

UCLA Health®
GENERAL FAQs

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

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 Genna Amado at GLAmado@mednet.ucla.edu to further evaluate your needs.

To view our process, please visit our student placement process page currently located on our [Student Placement 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 and equitable 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 preceptor request form (though placement and pairing is not guaranteed).

Q: How do I obtain a UCLA Health badge?

A: UCLA Health does not issue badges for student nurses or instructors. Clinical instructors and students must wear their school identification badge while fulfilling their clinical hours.

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

A: UCLA Health **does not** issue parking passes for non-UCLA Health employees. Please visit the [Student Nurse Toolkit](#) that provides information regarding parking on the UCLA campus and for additional commuting and transit options. See the right-hand side of the page.

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 the [Student Nurse Toolkit](#), on the right-hand side of the 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 accepted.

For **cohort rotations**, AD computer access will be sent with the clearance email.

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/Care Connect access, what do I do?

A: Please call the Help Desk at (310) 267-CARE [2273], they can walk you through the proper steps.

Q: How can I obtain Pyxis access?

A: Only clinical instructors for students in cohort placements will need Pyxis access. No students are granted Pyxis access. Please communicate with the school coordinator if you are a clinical instructor that requires Pyxis access.

Preceptor Request Form

Q: What are open request periods?

A: We accept requests 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 the [Student Placement website](#).

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

A: We apologize, but the forms are available for the request period only. If the request period is still open as set by the dates on our website, please email Megan Wesseln (MWesseln@mednet.ucla.edu) with your inquiry.

Submission Compliance Form

Q: When do I submit the submission compliance form?

A: Submission compliance forms are submitted upon request from the student placement department. This typically comes with the acceptance email regarding a cohort rotation or preceptorship request).

Q: Who submits the submission compliance form?

A: All Submission compliance forms must be submitted by the school coordinator. All forms submitted by a student will be denied.

Q: What documents must be uploaded via the submission compliance form?

A: A signed confidentiality agreement, signed HIPAA certificate, certificate of completion for the Annual Education Clinical Course, COVID-19 Proof of Vaccination or Exemption letter, and the excel AD computer access file. Please see the [Requirements page](#) for more details.

Immunizations & Health Clearance

Please see the [Student Placement website for more details on Immunization Requirements](#)

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

A: We do not accept proof of having chickenpox to complete this requirement. The history of chickenpox does not satisfy the requirement for Varicella immunity.

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. This is a health system requirement to be at UCLA Health.

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 of vaccination, or you will be dropped from placement.

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

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

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 your student health center, notes from physician or medical provider, or immunization card.

Q: What does fully vaccinated for COVID-19 mean?

A: Receiving your first set (2 doses for Pfizer/Moderna or 1 dose for Johnson & Johnson) plus one booster.

Q: What do I do if I need a letter of exemption for COVID-19 vaccination?

A: Please see your school's requirements for a letter of exemption and you may submit your school's form as the letter of exemption for our department.

Q: If I had COVID-19 previously, does that count to meet immunity requirements?

A: No, history of COVID-19 does not meet the requirement for COVID-19 vaccine requirements.