

Instructions for UMMC rotations - this is for any clinical experience, APN, BSN, CNL, AA

Below is a list of the requirements needed to start clinical or practicum at the University of Maryland Medical Center:

1. Directions for EPIC access on the unit:
 - Please complete the information on this site:
<https://app.smartsheet.com/b/form/dec837cf6bd441198845187ab6a65abd>
 - The forms will be submitted for processing within seven days of receiving this information.
 - For your start date, use the first day you will be on the unit as this is when your account will be activated. If unsure, check with your school.
 - **Do not call the Helpdesk with questions about Smartsheet – this site has nothing to do with the Helpdesk and they do not know anything about it. This site was set up to gather the information needed to process your EPIC account.**
 - **UMMC employees:**
 - Submit the EPIC access request form to receive a new login. You cannot use your employee EPIC login when at the Medical Center as a nursing student.
 - You will need to call the Helpdesk when you first go to the unit for your rotation to get your User ID and password.
 - **UMMC non-employees:**
 - After you respond to the Helpdesk prompt and electronically sign the confidentiality statement, you will be sent an email from the Helpdesk with your User ID and Password.
 - Since this is your first time at UMMC and your first request, you will be able to initially login (when on the unit) with the information sent to you (you have 90 days to use it).
 - Refer to UMMS Student Directions if you have questions about the UMMS IST Service Desk email received.
 - **If this is NOT your first time getting EPIC access at UMMC**, you will not receive the above mentioned email from the UMMS IST Service Desk and will just receive your User ID and login.
 - Since you have already been to UMMC for a clinical rotation and completed the access form in the past, you will need to call the Helpdesk when on the unit for your User ID and password.
2. Portfolio Training for Epic is only required for APN, RN-BSN, entry into practice BSN or master's practicum students, and out of state students if this is your **first** clinical rotation at UMMC and you are **not** employed at UMMS.
 - Group clinical students will be trained on their first day of clinical by their instructor.
 - School administrators must submit portfolio roster before students will have access to the Portfolio modules.

- Instructions for completing the modules are in the Portfolio Training Instructions, including information if you had an account, but forgot your password. These instructions will be provided to you either by your school or UMMC coordinator.
3. Confidentiality Agreement
- **Groups:** Read this prior to your first day of clinical rotation. Your instructor will have a group form for you to sign.
 - **Practicum and APRN's:** Read and submit the signed statement to your school.
4. Security ID application form (badge form)
- **Downtown:**
 - **UMMC employees** do not need to get a badge for your clinical rotation as you are only allowed one badge. You need to keep your UMMC employee badge if you are currently working here.
 - **Non-UMMC employees** will complete the form received by your school and take it to the Security office with your clinical instructor or preceptor for your UMMC badge.
 - **Midtown:**
 - **UMMC employees** do not need to get a badge for your clinical rotations as you are only allowed one badge. You need to keep your UMMC employee badge if you are currently working here.
 - **Non-UMMC employees** will need to complete the below form to receive a new badge: <https://app.smartsheet.com/b/form/bd160f3e840a4fd1b63bf29b255e2bec>. We will send to the Security Office for processing.
 - You will receive a confirmation email once your form has been processed.
 - Bring your ID to the Security Office to pick up your badge with your clinical instructor for groups or during the office hours for practicum. The office is open from 0830-0930 and 1400-1500 Mondays through Fridays.