



The Johns Hopkins Hospital
Johns Hopkins Bayview Medical Campus
Johns Hopkins Community Physicians
Johns Hopkins Howard County Medical Center
Sibley Memorial Hospital
Suburban Hospital

Information for School Coordinators

- Shared Resources for JHH and JHBMC
- JHED ID creation for Students
- Attestation and Student Compliance

Shared Process for JHH and JHBMC

The information below outlines what processes are the SAME for students going to JHH and JHBMC. We hope this will help streamline the process when sharing students between both campuses.

- Using WFM Student portal for JHED ID creation
- Attestation letter for student compliance
- Epic Training for Nursing Student- Only needs to be completed 1x, works for either location

The Johns Hopkins Hospital

JHED ID's for Students

When student placements have been confirmed through the Request system, each student will need to be entered into the WFM Student Portal for the creation of their JHED ID (username log in). This needs to be done EACH semester the students are at JHH. If they are at JHH AND/OR BMC for back-to-back clinical rotations please simply enter them 1x for the duration of the clinical semester. The use of WFM is primarily done by school coordinators for our local, instate-schools. If you do not have access to the WFM system, please let us know.

Troubleshooting Student/Instructor Issues:

Please utilize form linked on website here to manage student issues. Students and instructors can enter requests on their own as well.

[Link to Clinical Student Placements Website](#)

[Link to Troubleshooting Form](#)

Please allow 48 hours for issues to be reviewed and managed. If no response, please contact JHH Coordinator





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Expectations for Clinical Students:

We Expect:

- Professionalism-
 - o Dress Code:
 - o High level of communication between clinical instructor, students and unit staff. Please notify if leaving unit at any time, for breaks and lunch, and at end of day. Students should not be performing any patient care if clinical instructor is off unit.
 - o Arriving on-time, or early if unit recommends. Leaving clinical day at designated time.
 - o Wearing appropriate scrub attire and identification for clinical area. Identifying self as instructor and Identification for students as Nursing Student.
 - o We encourage a high level of engagement/activity for students and instructors in their patients care and needs. In general, we don't anticipate your clinical group to experience a lot of "downtime".
- Role Clarification-
 - o If Clinical instructor is also a JHH Nurse, please take extra care to identify self as "clinical instructor" for days when on unit with students. The Clinical instructor is an employee of the designated school and should operate under the guidelines set forth by JHH nursing Policy for clinical students and instructors.
- Chain of Command
 - o In the event of student questions, please advise students to first attempt to locate clinical instructor before inquiring with JHH bedside RN. Our staff is always willing to help, but may not always have availability to discuss student questions.
 - o Units have Clinical Educators, Charge Nurse and Lead Clinical nurses who are available for questions by clinical instructor. Unit manager is also available.
 - o Please contact JHH Nursing Student placements coordinator, Laura Smith (lgeshay1@jhmi.edu) for any questions or concerns.
- Assignments
 - o Completion of Nursing Student Clinical Assignment within pre-determined timeframe decided by Unit manager and Clinical instructor. This can often be requested to be completed **before** the Nursing assignment is made. We will not fax, or email unit information to you prior to the shift. Please ensure clinical instructor arrival time accommodates this requirement.
 - o New nurses on orientation have priority for patient assignment. Student should not be assigned a patient who is also working with a new nurse orientee unless approved by unit.





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Requirements Overview:

Requirement
1. Confirm placement: all placements are to be confirmed by the JHHS student coordinator and details will be collected.
2. Confidentiality form: Sign and date the Confidentiality form (exhibit B) included.
3. Clinical Waiver and Release: Sign and date the Clinical waiver and release (exhibit C) form included.
4. Epic Training: with your JHED ID (You should get a separate email with your JHED ID approximately 3-5 days post completion of Appendix A/request for clinical. Please contact us if you do not have a JHED ID) Please follow the instructions included to complete your Epic training and requirements. Please upload your Certificate of completion. (training only needs to be completed one time, not for each rotation)
5. Nursing Licensure: Please provide your current MD nursing licensure or compact state licensure (Screenshot/Grab is appropriate for this requirement) (Graduate/AP students only)
6. Proof of Immunity: Please provide records to validate your proof of immunity (inoculation date or titers) for the following: <ul style="list-style-type: none">• MMR• PPD results- negative skin test or negative CXR if skin test positive.• Hepatitis B• Rubella• Varicella• TDAP- Vaccination after age 19• Annual Influenza• Covid 19 (minimum requirement is primary course) and any applicable boosters
7. Background Check and 9-Panel drug screen: must be dated from within past 12 months. Please provide this information to Janell Pellicio via email at: jpellic4@jhmi.edu
8. Proof of HIPAA/OSHA Training: this can be completed via JHH MyLearning or via your academic institution. Will also honor the University Nursing Student Onboarding requirements for the state of Maryland

NOTE: Items 4-7 are NOT required for current JHHS employees.

Items above can also be validated via an Attestation form that can be requested via the JHHS Student coordinator of on the internal [Sharepoint Clinical Student website](#) (JHED ID log in required)

