Norwood Hospital
Steward Health Care

INSTRUCTIONS TO CLINICAL FACULTY /SCHOOLS OF NURSING

Most of these requirements will be completed by downloading your documents from

1. Steward.org website: http://www.steward.org/Norwood/Services-Clinical-Centers/Nursing-Services/Nursing-Clinical-Partners
2. Massachusetts student placement website: http://www.mass.edu/mcncps/welcome.asp

NOTE * Meditech request forms are due 3 weeks prior to beginning of rotation to allow time for processing.
(For example, if rotation starts on 9/18/14, the Meditech form must be submitted to anita.poncia@steward.org by 8/28/14.)

1. Students to complete Mass centralized clinical placement online orientation
2. Confirm that student Meditech access request form for your group was sent to anita.poncia@steward.org 3 weeks prior to start date. Follow up with Anita for a list of Steward IDs for your students, if you do not already have them for start of clinical.
3. Email Lloyd Pickett, security, about a week ahead to tell him your first clinical date/time of arrival and number of students so he can anticipate your call when you arrive at the hospital: Lloyd.pickett@steward.org 781-278-6068.
4. Review policies listed on Faculty and Student summary forms; policies are viewable on My Steward-Norwood intranet (available only inside the hospital)
5. Complete Faculty summary form
6. Complete student summary form (for each student)
7. Submit Faculty & Student summaries along with CCP documents to Anita Poncia in Patient Care Services prior to/or on first day of clinical rotation
8. Obtain hospital IDs on day 1 of orientation from Lloyd Pickett, Security Operations Manager or his designee.
9. Instruct students to go to Password Reset on day 1 of orientation to register and set up a password; you will need all the students' Steward IDs from Anita, so that they can register.