

ITG Procedure

Nursing Student Access Management

Policy Summary

The St. David's Healthcare facilities partner with the Schools of Nursing at several local colleges and universities to offer nursing students the opportunity of providing hands on patient care, under the guidance of an educator, to meet curriculum requirements of their student nursing programs. In conjunction with direct access to patients, nursing students are granted access to their physical and electronic patient records.

Responsibility for managing nursing students' access to the St. David's systems that house electronic patient information is shared by the nursing school, the business owner - SDHP (St. David's Healthcare Partnership) Institute for Learning (IFL), and the Information Technology Group (ITG) Local Access Coordinator (LAC) team.

- Nursing School responsibilities:
 - Submit requests for access, providing accurate information to enable the creation of a unique 3-4 UID for each student.
 - Submit signed Confidentiality and Security Agreement (CSA) from each student for whom access is requested.
 - Immediately notify St. David's of any change in a student's relationship with the school
- SDHP IFL responsibilities:
 - Validate receipt and house CSAs for all nursing students who receive access to St. David's systems.
 - Maintain student tracking system.
 - Communicate first time login information to schools for distribution to nursing students.
- LAC team responsibilities:
 - Work with the ITG Clinical Analyst group to define and maintain standard access templates for nursing students.
 - Grant, modify, or remove access based on standard access templates, in a timely manner.
 - Provide eSAF (electronic Security Access Form) training and support to colleges and universities.

eSAF

The SDHP utilizes the eSAF application to manage system access. Colleges and universities that send nursing students to St. David's facilities are required to submit access requests for their nursing students through eSAF. The **Academic Partner Coordinator** at the SDHP IFL, as the business owner, will submit access requests for nursing school staff who have been identified to submit requests for their school's nursing students. The school will notify the SDHP IFL immediately when staff who have been granted access to St. David's systems are termed, and the SDHP IFL will immediately submit the request, through eSAF, for the termination of access. Access will be removed by the LAC team by the next business day following

notification.

Access Removal for Inactivity

When a new request for access is entered in eSAF, the nursing school staff will enter the access end date as the nursing student's anticipated graduation date. If the student's relationship with the school changes before the access end date entered in eSAF, (the student is suspended from or drops out of the program) the nursing school staff will immediately enter in eSAF the request for access termination. In addition, if a nursing student has not logged into the St. David's Electronic Medical Record, Meditech, for a 6 month period, the student's Meditech access will be inactivated. Meditech access for students that have been inactivated due to inactivity will be reinstated upon verification from the nursing school that the student is still enrolled in the school's nursing program.

Access Management Process

Nursing school staff will use eSAF to manage their student's access to St. David's systems, and will following the instructions and guidelines in the [Managing Nursing Student Access Through eSAF](#) document.

New Nursing Students

Students enrolled in nursing schools that partner with the St. David's facilities may, during any semester, rotate through any of the St. David's facilities. Therefore, access will be granted to all St. David's facilities for all new students entering the program, and will remain active until the student leaves the nursing program. The following steps will be followed to grant new nursing students access to St. David's systems prior to the beginning of each semester:

- Nursing school staff will submit a signed CSA to the SDHP IFL for each nursing student prior to entering the eSAF request for access.
- Upon receipt of the CSA, the IFL will document its receipt in their tracking system and file the form.
- Nursing school staff will enter the new student's request for access in eSAF, entering the student's anticipated graduation date as the access end date.
- Access will automatically be created for the new student by the eSAF system, or manually by the Access Management Lonestar team.
- eSAF will automatically email the SDHP IFL the login credentials for the new student.
- The IFL will verify receipt of the CSA and update the school's New Student login spreadsheet with the student's login credentials. A separate spreadsheet will be maintained for each nursing school. If the IFL has not received a signed CSA for the student, they will notify the school to request the form, and will not update the New Student login spreadsheet until the signed CSA has been received.
- The nursing school will notify the IFL when all new student access requests have been submitted.
- When the IFL has verified that all student access requests submitted by a school have been processed, they will send an encrypted email to the nursing school, with the New Student login spreadsheet attached.
- The nursing school will communicate student login information to nursing instructors, who will distribute

to students.

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Modifying Nursing Students

If a student's personal information changes during the course of his or her program, the nursing school staff will enter the request for modification through eSAF and the student's information will automatically be updated. Examples of personal information changes include name change or change in anticipated graduation date (access term date). No notification will occur when modification requests are processed.

Nursing Students Access Termination

Access for a student will automatically be inactivated by eSAF or manually inactivated by the LAC team on the access termination date entered in eSAF by the nursing school staff. If a student prematurely leaves or is suspended from the school's program, the nursing school staff will enter an access termination request in eSAF and access will be automatically removed or manually removed by the LAC team. eSAF will automatically email the SDHP IFL when the student's access has been removed and the IFL will update their

tracking system to indicate the student's inactive status.