

Graduate Level 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

For All Graduate Level Students:

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.

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.

Students are required to complete annual education prior to rotation. The education is available via a PDF file and can be found on the external Inova website, it is titled, "*Orientation and Annual Education Packet for Graduate Nursing, PA, and Allied Health Students.*" The education is required to be administered by a representative from the Institution. The Institution will be provided with an answer key to allow students and faculty to check their answers to the quiz questions. Completion of annual education for students is part of the DOC. Maintaining confidentiality of the answer key is the responsibility of the school. Students should allow 2 hours to complete.

- The educational institution is responsible for coordinating clinical rotations with the preceptor, who will be with the student at Inova. If the student's preceptor within Inova is a physician, the Institution must coordinate with the physician or their office to provide proper notification/coordination to all areas of Inova Health System where the student will be. Inova cannot accept a student without prior notification and approval.
- The Department of Professional Practice is not able to assist with graduate level student placement. It is the students and/or clinical coordinators responsibility to secure a preceptor.
- Any questions the student may have must be addressed by the Institution's Coordinator



- Questions regarding EPIC training should be sent to LearnEpic@inova.org

Graduate Nursing including NP's, SRNA's, SNW, and PA Students

- Responsible person at the institution is to verify and confirm the student has met all requirements on the Documentation of Compliance (DOC).
 - DOC should be scanned and sent electronically to Maureen DeSena at Maureen.DeSena@inova.org at least 2 weeks prior to start date or clinical start date may be delayed.

Allied Health Graduate Students

- Allied Health students' Documentation of Compliance (DOC) should be scanned and sent directly to the manager of the unit or department the student will be working in. 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, then submit a copy to students@inova.org. The student is not in compliance until the DOC is sent to students@inova.org by the Inova responsible person accepting the student. The Inova responsible person accepting the student must keep the DOC on file for 4 years.