

Undergraduate Nursing/Allied Health Student Processing

A master affiliation agreement must be in place between Inova Health System and the Institution.

All current forms can be found on the Inova Faculty/Student Site. The link and access codes are as follows:

- **Link:** <https://www.inova.org/education/student-educational-opportunities/clinical-rotations>
- **User ID:** clinicalrotations (one word)
- **Password:** Inova
- **Security Code:** Fill in as shown on display

The **Documentation of Compliance (DOC)** must be submitted for each student rotation. The DOC includes all of the legal requirements for clinical rotations at Inova. The DOC must be signed by a representative from the school confirming that all requirements listed in the DOC have been met; no back up documentation or supporting documents from the school will be accepted or kept on file at Inova. This must be submitted at least two weeks prior to student's start date. See below for directions regarding how to submit the DOC.

Student Confidentiality and Medication Administration form must be completed in full and witness. Medication portion can be N/A depending on discipline. Once completed, this form will stay on file at the institution, including all other backup documentation to the DOC. This documentation must be accessible upon request.

Annual education is required for all students in the form of either eLearning for undergraduate student nurses or for all other students the annual education pdf file which is located on the external Inova website, titled, "Orientation and Annual Education Packet for Graduate Nursing, PA and Allied Health Students." Education is required to be administered by a representative from the Institution. The Institutions utilizing the pdf file will be provided an answer key to allow students and faculty to check their answers to the quiz questions. Completion of annual education for students and faculty is a mandatory item line of the DOC. Maintaining confidentiality of the answer key is the responsibility of the school.

Processing Procedures are as follows:

- Undergraduate Nursing and Surgical Tech students DOC should be scanned and sent electronically to christina.johnson2@inova.org or Jacqueline.domingo@inova.org at **least 2 weeks prior to start date** or rotation may be delayed.
- Allied Health students' DOC should be scanned and sent directly to the Inova employee coordinating the clinical/occupational experience. Any questions pertaining to the rotation must be directed to the Inova coordinator that is responsible for the student.



- All Documentation must be kept on file for (4) four years by both parties.
- Any questions the student may have must be addressed by the Institution's Coordinator.
- The INPD will notify security via email of Nursing Students enrolled in their practicum and Surgical Tech students that are cleared to pick up badges and parking pass (if required) during daytime operating hours. Students must have 2 forms of ID.
- Allied Health students' Documentation of Compliance (DOC) should be scanned and sent directly to the manager of the unit or department the student is accepted. Any questions pertaining to the internship, externship, rotation, must be directed to the Inova employee that is responsible for the student. The Inova responsible person accepting the allied health student is to confirm information and accuracy on the DOC. The Inova responsible person accepting the student must keep the DOC on file for 4 years.
- Allied Health must inform security the following information: which facility the student(s) will be located, the start and end date of the rotation and the unit on which the student will be based. Names of students in full compliance must be submitted to security at least (3) three full business days prior to student's start date. This will permit the student to pick up his/her badge and parking pass from that Inova facility during day operating hours. Student's must have two forms of ID information pertaining to their vehicle (make, model, color and tag number) when requesting a parking permit etc., must be directed to the Inova employee that is responsible for the student.