Centralized Clinical Placement System - Online Orientation Deadlines

Where is my clinical?

Maine Medical Center
Mercy Hospital
Spring Harbor Hospital
Southern Maine Health Care
Midcoast Hospital
Central Maine Medical Center
St. Mary’s

Once you have created your account and completed the online orientation modules through this online system, you will be able to create your clinical assignment for each clinical by making the appropriate selections from the dropdown menus (location, instructor, class number etc). Your next step will be to access the site specific information & documentation for your clinical location (refer to the directions linked in the orange text box above if you need assistance). Most of the hospitals have made orientation documents available for you and have linked them to this online system - you are required to review all the provided materials. Some documents require completion weeks in advance; pay attention to those deadlines listed below:

Maine Medical Center:
MMC does not have additional documentation listed at this time, therefore you are done with this step.

Mercy Hospital:
1. Information Systems Access Request Form.
2. Confidentiality Sheet for Computer Training.
3. Several orientation items for review

Forms 1 & 2 need to be completed and submitted to Katie Mitchell at kathryn.a.mitchell@maine.edu as soon as possible. Ideally, the security office would like these 4 weeks prior to computer training, which might not be possible depending on when you get your clinical assignments, therefore submit them to Katie as soon as you can.

Spring Harbor Hospital:
Review the Student Orientation Manual prior to your first clinical day. Additionally, you will need to print out your “ticket of completion” and hand it in to your clinical instructor.

Southern Maine Health Care:
1. Confidentiality Statement
2. Safety Snips Education Form
3. Computer Access Form

Submit all forms to Katie Mitchell at kathryn.a.mitchell@maine.edu at least 2 weeks prior to your first clinical day.

Midcoast Hospital:
Review the Student Handbook and then complete the document labeled “Required forms for completion” which includes a confidentiality statement and an orientation checklist. These can be brought to your instructor on your first clinical day.

Central Maine Medical Center:
1. Flu Vaccine Consent/Declination
2. Confidentiality Statement
3. Student Handbook Acknowledgement form
4. A few other orientation items for review, including a Computer Training Outline.

All forms that require completion need to be submitted to Elaine Ogrodnik at ogrodnik@maine.edu prior to your first clinical day.

St. Mary’s:
St. Mary’s does not have additional documentation listed. You will get an email from Elaine Ogrodnik regarding any required paperwork.

The orientation modules and post-tests need to be completed only once a year. The information is updated every August and will need to be reviewed again at that time. Log-in information and step by step instructions can be found here: http://usm.maine.edu/nursing/ccps-information-students

It is required that you complete the steps outlined here for every clinical, every semester.