



Student/Instructor Onboarding Instructions

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 MCE

<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 to beginning employment at NAH. Requirements submitted less than two weeks prior to the start of the rotation will not be given priority. Due to the high volume of students, we will review any late submission within 7 business days. You are not permitted to start the rotation until receiving authorization from NAH Student Services. Please reach out to NAH Student Services with any questions at Students-NAHEducation@nahealth.com.

We accept employee records uploaded into MCE for any current NAH employees who have completed requirements through their employee profile. Learning Management System (LMS) and ReadySet can be accessed through NAHLink.com.

- Transcripts can be downloaded from LMS and attached to profile in MCE for any completed modules.
- Immunization records can be found in ReadySet.

Required items to complete in MCE:

- Negative background check
- Negative drug screen (Not required for observation. Only required for students and clinical instructors).
- Uploaded photograph
 - Please upload a photo for your student ID badge. The file must be a .jpeg file and should be a standard square size, i.e., 2" X 2" or 4" X 4". For your photo, keep your attire business casual/professional with a white background.
- NAH Student Information Form
- DUO Students' onboarding form
 - This form provides essential information for setting up an NAH account
- ACCU-CHECK (nursing students and instructors only)
- Workforce Confidentiality Form
- BLS/CPR
 - Must be AHA course
- NAH Student Module Instructions
 - Provides instructions on how to access and complete the modules through LMS



- Modules (Upload a transcript that displays your name, the name of the module and the date it was completed. Screenshots will not be accepted as proof of completion.)
 - 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)
 - RN Competency Module 1 (Nursing Students Only)
 - RN Competency Module 2 (Nursing Students Only)
 - RN Competency Module 3 (Nursing Students Only)
 - RN Competency Module 4 (Nursing Students Only)
- Parking permit form if applicable
 - Parking Maps: Academic partners are to park in designated parking areas

Required immunization records to submit through MCE and cannot expire during rotation

- 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 (all three must be submitted at same time)
 - Date entered in MCE is one year from date TB resulted. If positive, one year from signed symptom questionnaire
 - Valid-1 year
- MMR: You must EITHER complete MMR Dose 1 and MMR Dose 2 OR submit positive Measles, Mumps and Rubella Titers.
 - Value entered in MCE is date of vaccination or date of positive titers collected.
 - Valid-lifetime.
- Varicella: You must EITHER complete Varicella Dose 1 and Varicella Dose 2 OR submit positive Varicella Titer.
 - Value entered in MCE is date of vaccination or date of positive titer collected.
 - Valid-lifetime.
- Tdap: Vaccination required is Tdap (not Td or Dtap). Must be less than 10 years old and valid through end of semester.
 - Value (Renewal Date) entered in MCE is 10 years from vaccination date.
 - Valid-10 years.
- Influenza Administration Date: Upload proof of vaccination or NAH Declination of Influenza Vaccination. Declination can be found under documents in rotational compliance checklist
 - Value entered in MCE is vaccination date for current influenza season (August 15-April 1) or date of signed declination.



- Valid-current influenza season.
- Covid-19 Vaccination (2 doses of monovalent, 1 dose of bivalent, 1 dose of an updated COVID-19 vaccine, or 1 dose of Janssen). Upload proof of COVID-19 vaccination or NAH Declination of COVID-19 Vaccination. Declination can be found under documents in rotational compliance checklist
 - Value entered in MCE is date of COVID-19 vaccination or date of signed declination.
 - Valid-currently valid lifetime, requirement may change with notice.
- Proof of Fit Testing (Medical Resident, NP, PA and Medical Student Only)
 - Must be fit to 3M 1870+, 3M 1860 R, 3M 1860 S or V Flex 1804S. If you do not have a current N-95 mask fit test to 3M 1870+, 3M 1860 R, 3M 1860 S or V Flex 1804S, 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.

Once your account is in compliance

- NAH Student Services will email the student and/or instructors regarding:
 - Student/Instructor Account Information (Lawson)
 - Human Resources badge pick up
- NAH Student Services will send secondary email with Cerner Learning Journey account setup information for EMR training. (Undergraduate nursing only)