

Welcome to the PICC Clinical Program!

The Infusion Knowledge, Inc. PICC Clinical Program is offered in cooperation with Central Maine Medical Center (CMMC) in Lewiston, Maine to provide precepted live PICC/Midline insertions in an acute care environment.



The PICC Clinical Program provides 5-days of precepted live PICC, Midline and Ultrasound-Guided Peripheral IV (PIV) insertions. The Central Maine Medical Center Vascular Access Specialty Team is comprised of RNs that place ultrasound-guided vascular access devices. They perform approximately 10,000-12,000 insertions per year. You will be working with a CMMC team member to place venous lines as they are ordered and improve your muscle memory for access, tip tracking and insertion. We hope you will take advantage of the knowledge this team brings to you.



You will receive a completed Clinical Procedure Checklist with a written assessment of proficiency for each insertion performed.

CE and PICC/Midline Qualification certificates will only be issued to those individuals who successfully demonstrate a comprehensive knowledge and ability to comply with the proper procedural steps required to place an MST/Ultrasound PICC, Midline and/or PIV as outlined in the course objectives.

Scheduling Your PICC Clinical

Now that you have registered and paid for your PICC Clinical, please review the enclosed information and submit the required documentation **within 30 days**.

All admission requirements as outlined in this Getting Started Guide **MUST** be completed and submitted to Infusion Knowledge, Inc. **BEFORE YOUR PICC CLINICAL WILL BE SCHEDULED**. Once you have submitted all of the required documentation we will contact you to schedule dates. Note: Dates are scheduled a minimum of 4 to 6 weeks out, so the sooner you submit your documentation the better!

Refund / Transfer / Cancellation Policy

There will be no refunds issued for the PICC Clinical Program. If you cannot attend the agreed upon clinical dates, you must notify Infusion Knowledge, Inc. in writing a minimum of 2 weeks prior to your scheduled dates. You may reschedule one time only and will be charged a non-refundable fee of \$250.

If you have an unexpected emergency and cannot attend your scheduled clinical, you **MUST** contact Infusion Knowledge, Inc. at least 48 hours before. If Infusion Knowledge, Inc. is not notified prior to a no-show, the PICC Clinical registration fee and the opportunity to reschedule will be forfeited.

Every effort is made to conduct classes as listed in our promotional materials and on our website. However, occasionally, circumstances make it necessary for classes to be cancelled or postponed. If it is necessary for us to cancel or reschedule, you will be notified by phone, as well as email.

Clinical Location

- Your PICC Clinical will be scheduled on 5 consecutive days (Monday - Friday) at the Central Main Medical Center in Lewiston, Maine.

Admission Requirements Checklist

- ❑ RN, ARNP/APRN, PA or MD with a valid active/clear professional license for the State of Maine or a valid active/clear compact license
- ❑ Complete the Infusion Knowledge PICC Education Program within past 6 months or are currently registered for an upcoming course
- ❑ Complete a background screening with a company of your choice
- ❑ Provide documentation of required immunizations or obtain immunizations as necessary
- ❑ Provide proof of professional liability insurance
- ❑ Review the Central Maine Medical Center *Clinical Experience Student Informational Handbook* and sign acknowledgement page
- ❑ Review the Central Maine Medical Center *Confidentiality of Patient Information and Other Information* policy and sign acknowledgement page
- ❑ Submit all required documentation to Infusion Knowledge, Inc. within 30 days from when you registered for your PICC Clinical
- ❑ Review information specific to your PICC Clinical Day found on pages 10 through 17

PICC Education Requirements

Completion of the Infusion Knowledge, Inc. PICC Education Program (PICC 101, PICC 102 & PICC 103) within the last 6 months is required. Classes are available online, as well as in-person in Dunedin, Florida.

Licensing

You must be an RN, ARNP/APRN, PA or MD with a valid active/clear professional license for the State of Maine or a valid active/clear compact license

To determine if you possess a multistate compact nursing license, go to:

<https://www.nursys.com/LQC/LQCSearch.aspx>

If you need to obtain a temporary nursing license to practice in Maine, go to:

<https://www.maine.gov/boardofnursing/>

Background Screening

A background screening that includes the following searches is required:

1. Social Security Address / Alias Trace;
2. State of Residence Criminal Background Search;
3. National Sex Offender Search;
4. Office of Inspector General Search; and
5. Excluded Party List System Search.

The cost for the background screening is the responsibility of the student.

Immunizations

You are required to provide documentation of the following immunizations:

- Measles, Mumps & Rubella (MMR)
- Varicella
- Hepatitis B
- Tuberculin Test (either PPD skin test, T-SPOT, or QuantiFERON-TB Gold)
- Annual Influenza
- COVID-19 with Booster

Professional Liability Insurance

Proof of insurance through the facility where you are employed or proof of personal malpractice insurance that documents minimum coverage of \$1 million each claim and \$3 million aggregate is required.

If you do not already have professional liability insurance, we suggest you contact Nurses Service Organization at www.NSO.com. However, you may purchase insurance from any carrier you wish.

Documents to be Submitted

Please submit the following documents to Infusion Knowledge, Inc. **within 30 days** of when you registered for your PICC Clinical. **All documents must be submitted BEFORE YOUR PICC CLINICAL WILL BE SCHEDULED.**

- Copy of your RN, ARNP/APRN, PA or MD License
- Certificates of Completion from Infusion Knowledge for PICC 101, PICC 102 and PICC 103 or documentation of registration for an upcoming course
- Copy of your resume
- Background screening
- Documentation of all required immunizations including Measles, Mumps & Rubella (MMR), Varicella, Hepatitis B, Tuberculin Test (either PPD skin test, T-SPOT, or QuantiFERON-TB Gold), Annual Influenza, and COVID-19 with booster
- Professional Liability Insurance (documenting minimum coverage of \$1 million each claim & \$3 million aggregate)
- Signed acknowledgement page indicating review of the CMMC Clinical Experience Student Informational Handbook
- Signed acknowledgement page indicating review of the CMMC Confidentiality of Patient Information and Other Information policy
- Copy of your driver's license
- Valid BLS Certification Card

Documents may be submitted to one of the following:

- Email: angie@infusionknowledge.com
- Fax: 727-442-6874
- Mail: PO Box 8649
Clearwater, FL 33758