



UnityPoint Clinic

UnityPoint Clinic Medical Student Education & Clinical Experiences Student Registration and Placement Guide

1. I have connected with a UnityPoint Clinic physician/physician assistant/nurse practitioner who has accepted my rotation request.

All DO/MD/PA/NP student rotations should be requested through www.myclinicalexchange.com. If you have agreeing preceptor already, this should be indicated in your comments in the request.

2. I'm not sure if the specific clinic site is a part of UnityPoint Clinic.

If you are unsure about the location of a rotation or the process, you can reach out any time to UPC_MedEd@unitypoint.org. Further, if you do not find a desired clinic in myClinicalExchange, please reach out and we can direct you to the best contact.

3. I don't have any UnityPoint Clinic physician/physician assistant/nurse practitioner contacts, but I am looking for a clinical rotation.

*All DO/MD/PA/NP student rotations should be requested through www.myclinicalexchange.com. In your request comments, please provide details such as where you are willing travel for a rotation, location, etc. **We are currently not accepting rotation requests without a preceptor for Fall 2020, Winter 2021, Spring 2021.***

4. I have several rotation requests to make. Can I list all these rotations in one request?

Please submit a separate request for each rotation experience needed.

5. Do I need to pay for a myClinicalExchange account to request a rotation?

Students do not need to pay for a myClinicalExchange account to submit a request. Payment and account setup are required once your request has been approved.

6. I do not know if my school has an affiliation agreement with UnityPoint Clinic

Please contact your school advisor/coordinator to check. If there is not an affiliation agreement in place, you may have your school advisor/coordinator inquire about the process.

7. I've never used myClinicalExchange before. How do I start making my request?

You will need to register with my Clinical Exchange to start your request. When making your request, you will first select UnityPoint Health as your hospital. By selecting UnityPoint Health, your “Programs” menu will populate with medical programs requiring the myClinicalExchange process with UnityPoint Clinic. If your program does not fall into this menu, please contact UPC_MedEd@unitypoint.org.

Next, you will complete step one: school info and past experience, and step two: schedule preference. While schedule information is submitted for the rotation request, it is still necessary to work the Clinic Administrator of the specific clinic for scheduling once the rotation is approved.

Step two is also where you will indicate rotation location. Select the “Department” in which region and clinical area you are needing your rotation. By selecting a department, clinics within that region will then populate appropriately under “Unit”

Once your request has been submitted, it will be reviewed. A rotation may remain pending until six (6) weeks ahead of the rotation. A request submission does not guarantee availability or approval.

8. My school makes our rotation request for its students. Do I still need to use myClinicalExchange?

Yes. Your school advisor/coordinator will submit the request in myClinicalExchange and you will receive notification to create an account when the request is approved.

9. What paperwork will I need to submit if my rotation is approved?

After your rotation is approved, you will work through your compliance checklist in myClinicalExchange. All compliance steps must be completed in myClinicalExchange no later than two(2) weeks prior to the rotation start. You will need the following documentation/information:

- *Tuberculin skin test within the past 12 months or documentation as a previous positive reactor or negative x-ray. Enter expiration date.*
- *Proof of Mumps, Rubella, and Rubeola immunity by positive antibody titers or 2 doses of MMR. Enter date received.*
- *Flu shot. Enter expiration date.*
- *Proof of Hepatitis B immunization or declination of vaccine, if patient contact is anticipated. Enter date received.*
- *Vaccination must have been done within the last 10 years. Enter expiration date.*
- *Negative background check- enter date completed.*
- *Negative drug screen- enter date completed and the panel.*
- *Student should have active health insurance minimally until the end of their clinical rotation. Upload a copy of health insurance card.*

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- *Other trainings and certifications: BLS/CPR, HIPAA, OSHA, malpractice insurance*

The student and school advisor/coordinator should work together to complete/attest to the compliance checklist.

10. I have a rotation coming up and have scheduling and clinic specific questions, who can I ask?

The Clinic Administrator of the specific clinic location is the primary contact for schedules and clinic specific questions.

11. I put in a rotation request. When can I expect to hear back?

Rotations will be processed/approved 6 weeks prior to the rotation. Please be aware of during peak rotation start times (August/September, January, May) as this may affect response timing.

12. I need EMR access for my rotation, how do I get this?

The Student Clinical Education Coordinator will provide information prior to your rotation regarding any required training and EPIC information. Access is location specific per rotations with a duration of 2 weeks or longer. Your access will not continue for following rotations unless authorized.

13. I'm a school advisor/coordinator and I do not know how to use myClinicalExchange.

myClinicalExchange offers academic partner training. More information on when these training are offered is coming soon. Please contact myClinicalExchange with any questions or for troubleshooting:
<https://www.myclinicaexchange.com/Contactus.aspx>

14. I have completed my rotation and I would like to provide feedback.

We welcome your feedback about your experience and hope you complete our evaluation in your myClinicalExchange account. You may also submit rotation feedback to UPC_MedEd@unitypoint.org