Allina Health Student Management School Coordinator Guide

Clinician Nexus

Allina Health

TOPICS

ADDING STUDENTS

1. Add Students – Manual Enter
2. Add Students - Import

VERIFICATION AND EDITING STUDENT PROFILES

Manage Student info:
View student details from the student section.

To add or edit student information, choose "bulk" or "individual" from with your **Students** tab, then click the student(s) with details that need to be updated, then the green "Edit selected students" button.

Name and email address are only editable by the student, but year, type, graduation date, and school can all be edited by school staff.

#		Student	Year of study	Graduation	Discipline	School	Coordinators	Email addresses	Added
1	☐	Vincent Crabbe	2nd year	Graduating 6/7/2025 in 3 years	Physician Assistant (P.A.)	Hogwarts's School of Witchcraft and Wizardry ✓ Confirmed	Dr. Severus Snape	✓ vincent.crabbe@cliniciannexus.com	6/7/2022 3 months ago
2	☐	Tom Riddle	4th year	Graduating 9/6/2023 in a year	Doctor of Osteopathic Medicine (D.O.)	Hogwarts's School of Witchcraft and Wizardry ✓ Confirmed	Dr. Severus Snape	✉ **Resend invite** ⚠ voldemort@cliniciannexus.com	9/6/2022 14 hours ago
3	☐	Seamus Finnigan	3rd year	Graduating 6/7/2025 in 3 years	Doctor of Medicine (M.D.)	Hogwarts's School of Witchcraft and Wizardry ✓ Confirmed	Dr. Mcgonagall	✓ seamus.finnigan@cliniciannexus.com	6/7/2022 3 months ago
4	☐	Ron Weasley	3rd year	Graduating 11/4/2022 in 2 months	Doctor of Medicine (M.D.)	Hogwarts's School of Witchcraft and Wizardry ✓ Confirmed	Dr. Mcgonagall	✓ ron.weasley@cliniciannexus.com	11/4/2020 2 years ago

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SCHEDULING STUDENTS

Click **+ Schedule students** from the left menu.

On the **Add rotation** page, select:
- The clinical site agreement that applies
- Opportunity, and optionally narrow search by adding a filter
- The **student,** or **group of students,** who should be scheduled on the rotation
- Rotation start and end dates – Must be accurate

*If more than 1 student is scheduled an additional step will be available:
1. **Confirm if group or individual experience.**
   - If it is a group experience, all students should be placed in the group opportunity and the "Yes. Create a group rotation" should be selected.
2. Option to add onsite faculty

OPPORTUNITY MANAGEMENT STEPS

1. **Request & Approvals – Resources can be found on <u>Student Preparation Website</u>**
2. **Allina Staff – Rotation Approval** (follow specific process flows in next pages)
    - Pre-Approval by clinical site outside Clinician Nexus (most allied and advanced practice programs)
    - Approvals in Clinician Nexus through application process
    - Pre-Licensure Nursing requests and approvals through TCCP (sunsetting)
3. **Allina Staff - Opportunity Creation**
4. **School Coordinator – Schedule** students and faculty into appropriate opportunity
5. **Allina Staff – Approve Rotation(s)**
6. **Students and Faculty - Onboard**
7. **School Coordinator – Verify & Complete** onboarding items, as applicable

*Students and Faculty should be in a "ready" status 7 days prior to their start date. Allina Academics will send corresponding messages to those who have pending items 2x/week starting 2 weeks from start date.

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OPPORTUNITY PROCESS FLOWS

Pre-Approved Process:

Rotation Approved by Clinical Site → Opportunity Creation → Schedule Student → Rotation Approval
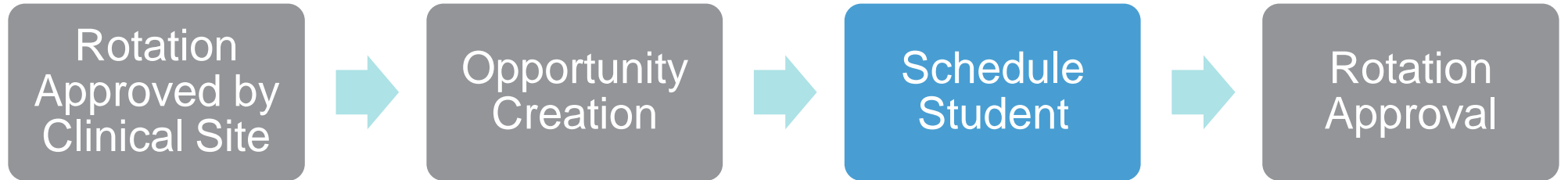
Application based process:

Student Applies → School Verifies & Submits Request → Review and Rotation Approval

Allina Staff | School Coordinator | Student

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DISCIPLINE SPECIFIC OPPORTUNITY PROCESS FLOWS

Medical Students (not UMN for MedIS):

Clinical Site/Preceptor Approves → Send Roster to Danielle Pino → Opportunity Creation → Schedules Student → Rotation Approval

PA & APRN process:

Clinical Site/Preceptor Tentatively Approves → Request opportunity in TCCP → Reviews Request, Creates Opportunity, Approves Request in TCCP → Schedules Student → Rotation Approval

Pre-Licensure Nursing students Process:

Requests in TCCP → Review & Approves TCCP Requests → Opportunity Creation → Schedules Student → Rotation Approval

Allina Staff

School Coordinator
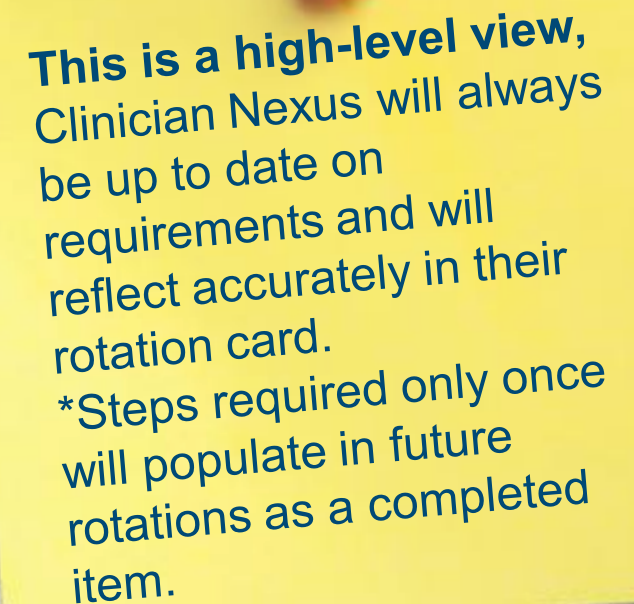
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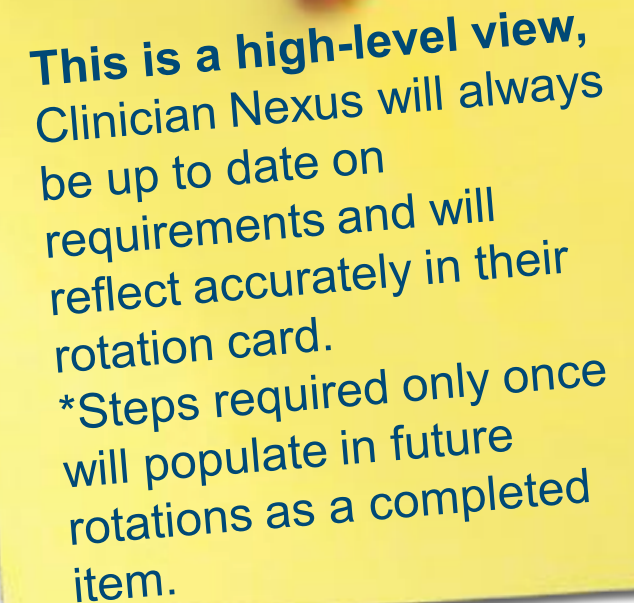# ONBOARDING MANAGEMENT – STUDENT REQUIREMENTS

- **1. Demographic Information – Required for Each Rotation 4-6 weeks prior to rotation**
  - Allina Onboarding will extract this information to create Allina profiles
- **2. Allina ID's - Received "Welcome to Allina" Email – Required for Each Rotation**
  - Once Allina student profile is verified, a "Welcome to Allina" email will be sent to the student
- **Onboarding Items required for Each Rotation:**
  - Student Orientation eLearn (Annually every 7/1)
  - Flu (Annually), TB screen
  - Fit Testing, as applicable and requires completion within the last 9 months
- **Onboarding Items only required once:**
  - 3. Respiratory Protection and Respirator Questionnaire
  - Discipline specific Excellian Courses, as applicable
  - Hep B, Mumps, Pertussis, Rubella, Rubeola, Varicella
  - Site Specific Information (each site would be required once)
  - Resource Documents

This is a high-level view, Clinician Nexus will always be up to date on requirements and will reflect accurately in their rotation card.
*Steps required only once will populate in future rotations as a completed item.
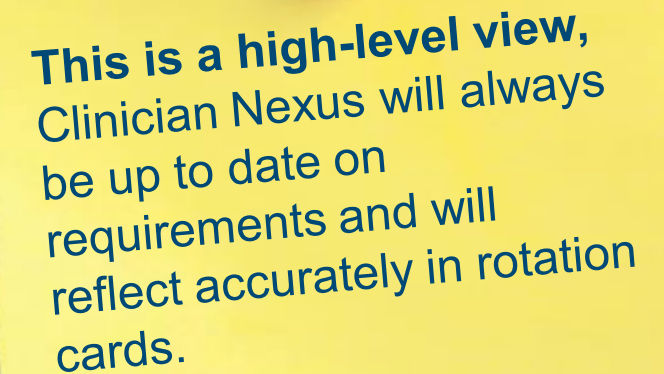
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- **1. Demographic Information – Starting 5/3: Only Required Annually every July**
  - Allina Onboarding will extract this information to create Allina profiles
- **2. Allina ID's - Received "Welcome to Allina" Email – Starting 5/3: Only Required Annually every July**
  - Once Allina student profile is verified, a "Welcome to Allina" email will be sent to the student
- **Onboarding Items required for Each Rotation:**
  - Student Orientation eLearn (Annually every 7/1)
  - Flu (seasonal), TB screen
  - Fit Testing, as applicable and requires completion within the last 9 months
- **Onboarding Items only required once:**
  - 3. Respiratory Protection and Respirator Questionnaire
  - Discipline specific Excellian Courses, as applicable
  - Hep B, Mumps, Pertussis, Rubella, Rubeola, Varicella
  - Faculty: Review of Responsibilities
  - Nursing Onsite Faculty: Orientation (each unit is required once)
  - Site Specific Information (each site is required once)
  - Resource Documents

This is a high-level view, Clinician Nexus will always be up to date on requirements and will reflect accurately in their rotation card.
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- **Onboarding Items require Verification for Each Rotation:**
  - Upload/Verify Active and Cleared Background Study
    - In accordance to our Clinical Experience Agreement; Minnesota Statutes Chapter 245C, Human Services Background Studies
  - Verification of student(s) and Faculty: Flu (annually), TB screen
  - Nursing Faculty – MN/WI RN Nursing License Verification
  - Faculty Identification, Role, and Contact Information
    - Form can be completed and saved in Clinician Nexus Library for ease of completion & uploading
- **Onboarding Items require verification only once:**
  - Verification of student(s) and Faculty:
    Hep B, Mumps, Pertussis, Rubella, Rubeola, Varicella
- Support in ensuring students are completing tasks and are in a "ready" status 7 days prior to start date.

This is a high-level view, Clinician Nexus will always be up to date on requirements and will reflect accurately in rotation cards.

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CONTACTS

- **Opportunity Management:**
  - **Opportunities:** Rotation Approval Contact should be utilized for:
    - Opportunity Creation
    - Student Approval in Clinician Nexus
    - General Onboarding
    - Start/End Date Changes
  - ***For APP & RN students, please contact the Allina Coordinator who manages the opportunity.*

- **Clinician Nexus View or Access:**
  - Help Center Resources:
    - School
    - Student
  - In App Chat, Available M-F 8am-6pm
  - Email: Info@ClinicianNexus.com

- **Onboarding Requirements:**
  - Allina Health Student Preparation Website
  - **AllinaAcademics@Allina.com** can be a resource for:
    - Onboarding requirements
    - Allina ID Inquires
    - Student or Onsite Faculty Allina Access

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