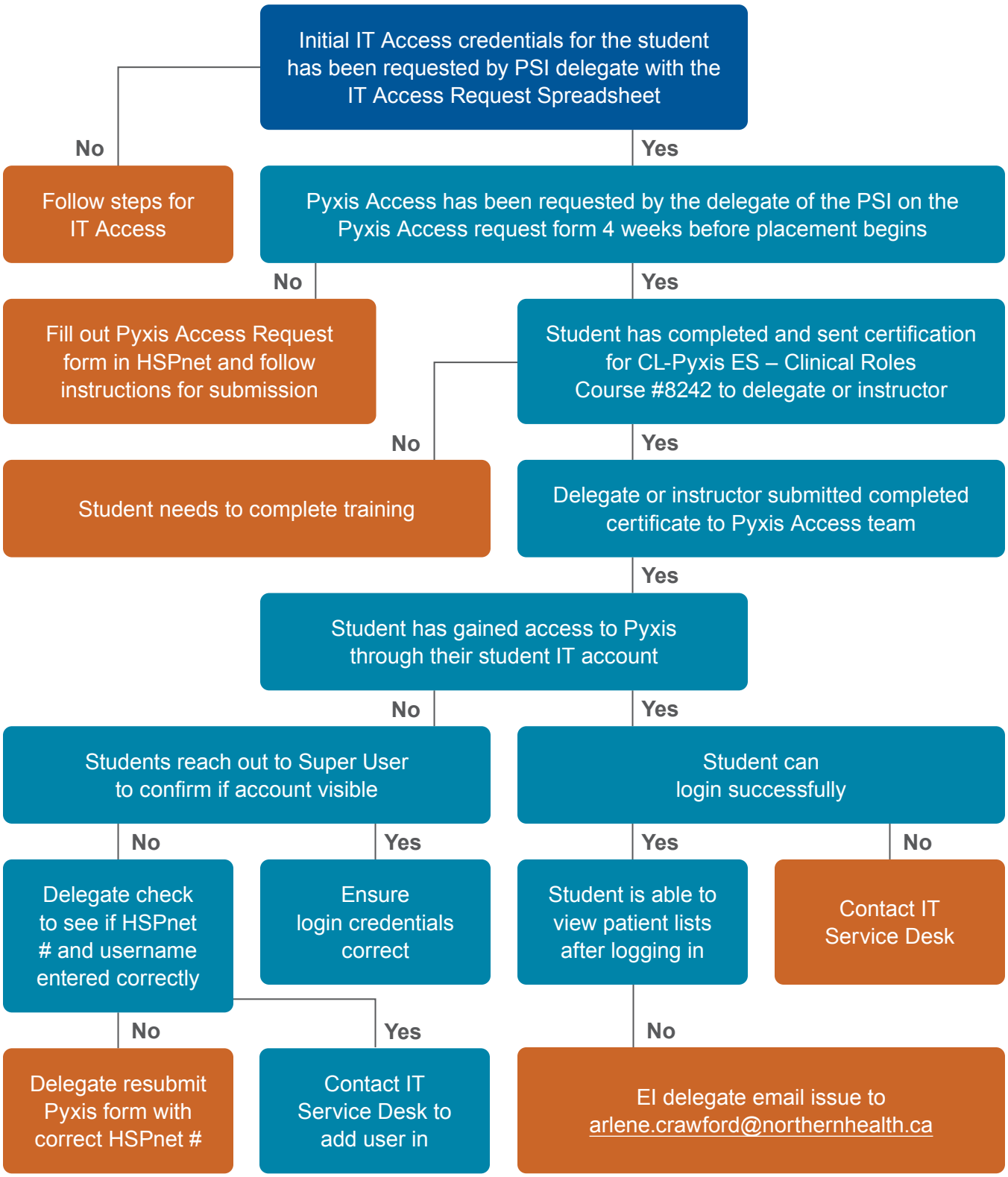
Read Only MOIS is automatically added to students IT account. Students must do MOIS training.

Advanced MOIS is requested by the site.

Access Issues:

Eg. Group of students did not receive MOIS contact joan.murphy@northernhealth.ca

Pyxis Access Decision Tree



For General account and log in issues, such as difficulties accessing Pyxis, Powerchart students should contact the IT Service Desk at 1-888-558-4357.

Students Injury

Step 1:

Seek First Aid, if needed.

Step 2:

NH staff will report incident to student's practicum supervisor and address any immediate hazards.

Step 3:

Follow the EI injury reporting process.

Step 4:

Notify Student Practice

Quick Contacts

Name	Support Offered	Contact Info
NH ITS	General support, user access requests, clinical systems support.	1-888-558-4357
Education Services	Learning Hub assistance, general education inquires.	education@northernhealth.ca
ID Badges	IDBadge access request (excluding: GR Baker, Prince Rupert, Bulkley Valley and Dawson Creek).	IDBadges@northernhealth.ca
Student Practice	All student placement, employed student nurse, new graduate and specialty education related inquiries.	studentpractice@northernhealth.ca
HSPnet	Technical support for EI staff user accounts, setting up academic programs, processing placement requests and more.	support@hspcanada.net
Policies Standards	Policies or clinical practice standards.	PoliciesStandards@northernhealth.ca

Policies, Procedures and Standards of Conduct

Policies available on northernhealth.ca

- Confidentiality Policy and Procedure
- Hand Hygiene
- Managing Disrespectful, aggressive or violent behaviours of visitors
- Personal Protective Equipment (PPE)
- Provincial Post-Secondary Education Guide
- Northern Health Standards of Conduct

Students/faculty will be required to read and comply with the following policies, procedures, and processes available on MyNH.

- 7-4-1-060: Information System Access
- 7-4-1-040-P: Confidentiality of Data
- 7-4-1-050: Email and Text Messaging
- 7-4-1-080: Internet: Acceptable Use
- 7-4-1-130: Remote Access
- 7-2-1-050: Personally Owned Mobility Devices
- 5-9-1-020: Student Observation Program (School Districts) Job Shadowing
- 4-2-3-030: Disclosure of Adverse Events
- 5-5-1-080: Respectful Workplace
- 5-1-2-2-030: Respiratory Protection
- 5-1-5-050 Immunization Status Reporting
- 5-5-1-130: Social Media
- 5-3-1-060: Dress Code and Personal Hygiene
- Photo Identification Badges
- Card/Key Access