



## Student/Instructor Instructions for Academic Coordinator

Thank you for partnering with Northern Arizona Healthcare (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

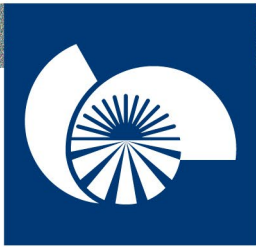
- If new to MCE please reach out to MCE support [ncesupport@healthstream.com](mailto:ncesupport@healthstream.com) to set up an account.
- Once account is set up, ensure that the school checklist matches the NAH checklist. This can be completed by submitting a ticket to MCE support [ncesupport@healthstream.com](mailto:ncesupport@healthstream.com).

### Affiliation agreement

- NAH must have a current affiliation agreement (AA) and Certification of insurance (COI) for any students on NAH campus locations to fulfilling requirements for academic programs.
- Agreements are to be coordinated through NAH Student Services [StudentsNAHEducation@nahealth.com](mailto:StudentsNAHEducation@nahealth.com).

### Placement coordination

- The school advisor may submit a request through MCE after the student has confirmed the preceptor and the NAH clinical site.
- If student does not have a site confirmed please reach out to [Students-NAHEducation@nahealth.com](mailto:Students-NAHEducation@nahealth.com) and we will be able to coordinate site and preceptor for student.
  - Enter into MCE once NAH Student Services confirms the request.
- Instructions for submitting request in MCE
  - Submit one rotation request containing the total number of students who will be on campus for the same time period (This includes nursing capstone students).
    - If students/instructor will be at more than one NAH location, select the primary location (greatest amount of time and/or greatest number of students).
    - Ensure that the start date of the rotation aligns when the student/instructor is expected to start. Do not enter a start date of May 1, for example, if the student/instructor is not expected to start until June 15. This discrepancy in start time may place NAH out of compliance with internal policies.
      - Start date should reflect the first date on NAH campus not the start of the academic semester.



- Rotation dates may not extend across multiple semesters except for the following student types:
  - Medical students
  - Long-term intern placements (program extensions must be communicated to NAH Student Services Coordinator).
  - Other requests determined on a case by case basis
- Students/instructor 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.
- Include the number of students and instructors who will be in the rotation.
- Physical therapy requests:
  - For students who will be placed in the outpatient or single day observations please select NAH as the location.
  - For students who will be placed in the acute setting please select either FMC or VVMC as the location.
- Once the request is approved by NAH the school will be prompted to add the students/instructor to the rotation.
- Students/instructor will be prompted to start on compliance requirement.
- School coordinator will be prompted to review and approve the documents that the student has added to MCE.
  - 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 they will not be visible to NAH.
- If students/instructor will be pursuing exemption for COVID or influenza immunization; a NAH declination can be found under documents in rotational compliance checklist. School exemption do not meet NAH requirements.
- NAH Student Services and NAH Employee Health will be reviewing MCE for student compliance. If documents provided do not meet compliance requirements, NAH will reach out directly to the student to resolve.
- Students/instructor 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, network ID, temporary password, and instructions for scheduling appointment to pick up badge
  - 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