# School Coordinator Opportunity Management Guide

Roles

- **Allina Academics Student Experience Team** – Allina Health's Clinical Opportunity Management Team
    - AllinaAcademics@Allina.com
        - Val Kriegler
        - Bette-Jo Johnson
        - Michele Schultz
        - Brittany Watier
- **Allina Coordinator** – Clinical Site Representative and/or Preceptor
- **School Coordinator** – Appointed coordinator from academic affiliation to oversee clinical rotation and onboarding responsibilities.
- **Student/On-Site Faculty** – Individuals who are designated as a part of their education to work with Allina Health

Allied Health & Group Opportunities

- Once opportunity has been approved by the clinical site:
    1. Allina Coordinator will create the opportunity in Clinician Nexus and will "allow coordinator scheduling."
    2. **School coordinator** will pick up the opportunity and schedule approved students/on-site faculty.
    3. Allina Coordinator will approve students/on-site faculty.
- Once opportunities are approved, students/on-site faculty will switch to an onboarding status.
- **School Coordinator** must validate in Clinician Nexus all onboarding tasks are moving along and are completed

Opportunity Approved & Created in CN → Schedule Student → Approve Opportunity

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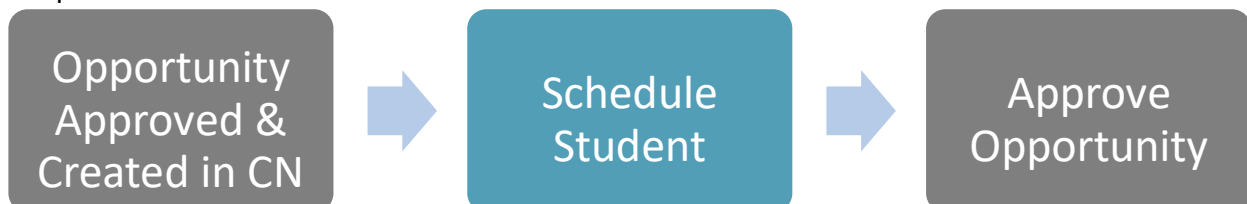
APP Opportunities

- Once opportunity has been approved by the clinical site:
  1. **School Coordinator** will submit request through TCCP.
  2. Allina Academics Student Experience Team review & confirm the request.
     - If confirmed – will create the opportunity & allow for coordinator scheduling. Approval & note will be provided in TCCP.
  3. **School Coordinator** will schedule student.
  4. Allina Academics Student Experience Team approve opportunity.
  5. Allina Coordinator will approve students/on-site faculty.
- Once opportunities are approved, students/on-site faculty will switch to an onboarding status.
- **School Coordinator** must validate in Clinician Nexus all onboarding tasks are moving along and are completed

Opportunity Tentatively Approved → Request opportunity in TCCP → Reviews Request, Creates Opportunity, Approves Request → Schedules Student → Approve Opportunity

Medical Student Opportunities

- Once opportunity has been approved by the clinical site:
  1. **School Coordinator** will complete Medical Student Roster send to Michele.Schultz2@allina.com
  2. Allina Academics Student Experience Team review & confirm the request.
     - If confirmed – will create the opportunity & schedule student (this replaces the need for approval)
- Once opportunities are approved, students/on-site faculty will switch to an onboarding status.
- **School Coordinator** must validate in Clinician Nexus all onboarding tasks are moving along and are completed.

Clinical Site/Preceptor Approves	→	Send Roster to Michele Schultz *Updated roster format*	→	Creates opportunity & Schedules Student

*UMN Medical Program that utilize MedIS, once your students are integrated into Clinician Nexus they will be reviewed and approved by Michele.

Next Steps "Go-Live"

Effective 10/1/2023 –

- Schools that have not initiated onboarding through our current process (roster submission) by 10/1 will require the opportunity to be managed in Clinician Nexus.
- Any opportunity approved after 10/1 will require the opportunity to be managed in Clinician Nexus
- Medical student rosters should utilize the new template starting 10/1. This will initiate the opportunity creation.

Onboarding Requirements

All onboarding requirements will be visible in each student/on-site faculties dashboard. These requirements are created based on student discipline and clinical site(s).

School Coordinator must validate in Clinician Nexus all onboarding tasks are moving along and are completed.

1. Demographic Information
   a. Required by students/on-site faculty as first step in onboarding. Information will be extracted and sent to create Allina Profile

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2. Allina ID's (A# & Employee ID) – Received "Welcome to Allina Email" (Student/On-Site Faculty)
   a. Required by school coordinator to upload the completed DHS Background Study
3. **DHS Background Study**
   a. **Required by school coordinator** to upload the completed DHS Background Study 4. E-Learns – site and student discipline specific.
5. Site Specific Documentation – site and student discipline specific

Clinician Nexus Help Center

Click Below to utilize the Clinician Nexus Help Center:

[School Help Center](#)