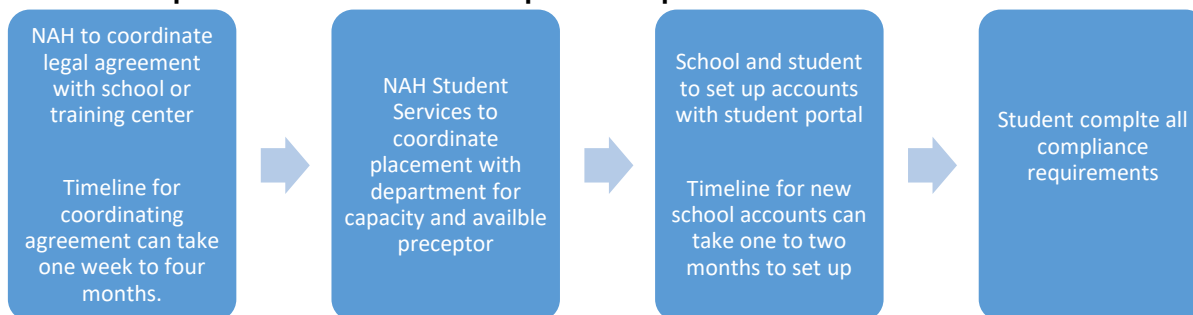# NAH Student/Instructor Onboarding Instructions –

Thank you for partnering with Northern Arizona Healthcare for your clinical learning. We look forward to supporting your learning journey.

To help us better understand your academic needs please fill out the intake form linked here
https://forms.monday.com/forms/fa7f4fef81a585ace34d8ae69f43f032?r=use1

NAH has supported a wide variety of student placements and has partnered with multiple school and training centers. If we have not yet partnered with your school or training center additional lead time is needed. Establishing this partnership can take several months to complete and we encourage you to plan accordingly. If we need to establish an affiliation agreement you will receive a request from NAH Education.

Overview of process/timelines for new partnerships

| NAH to coordinate legal agreement with school or training center

Timeline for coordinating agreement can take one week to four months. | → | NAH Student Services to coordinate placement with department for capacity and availble preceptor | → | School and student to set up accounts with student portal

Timeline for new school accounts can take one to two months to set up | → | Student complte all compliance requirements |

Affiliation agreement
All students must have a current legal affiliation agreement in place between their school and NAH prior to receiving approval for their rotation.

Department and Preceptor
NAH Education is the point of contact for coordination between students and the departments you will be placed on. NAH Education will notify the department once you are ready to start*. **Please do not reach out to the department until NAH Education provides clearance to do so.***

Student Portal
NAH has partnered with MyClinicalExchange 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

Compliance Requirements
All compliance requirements must be met at **least four weeks prior** to starting 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 seven business days. ***You are not permitted to start the rotation until receiving authorization from NAH Student Services.***

Compliance checklist *All documentation must include student name.
If you are a current employee at NAH and have completed any of the requirements as an employee. Employee records from LMS and ReadySet can be uploaded in your student portal.

General

- ☐ Negative Background check
  - ▪ If your school does not provide a background check contact NAH Student Services. NAH can coordinate completion of background check. Student will be responsible to cover the cost of the background check.
- ☐ Negative Drug Screen (not required for observation only students or clinical instructors)
- ☐ Photograph
  - ▪ Please upload a photo for your Student ID Badge. Upload file must be in .jpeg format, the background needs to be white. Please upload a standard size, ex 2x2, 4x4. Attire for photo should be business casual/professional
- ☐ NAH Student Information Form
- ☐ Workforce Confidentiality Form
- ☐ AHA BLS
- ☐ NAH Student Module Instructions
  - ▪ Provides instructions on how to access and complete the modules through LMS
- ☐ Modules (Upload transcript that displays the name of the module, date it was completed, and name. Screen shots will not be accepted as proof of completion.)
  - ▪ **All students and instructors**
    - • Mandatory Module Part 1: Quality 2024
    - • Mandatory Module Part 2: Patient and Staff Rights 2024
    - • Mandatory Module Part 3: Workplace Safety 2024
    - • Mandatory Module Part 4: Infection and Injury Prevention 2024
    - • NAH Compliance Module 2024
    - • IT Security Module 2024
  - ▪ **Nursing students and instructors**
    - • Student ACCU-Chek Module for 2024
    - • RN Competency Module Part 1: Communication & Continuum of Care 2024
    - • RN Competency Module Part 2: Medication Safety 2024
    - • RN Competency Module Part 3: Infection Prevention 2024
    - • RN Competency Module Part 4: Prevention of Patient Harm 2024
  - ▪ **Physical Therapy students**
    - • EntireCare: Basic Laboratory Values
    - • EntireCare: Basic Vitals and Oxygen Module
- ☐ Food Handler's Permit – **Dietician program only**
- ☐ Parking permit form if applicable
  - ▪ Parking Maps: Academic partners are to park in designated parking areas

Immunization Records – Must not 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 five 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-one 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 - one year

Compliance items completed

- NAH Student Services and Employee Health will monitor your student profile for completion and accuracy
  - Any item that does not meet requirements will be removed and a note entered in MCE
  - A "green thumbs up" indicates that documents have been submitted. All documents will be reviewed prior to approval.
- It will take a minimum of five business days to set up your account.
- Once your account is set up you will receive an email from NAH Student Services via secure email. This email contains your NAH account information and instructions for picking up your badge.

- To open up a secure email
  - Check the "Inbox" folder and the "Spam" folder for an email from Secure-Delivery@nahealth.com
  - Open the email and click on the blue link that says "Click here to view secure email"
    - A new internet window will open up
    - Follow the prompts to create an account (See below)
    - You will receive a confirmation email
    - Open the confirmation email and click on the blue link provided
    - Log into ForcePoint and open the email in the "Inbox" folder
    - Click on the encrypted PDF attachment and type in the password provided by Northern Arizona Healthcare

FORCEPOINT Secure Messaging

Account Creation

Enter the following information to create your secure message delivery account. This will only need to be created once.

Email address: Your.Email@gmail.com

Password:

New password

Confirm new password

Password Policy

Security Question:

What was the name of the school where you attended fi ▾

Answer

Answer is case-sensitive.

Language:

English ▾

Create Account

- NAH Student Services will send secondary email with Cerner Learning Journey account setup information for EMR training. (Undergraduate nursing only)