

GENERAL FAQs

Here are the most common questions we receive from those who are considering or are being placed here at UCLA Health.

Q: I would like to do a shadow opportunity on a unit, how should I proceed?

A: Our department **does not** conduct shadow opportunities. Please go through the [UCLA Health Human Resources](#) department for all shadow requests.

Q: I would like to do my preceptorship here at UCLA Health, how do I proceed?

A: Please reach out to your school coordinator and have them contact Jade Cruz at JSCruz@mednet.ucla.edu to further evaluate your needs. To view our process, please visit our [student placement process page](#) currently located on our website.

Q: I have a person that I would like to be my preceptor, how can I make this official?

A: ***We kindly ask that students and/or instructors do not approach staff at UCLA to be potential preceptors and/or for site securement for cohorts or observations.*** Placement is highly competitive and we want to ensure a fair process for all the requests we receive at UCLA Health. If you have a preceptor in mind, we ask that you have your school coordinator reference that individual on the clinical request form (placement is not guaranteed).

Q: How do I obtain a UCLA Health badge?

A: UCLA Health does not issue badges for student nurses or instructors. We kindly ask you to wear your current school ID badge while on the unit.

Q: How do I obtain a UCLA Health parking pass?

A: UCLA Health does not issue parking passes for non-UCLA Health employees.

Q: Where should I park while at UCLA Health?

A: There are multiple self-parking pay station areas located throughout Westwood. For more information on these locations and the rates, please visit our [website resources page](#).

Access

Q: How soon should I receive my AD computer access after I am cleared?

A: For *individual preceptorships*, AD computer access will be processed and sent to the school coordinator 2-3 weeks after a student has been cleared.

For *cohort rotations*, AD computer access will be processed 3-4 weeks after the cohort has been cleared.

Q: How do I change my password?

A: For all password modifications or corrections, please call the help desk at (310) 267-CARE [2273].

Q: I am experiencing issues logging in with my AD credentials, what do I do?

A: Please call the help desk at (310) 267-CARE [2273], option 2.

Q: I am experiencing issues with Care Connect access, what do I do?

A: Please call the help desk at (310) 267-CARE [2273], option 3 and they can walk you through the proper steps.

Q: How can I obtain Pyxis access?

A: Our department does not authorize this type of access.

Clinical Request Form

Q: What are open request periods?

A: We accept clinical request for preceptorships every quarter (winter, spring, summer, and fall). To determine which requesting period meets the student's needs, please see our schedule matrix on our student placement process page.

Q: I am trying to complete the request forms but it won't allow me to open the form, what should I do?

A: Please check your browser's cookies and pop-ups to make sure that you allow permission for the website to work properly.

Clinical Facilities Form

Q: When do I submit the clinical facilities form?

A: Clinical facilities forms are submitted when a cohort rotation or a preceptorship has been approved through our department.

Q: Who submits the clinical facilities form?

A: All clinical facilities forms must be submitted by the school coordinator. All forms submitted by a student will be denied (**EXCEPTION:** Walden University clinical facilities forms are only uploaded by the student).

Q: What documents must be uploaded via the clinical facilities form?

A: A signed confidentiality agreement, completed and signed HIPPA certificate, and the excel AD computer access file.

Immunizations

Q: What is my medical record says that I have had chickenpox?

A: We do not accept proof of having chickenpox to complete this requirement.

Q: I don't want to get any vaccines, what can I do?

A: To complete the TB, MMR, and Varicella requirements, you can get blood tests (aka blood titer). However, if you are not immune to any of these, you will need to follow up with vaccinations.

Q: I tested positive to TB, what now?

A: You need to get a chest x-ray that shows no active TB in order to be cleared.

Q: I got a negative MMR titer, what should I do?

A: You will need to get two MMR vaccinations. Get one immediately after your blood results and one 28 days after the first vaccination.

Q: I got a negative Varicella titer, what should I do?

A: You will need to get two Varicella vaccinations. Get one immediately after your blood results and one 28 days later and show us proof or you will be dropped from the placement.

Q: I tested negative to Measles only, but positive to Mumps and Rubella, what do I need to do?

A: You need to get one vaccination of MMR to meet the health requirement.

Q: Can I get two TB skin tests on the same day?

A: No. If you choose to get two TB skin tests to fulfill your TB requirement, you need to wait 7 days in between both tests.

Q: What does a medical record look like?

A: Medical records can be in many forms and don't look alike. Examples of acceptable records are notes from student health center, notes from physician, or immunization card.