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Managing Student Security and Technology Access, CNG-100.53

PURPOSE

To define the process for granting and discontinuing access to secure areas of the College of Nursing campus and technology systems used to support student education.

SCOPE

Faculty, Staff, Students, Information Technology Department, Security and Safety Department, Human Resource Department

REFERENCES

DEFINITIONS / ABBREVIATIONS

ADC: Automated Dispensing Cabinet(s)

CITRIX/Patient Charting System: Patient Medical Record System (EPIC)

DSFD: Dean of Student & Faculty Development

IT: Information Technology Department

HR: Human Resource Department

MOODLE: Web-based course management system

MVHS: Mohawk Valley Health System

InformaCast: Alert System

RB: Registrar/Bursar

SECON: St. Elizabeth College of Nursing

SONIS: School of Nursing Information System

STP: Standardized Testing Platform

PROCEDURE / DIRECTIVE

1. Upon admission into SECON, students are required to have security access to various areas within the campus.

    A. SONIS Web

        1. Upon application, students are entered into SONIS Web by the RB.

        2. When accepted into the program, RB will update SECON applicants and move to "student access" status.

        3. Orientation to SONIS Web is conducted by the RB.

    B. InformaCast

        1. Upon admission, students are entered into the InformaCast Alert System by the RB

    C. Identification Badges

        1. MVHS Human Resources is notified of the names of incoming students via an EXCEL spreadsheet by the RB.

        2. Security badges with photos and badge numbers are produced by the HR Department and forwarded to the RB.

        3. The EXCEL spreadsheet is updated with each student's assigned badge number by the RB and forwarded to the IT Desktop Technician.

        4. The IT Desktop Technician will activate the student badges to allow access to designated secure areas on the campus.

        5. The RB will educate the students regarding use of their ID badges.

    D. Standardized Testing Platform

        1. Students self-enroll into the STP website.

        2. The DSFD/Disability Services Coordinator will update STP as necessary of any individual test accommodations required.

        3. Education to STP is done by the STP representatives during freshmen orientation.

    E. MOODLE

1. The RB will enter students into MOODLE and assign each student a user name and temporary password that requires the student to change their password at first log-in.

2. Orientation to MOODLE is conducted by the course coordinators.

F. CITRIX/Patient Charting System (EPIC)

1. The RB will submit a list of student names by completing theMVHS Information Technology Student Access Request Form to the IT Clinical Analyst. The Dean of Faculty & Student Development will be listed as the "Instructor" on the form. The days of the week and unit does not have to be completed for SECON students. A copy of the completed MVHS Nursing Student Access form will be maintained by the RB.

2. The IT Clinical Analyst will send confidentiality statement and sign-in information to the RB to distribute to the students.

3. The RB will maintain the confidentiality statements until student leaves the program.

4. EPIC Trainers at SECON will educate the students on the use of the CITRIX/Patient Charting System (EPIC). The faculty will be the resource for the students after the initial training.

G. ADC

1. The DSFD will ensure MV-20-091 Form 1 Automated Medication Dispensing System Nursing Station Assignment/Bio-ID Confidentiality Agreement is completed for each student and the RB will send this list to the Pharmacy department in advance of clinical rotation.

2. Faculty will train the student on the use of the ADC.

2. Upon leaving the program through dismissal, withdrawal or graduation, students have their access to secure areas and technology systems deactivated.

A. Sonis Web

1. RB will move students into dismissed, withdrawn or alumni status as applicable.

B. InformaCast

The student is removed from the InformaCast alert system by the RB.

C. Identification Badges

1. RB will collect the ID badge from any student who leaves the program and notify the IT Desktop Technician to deactivate the student badge discontinuing access to secure areas on campus.

2. Upon graduation, the RB will send a list of graduate names to the IT Desktop Technician for badge deactivation discontinuing access to secure areas on campus.

D. CITRIX/Patient Charting System (EPIC)

1. The RB will notify the IT Clinical Analyst to deactivate access to the patient charting system of any student who leaves the program.

2. The IT Clinical Analyst will deactivate the SECON graduates upon the end date listed on the MVHS Nursing Student Access form.

E. STP

1. The DSFD will deactivate the student within the STP website as notification that the student has left the program.

2. The STP website automatically deactivates any student who graduates with their cohort after four semesters.

F. MOODLE

1. The RB will suspend the privileges of students within MOODLE when they leave or graduate from the program.

G. ADC

The RB will notify the Pharmacy to deactivate access of any student who leaves the program.

H. Upon student exit from the nursing program, the RB will complete the Withdrawal/Graduation Technology Deactivation Form to notify the appropriate departments to deactivate student access immediately. The RB will retain an electronic copy of all forms completed.

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces:

Attachments

MV-20-091 Form 1 Nursing Unit Assignment-Bio-ID Confidentialty Agreement 6-28-16.doc

MVHS Information Technology Student Access Request Form (100.53).pdf

Withdrawal Graduation Technology Deactivation Form (CNG-100.53).pdf

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	8/20/2024

Applicability

MVHS