



STHe Student Preparation Guide

Thank you for choosing Saint Thomas Health to complete your student experience. We are excited to have you visit us. Please follow the steps below to complete the orientation and access process. Please complete at least **1 week** prior to your start date.

1. Complete the online orientation on *My Community Education Portal* at www.STHeducation.com

- a. You will need to create an account to complete the orientation modules and quiz.

Access Codes- -- Health Care Professional Students: 15214

Nursing Students: 33508

Nursing Instructors: 98111

2. Email Tanya Parker when complete at tanya.parker@ascension.org. (If you are coming with a clinical group you do not have to email this information. The roster form the instructor sends will be the only information needed). Your email should include the following:

- a. School
- b. Advisor or instructor name
- c. Program of study
- d. Department you will be in (**please indicate if you will be in the Surgical Area**)
- e. Campus/Hospital you will be on
- f. Dates you will be on campus

3. Students going to **Saint Thomas Rutherford** are required to have a Saint Thomas student badge and complete a parking permit application. Take your completed parking form to the Human Resources office.

- a. Advanced practice (MD, PA, NP students) and Pharmacy – please submit a headshot-type photo for your badge request.
- b. All other students will obtain a Saint Thomas student badge through your advisor or instructor.

4. Students going to any other STH campus will need to place a Saint Thomas Health student sticker on their school badge. If you are with a clinical group, this will be provided to you by your instructor. If you are not with a clinical group, contact Tanya Parker on how to obtain this sticker.

5. Complete necessary access form*. Not all students will need access to Cerner or the Network. Contact your advisor or instructor for clarification.

- a. Cerner access is for our electronic charting system (access can take up to **two weeks** to be processed and will be returned to the department you will be working in, your instructor, or directly to your email. Please check each.
- b. Network access will require a signature from the department where you are assigned.

6. At the end of your experience, please **return you badge** to your preceptor or the Human Resources office. If you are issued a sticker please remove it from your badge when your clinical time is complete.

Please feel free to contact me if you have any questions or concerns. Thank you again for choosing Saint Thomas Health.

Sincerely,

Rachel McGee, RN, BSN
Student Placement Coordinator
Saint Thomas Health
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