



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*)
- **Government Issued Photo ID or Driver's License** (*provide attachment*)
- **Application and all required documents**
- **Complete the EPIC, Human Trafficking, Drug Diversion, Virtua Health USP 800 System Education, Opioid and Bloodborne Pathogen modules** (*available once all required documents are submitted*)

School or Institution:

- Current Affiliation Agreement (**must have an agreement on file before the rotation is approved**)

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**
- **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**

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 856-325-3737 or email me at GraduateMedicalEducation@virtua.org.

Pharmacy Student 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: _____

Phone Number: _____ Fax Number: _____ Email: _____

2. Clinician I will be following is _____

Clinical/Specialty Program: _____

Location Address: _____

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

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**

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 Pharmacy Student 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.

Signature of Applicant

Date

Please return to: Graduate Medical Education
2225 Evesham Road, Suite 101
Voorhees, NJ 08043

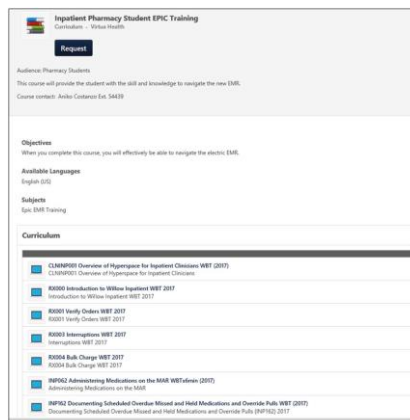
Telephone: 856-325-3737 Fax Number: 856-325-3705 email: GraduateMedicalEducation@virtua.org.

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 **24–48 hours**. 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 required EPIC training for Pharmacy students:



Step 4. You must do the **Recognizing and Responding to Human Trafficking in a Healthcare Context web-based training, Drug Diversion and Virtua Health USP 800 System Education** 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 GraduateMedicalEducation@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 through email at GraduateMedicalEducation@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. Pharmacy Students must pass the course assessment with a minimum of 80%, no later than the 1st 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 the GME department (GraduateMedicalEducation@virtua.org).