

REQUIRED PAPERWORK BEFORE INSTRUCTORS & STUDENTS START THEIR
NEW YEAR OF CLINICALS AT MERCY MEDICAL CENTER

I need this information for each calendar year. What I have done is put everything on our hospital website for your convenience. I will take you through where to find everything you and your students need;

1. Log onto www.cantonmercy.org
2. Click on the “Health Professionals” link to the left of the picture on the home page
3. Click on the “Nursing Services” small link.
4. Click on the “Student Programs” small link in blue at the top of this page
5. This is the page that has everything you need and explains everything in detail below the links
6. The blue links below the “STUDENTS” and “FACULTY” are the ones the students and instructors need to complete. As you see the students will be taking the Safety and HIPPA quiz and the answer key is under the Faculty link.
7. The 4 things that I need returned to me by fax at 330-430-6949 are the 1. “**Compliance Verification Form**” (from Instructor) 2. “**Code of Ethics and 3. Information Security Form**” (from Instructor and student) 4. **Confidentiality Form**. (from Instructor and student)
8. I do not need the Safety or HIPPA quizzes returned to me
9. Use of **Glucometer** will be explained by the unit manager when initially visiting the nursing unit.
10. Use of the medication carts and **Accudose** cabinets will be explained by the unit manager when initially visiting the nursing unit.
11. The last thing I need from everyone is a list of the **STUDENTS AND INSTRUCTORS** first and last name and middle initial and the last 4 digits of their ss number. I need these to get the name badges and **Meditech** access as well as EMAR access and Med Cart access for the instructors.
12. The **Name Badges** for students and instructors can be picked up after I send the list to Cindy Darr in the Security booth. Her phone is 330-489-1250. You can call to make arrangements to pick them up.
13. The sign into **Meditech** will be the first 6 letters of the students or instructors last name and the first initial of their first and middle name. The initial password will be “hello” which will then allow you to change it.
14. For Instructors the Emar user ID is the barcode scanned on the back of your name badge and “password” is the initial password. For the Med Carts, scan your name badge and use the last 4 digits of your ss number as your password.
15. **Student lockers** are available through talking with your nursing program’s Director. All nursing programs were given student lockers and combinations.
16. If a unit requires **Scrubs** worn, the students can wear there own from home.

If any of the **Instructors only** need training with MEDITECH, our patient documentation system, or EMAR they are welcome to attend one of our monthly MEDITECH /EMAR classes. The classes are held the Thursday following the 2nd Friday of every month in the IS Training classroom in Mercy Hall from 8a to 11a. . Please contact Carol Clevinger 330-489-1000 ext. 1238 to reserve a spot. Also if you require to use the IS Computer Training room, you can call the help desk at 330-489-1000 ext. 1275 and ask to reserve the room and call Carol Clevinger if you have any questions with Meditech at 330-489-1000 ext. 1238.

Thank you so much. If you have any questions you can reach me at;

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