# Certified Anesthesiologist Assistant (CAA) Student Verification Process

## New Students

<table>
<thead>
<tr>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Verification:</td>
</tr>
<tr>
<td>- <strong>All students</strong> must enroll in the verification system <strong>annually at least one week prior to the start of clinical</strong>. This includes students having clinical at Froedtert &amp; the Medical College of Wisconsin, Community Memorial Hospital (CMH), St. Joseph’s Hospital West Bend (SJH) or Community Physician (CP) Clinics.</td>
</tr>
<tr>
<td>- Click on the <a href="#">Verification Link</a> and enter your <strong>school</strong> email address. You will receive a return email from the verification system to validate your email address, enroll into the current semester, complete security questions, and electronically sign the confidentiality agreement.</td>
</tr>
<tr>
<td>- Check your junk/spam if you do not receive an email back from the system (see Student Verification Tip Sheet on website for questions/problems with verification).</td>
</tr>
<tr>
<td>- School coordinator is notified of your enrollment and is responsible to verify you when the requirements are met. Contact your school coordinator with any questions.</td>
</tr>
</tbody>
</table>

## Student Learning Center:

- Receive email from the system **48 hours after verification by school coordinator**.
- **Online Training Modules:** all students are required to complete the following modules prior to the start of clinical:
  - *Safety Training* (appropriate sections to be completed for each clinical area)
  - *Compliance - Privacy Expectations*
  - *Compliance - Ethics & the Code of Business Conduct*
  - *Information Technology Security Expectations*
  - *Handbook - Nursing and/or Student/Instructor*
  - Anesthesia Online (Epic Online)
  - Safety - Radiation Safety Basics

*Exception:* Froedtert Health staff members

## Computer Access (if applicable):

- Enroll in the Student Verification System, be verified, and receive an email from the Learning Center Extension prior to the first clinical day.
- Call the Froedtert Help Desk 414-805-2101 to obtain network/epic log in and password on the first clinical day.
- Student access is set up on an electronic student spreadsheet.

Froedtert Health staff members: student access is separate from employee access.

## Form to Complete & Return

- [Student Unit Department Orientation Checklist](#) - print from [Student Experiences Website](#), complete, and return.

## Returning Students

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>✔️ Returning Students:</td>
</tr>
<tr>
<td>- <strong>All students</strong> must enroll in the verification system <strong>annually</strong> <a href="#">Verification Link</a> (see verification information above). <strong>This will reactivate your network/epic access.</strong></td>
</tr>
<tr>
<td>- <strong>Student Learning Center:</strong> Student Learning Center Link -</td>
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</tbody>
</table>
- Complete the most current versions of the modules listed above and any new modules that have been assigned to you since your last clinical/rotation.

- **Computer Access**: call the Froedtert Help Desk 414-805-2101 to obtain network and epic login/password on the first day of clinical. This will not be ready for at least 48 hours after you have been verified in the student verification system.

- **Student Unit Department Orientation Checklist** - print from Student Experiences Website, complete, and return (if you change units/locations).

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### General Information

#### Parking:

- **Froedtert Hospital**: student parking is available on Wisconsin Avenue and side streets only. This includes parking for clinical, prep and computer training. Student parking will not be validated. Carpooling is recommended. Children’s Hospital is not available for student parking. See Parking handout on Froedtert website: [Student Experiences Website](#).

- **Community Memorial Hospital**: [CMH Parking](#).

- **St. Joseph’s Hospital West Bend**: park in the front parking lot of the building.

#### Forms and information - [Student Experiences Website](#)

#### Questions:

- **Student Hotline**: 414-805-8000

- **Contact your instructor, preceptor or Jane Hendricks**, [Jane.Hendricks@froedtert.com](mailto:), 414-805-5392

- Do not call the Froedtert Help Desk for questions.