NAH Student/Instructor Instructions for Academic Coordinator

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

NAH has partnered with MyClinicalExchange ("MCE") 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

Getting started with MyClinicalExchange

☐ If new to MCE, please reach out to MCE support mcesupport@healthstream.com to set up an account

☐ Once account is set up, ensure that the school checklist matches the NAH checklist. This can be completed by submitting a ticket to MCE support mcesupport@healthstream.com

Affiliation Agreement

☐ NAH must have a current affiliation agreement in place for any student on NAH campus locations for the purpose of fulfilling requirements for academic programs

☐ Agreements are to be coordinated through NAH Student Services Students-NAHEducation@nahealth.com and a copy of COI provided once agreement is signed

Placement Coordination

☐ If you have a confirmed preceptor and clinical site at NAH, submit your request through MCE

☐ If you do not have a site confirmed, please reach out to Students-NAHEducation@nahealth.com and we will help coordinate site and preceptor
   o Once confirmed, enter request to MCE

☐ Instructions for submitting request in MCE:
   o Single department – use for students who will be on a single department through the semester
      ▪ Multi student rotation
         • Submit rotation request for group of students who will be on campus for the same time period
         • Include the number of students who will be in the rotation
         • Once approved by NAH, the school will be prompted to add the individual students to the rotation
      ▪ Single student rotation
         • Submit request for single student who will be in an independent rotation such as a nursing capstone student
            o Submit the request, including:
               ▪ Time frame and # of hours the student is expected to be on campus
               ▪ Student name
               ▪ Individual department and/or preceptor name (if known)

- o Multiple departments – use for students who will be in multiple departments through the semester
  - This option includes general undergrad nursing, EMT, and paramedic programs
  - Confirm department placement with NAH Student Services via email
  - Once confirmation is received:
    - Submit single request for program in MCE for the **length of the semester**
      - o In request, include details regarding the departments that the request included
    - If students will be at more than one NAH location, select the primary location (greatest amount of time and/or greatest number of students).
- o For all requests:
  - Ensure that the start date of the rotation aligns with when the student is expected to start. Do not enter a start date of May 1st, for example, if the student is not expected to start until June 15th.
    - Start date to reflect the first date on NAH campus, not the start of the academic semester
  - Students may not arrive on campus prior to communication from NAH Student Services informing them that they are ready to schedule badge appointment
  - If any student does not have compliance requirements met prior to their start date in MCE, communication from academic partner must be sent to NAH Student Services with an update. A student out of compliance by the start date will either need to be removed from their rotation or have the start date adjusted
- ☐ Once NAH Student Services has approved the request in MCE, add the students to the rotation
- ☐ Student will be promoted to start on compliance requirement
- ☐ School coordinator will be prompted to review and approve the documents that the student has added to MCE
  - o Please approve these documents. NAH will complete a review to ensure the documents meet compliance requirements. If the documents are not approved by the school, then they will not be visible to NAH
- ☐ If student will be pursuing exemption for COVID or influenza immunization please note that this can extend the lead time needed prior to the start of the student rotation
- ☐ NAH Student Services and NAH Employee Health will be reviewing MCE for student compliance. If documents provided do not meet compliance requirements, then NAH will reach out directly to the student to resolve
- ☐ Students must be in compliance two weeks prior to the start date documented in MCE
- ☐ Once requirements are complete, NAH Student Services will email student informing them that all compliance requirements are met along with the network ID, temporary password, and instructions for scheduling appointment to pick up badge
  - o If a student is in a rotation with an instructor, NAH Student Services will email the instructor with the student account details once compliance is met