

Advanced Practice Student Handbook





Dallas Main Campus- 1955 Medical District Drive



Plano Main Campus -7206 Preston Road

Plano-Spec 2-1711 Preston Road



APP Preceptor Connect-guiding the future of advanced Practice

Thank you for considering the Children's Health System of Texas (CHST) as part of your educational experience. CHST prides itself on providing the best pediatric care in North Texas. As a joint pediatric group with University of Texas Southwestern (UTSW), we support quality educational programs by offering students a variety of experiences to support their clinical learning.

APP Preceptor Connect provides services to students in the following programs:

Clinical Nurse Specialist (CNS)
Nurse Practitioner (NP)
Physician Assistant/Associate (PA)
Doctor of Nursing Practice (DNP)
Doctor of Medical Science (DMSc)
Certified Athletic Training (ATC)

Please reach out to APP Preceptor Connect with questions: AdvancedPracticeProviderPreceptorConnect@childrens.com

If you are a medical student, please contact – medical_education@childrens.com

If you are a student needing observation hours, please contact-observerprogram@childrens.com

Before you Start Looking for a Preceptor

- **Make sure your school has a current affiliation agreement with CHST and potentially University of Texas Southwestern. For the most current list of affiliation agreements, please reach out to:**

AdvancedPracticeProviderPreceptorConnect@childrens.com

> Initiating a new "Master Affiliation" agreement please reach out to:
StudentAffiliationContract@childrens.com with the university's W9 tax form.

- [Approximate time to complete a Master affiliation agreement.](#)
 - [CHST-6 months \(currently on hold\)](#)
 - [UTSW-18 months](#)

1. If the preceptor is employed by Children's Health Medical Group (CHMG), a **bi-party agreement must be in place**. Please reach out to: AdvancedPracticeProviderPreceptorConnect@childrens.com

Preceptors Employed by CHST/ Children's Health Medical Group (CHMG)

Pediatric Primary Care Clinics
Hospitalist
Pulmonology- Plano and Prosper
Pain Management
Pre-Anesthesia Assessment (Dallas)
Wound/Ostomy (Plano and Dallas)

Medical Screening Exams (MSE)
Complex Care Medical Home
Orthopedic @ Andrews Institute and community sites
Palliative Care
Pre-Surgical Assessment (Plano)

If you don't have a preceptor for **one of the CHMG sites** above, you will need to fill out an [application](#) for your request and emailing it to:
AdvancedPracticeProviderPreceptorConnect@childrens.com

Quick-View Timeline

Step	Spring	Summer	Fall
Application Request Due	Sep 22	Jan 21	Apr 22
Student Notified of Decision	October 31	February 28	May 31
Request Due in mCE	Nov 17	Mar 18	Jun 17
Documents requirements due in mCE	Dec 15	Apr 15	Jul 15
Semester Start	Jan	May	Aug

2. If the preceptor is employed by UTSW, a **Tri-party agreement must be in place.**

An active affiliation agreement between UTSW / Children's Health / and the university is required, prior to a student's placement and approval for a clinical rotation. Your school can connect with UTSW by emailing APPStudents@utsouthwestern.edu

Preceptors Employed by UTSW

Students that are seeking or have a preceptor and seeking approval / placement in an inpatient specialty area must apply through the Office of Advanced Practice Providers at University of Texas Southwestern. [“UTSW Student Placement Guidelines”](#) **Please reach out to APPStudents for current application deadlines since they may change annually.**

After UTSW approves and places a student they provide the link to the student to complete the online application [to start the clearance process.](#)

Inpatient Units at Children's that are supported by UTSW

Bariatric Surgery	Orthopedic Surgery (Dallas)
Cardiology / CICU	Otolaryngology
Gastroenterology	Pediatric Surgery
Hematology / Oncology	Plastic Surgery
Neonatal ICU	Pulmonology- Dallas
Neuro Concussion	Solid Organ Transplant
Neurosurgery	Trauma

Outpatient Units at Children's that are supported by UTSW

Allergy / Immunology	Foster Care
ARCH / REACH / ARMS	Nephrology
Cystic Fibrosis	Sleep Medicine
Emergency Dept. (Dallas & Plano)	THRIVE (Low Birth Weight)
Endocrinology	

STUDENT REQUIREMENTS: Clearance process – through Student Services Department

Students may not be on campus until Student Services has cleared them.

- **Student Services, Occupational Health, and the Badge Office are not open on the weekends.**
- **Students may not start their student rotation until Student Services has cleared them.**
- Students must complete all their requirements (paperwork, Occ Health, CART, etc.) **at least 4 weeks prior to their start date** to ensure they will have computer access on their first day.

All students must ensure the documents listed below are submitted to expedite the clearance process into My Clinical Exchange (mCE) platform. If you have any questions regarding the clearance process, please reach out

to: StudentServices@childrens.com

- Waiver and Release of Medical Liability
- Attestation Letter from the university (must be on the Universities letterhead).
- Occupational Health Forms- Flu vaccine is required during flu season
- Confidentiality form
- CART and SSPV training must be completed prior to starting the clinical rotation
- Epic for Graduate APP Students –online training module will be assigned. After completing the module, upload the completion certificate into mCE and clearance will be given. **Note that students will have limited EPIC access based on needs and location of clinical site(s).**
- Email documentation of UTSW approval for rotation (if applicable)

To complete online training:

- Go to <https://childrenshealth.csod.com>
 - **Username:** CMCDXXXXX
 - (XXXXX= Your Lawson ID number found under your name at the top of page - no spaces)
 - **Password:** will be provided by student services
 - (You will be required to change your password to something you will need to remember)
 - Once you have a network login your Cornerstone login will change to same as network login
- Once logged in to Cornerstone
 - User must **click on “Action Items”** and
 - Complete the online course(s) listed in the queue:
 - **CH - New Hire Orientation with CART 2025**
- Once you have completed online training
 - Send an email to StudentServices@childrens.com so that your file can be completed
 - Your email should include your Lawson ID number, date you completed training, and screen shot that shows you completed training.
- **EPIC for Graduate APP Students** is required to be completed by all graduate students and will be assigned along with CART and SSPV. You only need to complete this course once, but the certificate needs to be uploaded for each rotation.

If you extend your dates during your rotation:

- Notify Student Services PRIOR to your scheduled end date to avoid disruption of your hospital access
- To extend rotation the following is required:
 - A new attestation letter from school with new dates
 - A new signed waiver
 - Your health form must be re-verified through occupational health

Getting Ready to Start Your Clinical Rotation

- Students will be cleared to receive badges when all required information has been received and verified by Student Services. This applies to both CMC-employed and non-employed students.
- Students must pick up the student badge prior to starting the clinical rotation.
 - ***If a student is also an employee of Children's, they must wear a student badge when they are here for clinical rotations. They may not wear their employee badges when they are here as a student.***
- Please bring your clearance email and government-issued photo ID with you to the Badge Office.
- Identification badges may be obtained at: Children's Medical Center of Dallas for Dallas based clinical rotations or Children's Medical Center Plano for Plano based clinical rotations.

Dallas Badge Office

- Call 214-456-1370 for an appointment and directions.
- Dallas Campus Badge Office Hours:
 - ✓ 7:30 a.m. to noon, 1 to 4:30 p.m., Monday, Wednesday, and Friday
 - ✓ 7:30 a.m. to noon, 1 to 3 p.m., Tuesday and Thursday
 - ✓ The Badge office is closed from 12-1 daily for lunch and closed on Sat & Sun

Plano Badge Office

- The Badge Office is in the Security Office within the Central Plant Building, R1808. (This building is located across from the Emergency Department entrance).
- Call 469-303-1370 for an appointment.
- Plano Campus Badge Office Hours:
 - ✓ 6:00 a.m. to 2:00 p.m. on Monday and Friday
 - ✓ 7:00 a.m. to 3:00 p.m. on Tuesday, Wednesday, and Thursday
 - ✓ The Badge Office is closed from 12-1 daily for lunch and closed on Sat & Sun

End of Rotation

- **You must return your badge to the Badge Office at the end of your rotation.**

Your hosting department will:

- Provide you with any department information and arrange your schedule for your rotation.
- Please consult the handbook for parking locations and Badge Office location and hours.
- Submit a Services Request and arrange training for anything beyond basic network access.
- Let you know when and where you must report on your first day.

Student Services only sets up basic network access for you

- If you need login information, contact the Service Desk at 214-456-4636 or on campus at ext. 64636.
- Please do not contact the Service Desk more than 48 prior to the start day of your rotation.
- When you call the Service Desk you will need to provide 3 pieces of information to verify your identity:
 - The last 4 numbers of your social security number
 - Your date of birth
 - Your Lawson ID number (employee ID) - this can be found at the top of your clearance letter.
- If the Service Desk cannot find you in the system, contact Student Services.
- Your hosting department is responsible for arranging any training and access to other application(s) required.

Students – OR (Operating Room) requirements

Your university will issue a certificate attesting that the student has had sterile / scrubbing training for the OR. The students should have this certificate with them to present on the first day of clinicals.

STUDENTS MAY NOT:

- Provide care to, or document on, patients that are undergoing procedural sedation (moderate sedation for a specific procedure that requires specific monitoring & documentation). Students may assist nurse with care of sedated patients.
- Delegate to unlicensed assistive personnel (MA's techs, etc.)
- Start IVs
- Prescribe/order medications, therapeutics or referrals.
- Administer chemotherapeutic drugs
- Transcribe orders
- Count narcotics
- Initiate administration of blood or blood products
- Monitor patients receiving blood or blood products
- Witness informed consents
- **Be assigned to any patients in airborne isolation as they are not fitted for respirator masks** (or get fitted)
- Take verbal orders
- Access Central Line Venous Catheters (CVCs) or change CVC dressing (including PICC lines) not Independently

Nursing Units may have specific patient diagnoses that students may not care for. Obtain this information from the unit educator.

Procedures not included on this list (e.g. suctioning, tracheostomy care, urinary catheter insertion) may be performed by students only with the assistance of their preceptor.

HIPAA Highlights for Students

- All Students are responsible for ensuring they understand HIPAA and how it applies to them as a student during their rotation
 - Students completed CART training as part of their rotation requirement
 - Information in this document was pulled from [CH – CART: HIPAA Privacy v8.0](#) and is not meant to replace CBT
 - **If you email anything containing patient information (PHI) it must be sent securely. Do not place PHI in the “subject:” line of an email.**

Student Onboarding Process in myClinicalExchange

1. Rotation Approved in mCE

The school submits a placement request; the clinical host department confirms availability and approves the rotation and assigns a rotation number. This rotation number serves as the anchor for all student onboarding activities.

2. Student Creates mCE Profile

Students log into mCE or create a new account and link themselves to the assigned rotation number. This ensures all compliance items are tied to the correct placement and program.

3. Student Completes All Compliance Requirements

Students upload and complete all items required by the Children’s Health compliance checklist.

All documentation must be uploaded directly into mCE for verification.

4. Children’s Health Reviews and Verifies Compliance

Student Onboarding & Occupational Health team reviews each checklist item for accuracy and completeness. Any missing or incorrect items are returned to the student or school for correction. Students cannot begin until all items are approved.

5. Student Receives Clearance

Once all requirements are met, Student receives clearance.

6. Student Begins Rotation

Please reach out to your school to see if they are established with **myClinicalExchange**.

If your school is not established, please have them reach out to:

mcesupport@healthstream.com

If your school doesn’t plan to pay for students in **myClinicalExchange**, they still need to submit a Basic Setup Form, to create the school and program within **myClinicalExchange**.

Pricing for students is below:

- 6 months: \$20.00+tax
- 12 months: \$39.50+tax
- 18 months: \$59.50+tax

Next Steps:

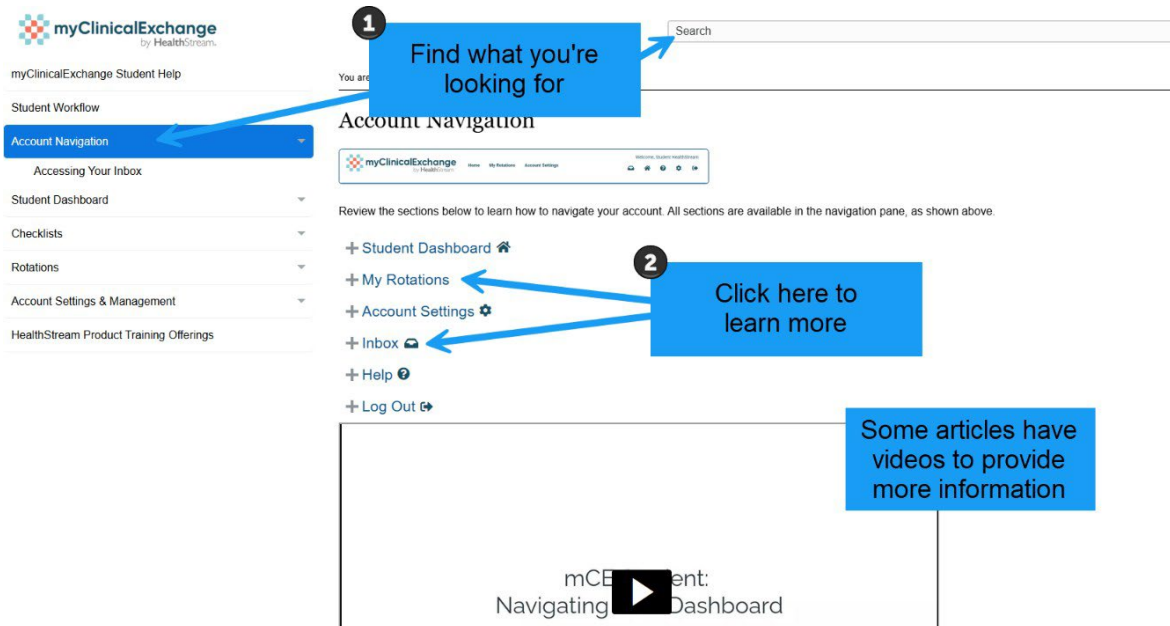
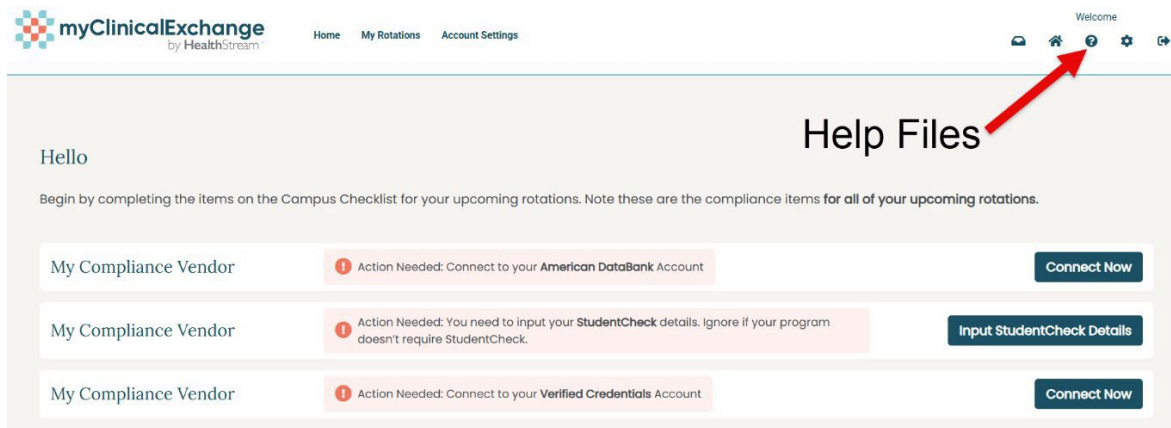
Students that are planning to complete a clinical rotation on any of the Children's campuses need to complete the following steps:

1. If you have secured a clinical rotation through APPStudents (UTSW), make sure you locate your approval email.
 - a. If your school uses or plans to use **myClinicalExchange**, please forward them your UTSW email and include the accurate dates of your rotation.
 - b. If your school doesn't plan to pay for students in **myClinicalExchange**, they still need to submit a Basic Setup Form, to create the school and program within **myClinicalExchange**. Your school coordinator can reach out to mcesupport@healthstream.com to begin the process.
2. If you have secured a preceptor who is a Children's or Children's Health Medical Group (CHMG) employee:
 - a. If your school uses or plans to use **myClinicalExchange**, please send them the name of your preceptor and include the accurate dates of your rotation and location.
 - b. If your school doesn't plan to pay for students in **myClinicalExchange**, they still need to submit a Basic Setup Form, to create the school and program within **myClinicalExchange**. Your school coordinator can reach out to mcesupport@healthstream.com to begin the process.

If you have any questions, please reach out to:

AdvancedPracticeProviderPreceptorConnect@childrens.com

Once you have access to mCE, you can find answers to questions by the following process:



APPENDIX

1. My Clinical Exchange Student Registration and Payment (Self Pay Only)- accessed from Virginia Mason Franciscan Health 2025
2. Student Affiliation Contracts Process FAQs

1. My Clinical Exchange Student Registration and Payment (Self Pay Only)

Important: Verify with your school if you should be registering/paying or if your school is registering/paying on your behalf. Your school will provide you with directions for registration if they cover the cost of My Clinical Exchange.

MCE has a NO REFUND policy. Payments go through PayPal, but students/instructors do NOT need a PayPal account. You may pay as a guest.

1. Please navigate to <https://www.myclinicalexchange.com/MainPage.aspx> by either following this link or copy/pasting it into your web browser.
2. In the upper right corner of the homepage, click the student button, and select Registration from the drop-down menu.
3. Click on the New Account option.
4. Enter your school-issued email.
 - You must use a proper e-mail address as the system will send you a validation code in the next step. You may use a personal e-mail address if your university does not issue University-based e-mail addresses.
5. Enter the security code numbers in the blank box (the orange box above).
 - If you cannot read the security code, click the “refresh” icon to see a new set of numbers. There will be NO letters, just numbers.
6. Click continue.
7. A validation code will be sent to your email from do-not-reply@myclinicalexchange.com. Please check your inbox for that validation code. If you do not see your validation code in your email, please click on Resend Validation code.
8. Enter the validation code
9. Enter the security code
10. Click on Continue Registration. You will be directed to where you input your personal information.
11. The following information is required on this page: • First Name: Your legal first name
 - Last Name: Your legal last name
 - Date of Birth: Your date of birth (no one under the age of 13 is allowed to register) • SSN: Your full social security number with no dashes
 - Address: Your physical place of residence • City: The city in which you reside
 - State: The state in which you reside
 - Zip: Enter the zip code associated to your address.
 - Mobile: The best contact number you can reach at

1. MCE Student Registration and Payment (Self Pay Only) continued

12. School Enrollment Details:

- School State: Please select the state your Academic Institution is located in. This is not a required area. However, it does assist in the data filtering process.
- School: Select the name of your Academic Institution.
- Program: Select the program you are enrolled under at your Academic Institution.

13. Emergency Contact Person:

- Name: Enter your Emergency Contact's first and last name. • Relationship: Enter their relationship with you.
- Phone: The best contact number they can be reached at.

14. Login Details:

- Login ID: The email you entered at the beginning of this process will populate in this area. • Password: Enter your password.
- Confirm Password: Re-enter your password.
- Terms of Service: You must agree to the terms of service to proceed and complete your registration.

15. Click Continue to be navigated to the Student Login Page.

16. You will be redirected to Students login page

17. mCE will prompt you for your login ID which is the e-mail address you were registered with in the previous step.

18. Your password was created in the previous step as well and you may enter it here.

19. If it's been a while since you first registered your account and you do not remember your password, then under the "Log In" area, click on the Forgot Password? link.

- Look at the numbers in the security code box, then type them into the text box labeled "Security Code". These will be numbers ONLY, not letters.
- If you can't read the numbers, click the refresh button on the right, and mCE will generate a new set of numbers.

20. Click Send Email.

- Please check your inbox for an e-mail from donot-reply@myclinicalexchange.com with a link to reset your password.
- If you do not see an e-mail from this address, please check your junk folder. You will want to designate donot-reply@myclinicalexchange.com as a "Safe Sender" so that further e-mails from myClinicalExchange come directly to your inbox.
- If you still do not see the e-mail or if you are receiving an error message from the system when you try to get your password, please see the troubleshooting tips on the next page.

21. Once you receive your password reset link in your inbox, click the link to be navigated back to mCE. You will be prompted to create a brand-new password of your own choice. Your new password MUST include:

- 8 characters
- 1 upper case, 1 lower case, 1 number
- 1 special character (!, @, #, \$, %, ^, &, *)