



Welcome to Virtua,

You will be reporting to Virtua for your next rotation. Please complete the attached (student requirement) paperwork which must be completed in total before your rotation begins. Please check with your Clerkship Coordinator to be sure all of your paperwork is in order.

The following checklist summarizes all the documents you will need to submit before your rotation can begin. These requirements, explained in the Student Application, are summarized below your convenience. Some of these documents may take a bit of time to gather, so please begin this process as soon as possible. **Please submit these documents one week prior to the start of your rotation to avoid any delay in the start of your rotation.**

**Student:**

- **PPD** (*provide attachment/must be within past year*)
- **Flu Vaccine** (*provide attachment/must be within past year*)
- **Completed Needlestick and Splash** (*link located below; confirmation is automatically sent*)
  - <http://www.virtua.org/about/physicians-center/graduate-medical-education-residencies.aspx>
- **Government Issued Photo ID or Driver's License** (*provide attachment*)
- **Application and all required documents**
- **Complete the EPIC, Human Trafficking, Drug Diversion, and Opioid modules.**

**School or Institution** - Please provide a letter that includes the below:

- **Letter of Good Standing and that this rotation is approved**
- **Criminal Background Check completed and there is no record**
- **Drug Test completed with a Negative Result**
- **All immunizations are up to date and includes: Varicella, MMR and HepB titers**
- **Student training completed in the areas of HIPAA, blood borne pathogens, patient rights, privacy, respect and confidentiality.**
- **BLS and/or ACLS certified**
- **PALs certified** (*if working with children*)

**Please begin gathering your documents immediately in order to give sufficient time for your IT access and follow the computer access instructions provided to you in order to gain access in a timely manner.**

If you need further assistance or if you have any questions at all, please call our office at 856-325-3718 or email me at [bthompson@virtua.org](mailto:bthompson@virtua.org)



## Podiatry Extern Application

### Virtua Location:

Berlin       Memorial       Camden       Marlton       Voorhees

*If you scheduled for more than 1 rotation, you must enter the dates, Clinician(s) and location below for that clerkship/rotation. Separate confidentiality forms will be required for each rotation. Confidentiality forms are required **30 days prior to rotation.***

1. Rotation Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
2. Rotation Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

1. Clinician I will be following is \_\_\_\_\_

Clinical/Specialty Program: \_\_\_\_\_

Location Address: \_\_\_\_\_

Virtua Department Coordinator (of Clinician you are Following) : \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

2. Clinician I will be following is \_\_\_\_\_

Clinical/Specialty Program: \_\_\_\_\_

Location Address: \_\_\_\_\_

Virtua Department Coordinator (of Clinician you are Following) : \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name and address of School/Hospital where you are studying:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

School/Hospital Program Coordinator's Contact Information:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Applicant Information:**

Name : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Gender: \_\_\_\_\_ DOB: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency Contact Name, Number, and Relation: \_\_\_\_\_

Have you ever been employed by Virtua? \_\_\_\_ YES \_\_\_\_ NO

Documents Required and Recommended for **Podiatry Extern Rotations:**

- Current Affiliation Agreement (**must have an agreement on file before the rotation is approved**)
- PPD Verification within a year
- Flu Vaccination verification within a year
- Attach a copy of Current Identification (*passport/driver's license*)
- Complete Needlestick and Splash online manual at the bottom of the website below:

<http://www.virtua.org/about/physicians-center/graduate-medical-education-residencies.aspx>

The Needlestick and Splash confirmation will automatically transmit to the Virtua GME Office.

- Complete the EPIC training modules. If you have used EPIC at other sites, there is an option to test-out. Please provide the certificate of completion.
- Human Trafficking is a web-based training that everyone must complete. If you completed the Human Trafficking modules at another location, please provide a copy of your training roster or certificate as proof.
- Drug Diversion and Opioid module – please complete these web-based trainings.
- BLS and/or ACLS – Current
- PALS (if working with children) - Current
- Completed Application

**HEALTH AND IMMUNIZATION REQUIREMENTS;**

- PPD or TB Survey & Chest X-ray report within two years if know skin test positive**
- Measles (Rubelola) Titer – positive result. If not MMR vaccine REQUIRED**
- Mumps Titer – positive result. If not MMR vaccine REQUIRED**
- Rubella Titer – positive result. If not MMR vaccine REQUIRED**
- Varicella Titer – positive result. If not Varicella vaccine REQUIRED**
- Hepatitis B. Titer –positive if not vaccine or signed declination REQUIRED**
- Verification of Flu Shot REQUIRED**
- Verification of Drug Screening REQUIRED (*must be within a year*)**

*In making this application, I agree to abide by the Bylaws and Rules and Regulations of Virtua and such rules and regulations as enacted from time to time. I fully understand that any significant misstatements in or omissions from this application constitute cause for summary dismissal. I also understand that I as a Podiatry Extern I may not be provided with access to the computer systems or swipe access. If access is required, my preceptor must submit a request fifteen days prior to the start my rotation.*

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**Signature of Applicant**

**Date**

Please return to: Graduate Medical Education  
Tatem-Brown  
**Attn: Barbara Thompson**  
2225 Evesham Road, Suite 101  
Voorhees, NJ 08043

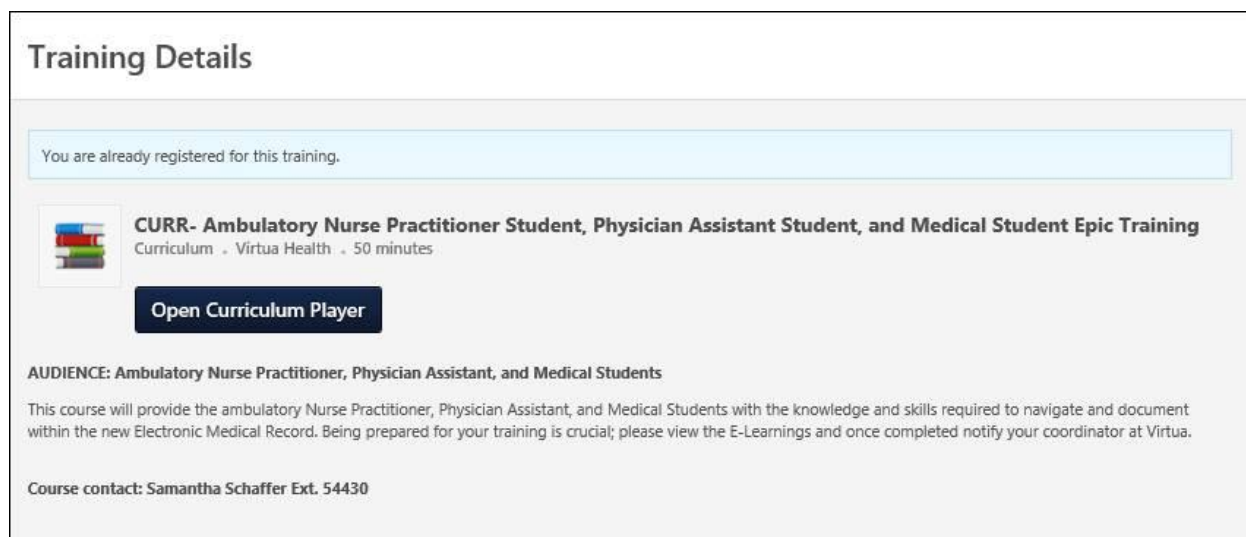
Telephone: 856-325-3718 Fax Number: 856-325-3705 email: [bthompson@virtua.org](mailto:bthompson@virtua.org)

## Computer Access Instructions:

**Step 1.** You will receive an email from our IS department to fill out our confidentiality form. Please fill this form out ASAP. This is the first step out of three.

**Step 2.** After completing Step 1 you will receive a username and password from Virtua's IS department in **3-5 business days**. This will allow you to complete the Virtua EPIC training through Virtua's Learning System (VLS).

**Step 3.** Log into VLS with your username and password that security sent you. From there you will complete the following training course except your screen will display Requestor not Open Curriculum Player: If you are a Podiatry Extern please complete the training listed below.



The screenshot shows a 'Training Details' page. At the top, it says 'You are already registered for this training.' Below that is a course card for 'CURR- Ambulatory Nurse Practitioner Student, Physician Assistant Student, and Medical Student Epic Training'. The card includes a small icon of a book, the course title, 'Curriculum · Virtua Health · 50 minutes', and a dark blue button labeled 'Open Curriculum Player'. Below the card, the audience is listed as 'Ambulatory Nurse Practitioner, Physician Assistant, and Medical Students'. A paragraph of text describes the course content: 'This course will provide the ambulatory Nurse Practitioner, Physician Assistant, and Medical Students with the knowledge and skills required to navigate and document within the new Electronic Medical Record. Being prepared for your training is crucial; please view the E-Learnings and once completed notify your coordinator at Virtua.' At the bottom, the course contact is 'Samantha Schaffer Ext. 54430'.

**Step 4.** You must do the **Recognizing and Responding to Human Trafficking in a Healthcare Context web-based training and Drug Diversion**, which are accessible through the Virtua Learning System (VLS).

Once you have completed the required training, you will receive a certificate. **Please send that certificate to [bthompson@virtua.org](mailto:bthompson@virtua.org)**. After the trainings are complete, it could take **48-72 hours** to be able to log into EPIC and use the system with the username and password provided to you.

It could take **7-10 business days** to generate an account for new users. Your promptness is appreciated in this process and vital to having your access at the start of your rotation; delay in completing any of the steps will delay your computer access and possibly limit your abilities during your rotation.

If you experience any log in troubles or any other issues that pertain to your access, please contact security at 856-355-1234.

On a final note, if you have not submitted all of your required documents within 1 week of the start of your rotation you risk your account being suspended and your coordinator and preceptor will be notified of your delinquency, please make sure you submit **ALL** documents listed in the application were submitted and received.

If at any time, you need assistance or have questions, feel free to either reach out to me through email at [bthompson@virtua.org](mailto:bthompson@virtua.org) or phone the Graduate Medical Education office at 856-325-3737.

## **Human Trafficking:**

Human trafficking is a form of modern slavery that occurs in every state, including ours. New Jersey, centrally located between the northern portion of the East Coast and the tristate metropolitan region of Philadelphia, Baltimore, and Washington, D.C., is easily accessible by car, bus, truck, van, train, boat, and plane. According to the NJ Office of the Attorney General Division of Criminal Justice”, New Jersey has the potential to be one of the country’s major entry, transit, and destination states for trafficking.

Healthcare facilities and providers may encounter victims of human trafficking and have a unique opportunity to connect them with much needed support and services. Anyone in a healthcare setting may be in a position to recognize human trafficking – from clerical staff to lab technicians, nursing staff, ambulatory care, radiology staff, security personnel, case managers, and physicians.\*\*

New regulations implementing the Human Trafficking Prevention, Protection, and Treatment Act, N.J.S.A. 2C:13-12, require all healthcare workers and volunteers in New Jersey who have contact with patients – regardless if the contact is clinical or non-clinical – to complete training in recognizing and intervening in cases of human trafficking. N.J.A.C. 8:43E-14.1 (2017).

On February 16, a mandatory Web-based Training (WBT) ***Recognizing and Responding to Human Trafficking in a Healthcare Context*** was released to all employees. It is required that **all individuals entering a Virtua site**, (regardless of work location, position, etc.), as well as all persons, paid and unpaid, who interact with or have the potential to interact with patients and visitors at Virtua patient care facilities complete this 40-minute training. Podiatry Extern must pass the course assessment with a minimum of 80%, no later than the 1<sup>st</sup> day of the start of the rotation.

***Recognizing and Responding to Human Trafficking in a Healthcare Context*** is accessible to all individuals through the Virtua Learning System (VLS).

- The My Transcript section of the VLS as your training will be auto-loaded.
- A record indicating course completion automatically post to the individual’s Career worklet in WorkDay under Training (Virtua Works/Your Profile/Career/Training).
- A certificate of completion can be printed at any time through the VLS and must be submitted to Barb Thompson ([bthompson@virtua.org](mailto:bthompson@virtua.org))