

SPRINGHILL MEDICAL CENTER ORIENTATION GUIDELINES FOR STUDENTS

At Springhill Medical Center, we look forward to student involvement in the quality patient care we provide. Our desire is to create a comprehensive program that meets the needs of each educational institution and fosters the growth of our future employees. In order to provide a safe and quality educational experience, Springhill Medical Center has established the following guidelines for student participation:

1. The educational institution is required to have a current clinical affiliation agreement with Springhill Medical Center.
2. All placement of students for clinical experience will be coordinated through the Clinical Operations Coordinator, Eleanor Odom, MSN, RN, CNL.
3. All students must meet the minimum requirements for orientation in order to participate in clinical rotation at Springhill Medical Center:
 - A. Complete and pass (90% or better) the SMC General Review Written Quiz
 - B. Completion of a computer training class for students needing to access the electronic medical record.
 - C. A signed confidentiality and Security Agreement.
4. All computer training classes should be scheduled by the instructor through the Clinical Operations Coordinator, Eleanor Odom, MSN, RN, CNL. The class is approximately 2 hours long and the training lab will seat 16 students. Instructors should reserve their class(s) early, as all campus computer training is conducted in this lab.
5. See the checklist for a list of clinical forms and where to submit them.

I look forward to working with you and helping all of the students have a great learning experience!

Kelly Tomlinson MSN, RN Clinical Coordinator
Kelly.tomlinson@springhill.org