



NAH Student/Instructor Onboarding Instructions

Thank you for partnering with NAH for your clinical learning. We look forward to supporting your learning journey.

NAH has partnered with MyClinicalExchange to help us improve our compliance and streamline onboarding. Please see our website for additional information on MyClinicalExchange

<https://www.nahealth.com/education/learning-about-our-student-process>

This form outlines the requirements needed for onboarding as an academic partner. All compliance requirements must be met at least two weeks prior to starting at NAH. Please reach out to NAH Student Services with any questions at Students-NAHEducation@nahealth.com

REQUIRED ITEMS TO COMPLETE IN MyClinicalExchange (MCE)

- ☐ Negative Background check (date of completion)
- ☐ Negative Drug Screen (date of completion)
- ☐ Photograph
 - Please upload a photo for your Student ID Badge. Upload file must be in .jpeg format, the background needs to be white. Please upload a standard size, ex 2x2, 4x4. Attire for photo should be business casual/professional.
- ☐ NAH Student Information Form
- ☐ DUO Students On-boarding form
 - This form provides essential information for setting up an account with NAH
- ☐ Parking maps
 - Academic partners are to park in employee parking areas
- ☐ Parking permit form
 - VVMC location only
- ☐ Workforce Confidentiality Form
- ☐ BLS/CPR
- ☐ NAH Student Module Instructions
 - Provides instructions on how to access and complete the modules
- ☐ Modules (Upload proof of completion and consent to review of policies)
 - Mandatory Module 1
 - Mandatory Module 2
 - Mandatory Module 3
 - Mandatory Module 4
 - NAH Corporate Compliance
 - IT Security
 - Accu-Chek Module proof of completion (Nursing Students only)

REQUIRED IMMUNIZATION RECORDS TO SUBMIT THROUGH MCE



- ☐ Negative TB skin test or negative IGRA (less than a year old and cannot expire before the end of semester). If past positive, proof of positive result, negative CXR within last 5 years and symptom questionnaire completed
 - Date entered in MCE is one year from date TB resulted. If positive, one year from upload
 - Valid-1 year
- ☐ MMR: 2 Vaccines or Positive Titer (Measles, Mumps, Rubella)
 - Date entered in MCE is date of last vaccination or date of positive titer collected
 - Valid-lifetime
- ☐ Varicella: 2 Vaccines or Positive Titer (Chicken Pox)
 - Date entered in MCE is date of last vaccination or date of positive titer collected
 - Valid-lifetime
- ☐ Current TDaP (must be less than 10 years from vaccination and cannot expire before end of semester)
 - Date entered in MCE is 10 years from vaccination date
 - Valid-10 years
- ☐ Current Flu Vaccination (August thru April)
 - Date entered in MCE is one year from vaccination date
 - Valid-current influenza season
- ☐ Covid-19 Vaccination (2 doses required or 1 dose of Janssen)
 - Date entered is vaccination date or date of exemption approval
 - Valid-currently valid lifetime, requirement may change with notice
- ☐ Proof of Fit Testing (this will be present on your work list if it is a required)
 - Must be fit to 3M 1870+, 9205+, 8210, V Flex 1804S or Honeywell DC365. If you do not have a current N-95 mask fit test to 3M 1870+, 9205+, 8210, V Flex 1804S, or Honeywell DC365, please email FMCEmployeeHealth@nahealth.com or VMCEmployeeHealth@nahealth.com to schedule an appointment.
 - Date entered in MCE is 1 year from fit test date
 - Valid-1 year

*All documentation must include student name.

*Please note any COVID/Flu exemption requests may add additional processing time. If you need information on the immunization exemption process please email Students-NAHEducation@nahealth.com.

ONCE YOUR ACCOUNT IS IN COMPLIANCE

- ☐ NAH Student Services will email the student and/or instructors that they are ready to schedule an appointment with Human Resources to pick up badge(s)
- ☐ NAH Student Services will email NAH account information including your Lawson account number and temp password
- ☐ If you will be on the VVMC campus you will receive instructions on how to pick up your parking permit