


# Allina Health Student Management School Coordinator Guide

Clinician Nexus

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- Adding Students
  - Verification and Editing Student Profiles
  - Scheduling Students
  - Opportunity Management Steps
  - Opportunity Process Flow
  - Discipline Specific Opportunity Flow
  - Pre-boarding Management
    - Student
    - Faculty
    - School Coordinator
  - Contacts
- 

# TOPICS

# ADDING STUDENTS

1. Add Students
  - Manual Entry
  - Import

The screenshot shows the 'Add student' form. On the left sidebar, there are links for 'All students', 'Add student', and 'Import from spreadsheet'. The main form has the following fields:

- School \***: A dropdown menu with 'University of Southern Indiana' selected.
- Full name \***: A text input field with the placeholder 'Student's full name'.
- Email \***: A text input field with the placeholder 'Student's email address'.
- Student type \***: A dropdown menu with 'None selected'.
- Year of study \***: A dropdown menu with 'None selected'.
- Graduation date \***: A date picker field.

The screenshot shows the 'Import students' page. On the left sidebar, there are links for 'All students', 'Add student', and 'Import from spreadsheet'. The main content area has the following steps:

1. [Download empty spreadsheet](#)
2. Add your students to the spreadsheet
  - **Name** - required - full name of student
  - **Email** - required - email address of student
  - **Coordinator** - optional - name or email of a coordinator already in the system
  - **StudentType** - required
    - Doctor of Medicine (M.D.)
    - Doctor of Osteopathic Medicine (D.O.)
    - Licensed Practical Nurse (L.P.N.)
    - Nurse Practitioner (N.P.)
    - Occupational Therapist
    - Optometrist (O.D.)
    - Pharmacist (Pharm.D)
    - Physical Therapist (P.T.)
    - Physician Assistant (P.A.)
    - Registered Nurse (R.N.)
    - Respiratory Therapist (CRT/RRT)
  - **StudentYear** - required - 1-4
  - **StudentGraduationDate** - required - date
3. Select spreadsheet \*
  - [Choose file](#)
4. Select school to import students to \*
  - University of Southern Indiana

- Full Legal Name (First Name Last Name)
- Correct Student Type for the opportunity
- Student Email – If students have multiple emails, verify which one was entered into clinician nexus









# 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.

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

# 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

3. Which student(s) would you like to schedule in this opportunity?

Up to 2 more students can be added

Lawrence Kutner Amber Volakis

4. Choose start and end dates

11/21/2021 to 12/4/2021

5. Create a group experience?

- ☒ Yes. Create a single group rotation for 2 students.
- ☐ No. Create 2 separate rotations for each selected student.

Optionally enter a group name

Optionally add school faculty

Faculty

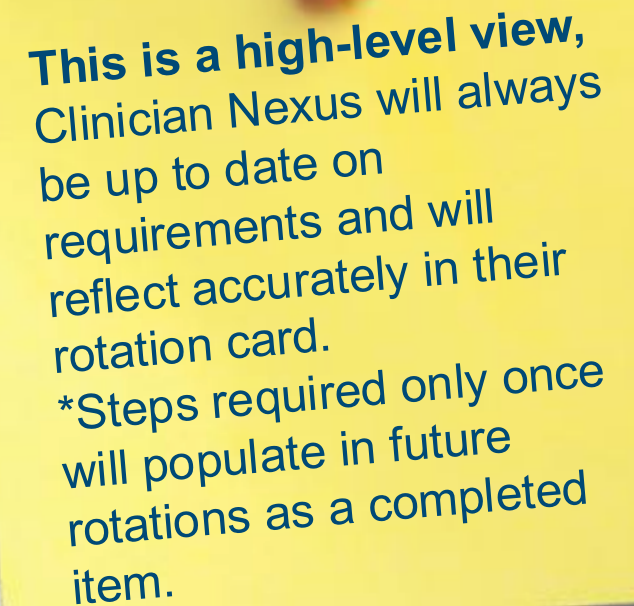
# OPPORTUNITY MANAGEMENT STEPS

1. **Request & Approvals – Resources can be found on Student Preparation Website**
2. **Allina Staff – Rotation Approval** (follow specific process flows in next pages)
  - Approvals in Clinician Nexus through application process
  - Pre-Approval by clinical site outside Clinician Nexus (most allied and advanced practice programs)
  - Pre-Licensure Nursing 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 – Pre-boarding**
7. **School Coordinator – Complete** onboarding items, as applicable **& Verify Ready Status**

**\*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 onboarding steps weekly starting 2 weeks from start date.

# PRE-BOARDING MANAGEMENT – STUDENT REQUIREMENTS

- **1. Demographic Information – Required for Each Rotation 4-6 weeks prior to rotation**
  - Allina Academics will extract this information to create Allina profiles 2x/week
- **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. Emails are sent 2x/week
- **Pre-boarding Items required for Each Rotation:**
  - # of clinical hours (# of totals hours for each site listed in the opportunity)
  - DHS Background Study
  - Student Orientation eLearn (& Annually every 7/1)
  - Flu (Annually), TB screen
  - Fit Testing, as applicable and requires completion within the last 9 months
- **Pre-boarding Items only required once:**
  - Respiratory Protection and Respirator Questionnaire
  - Allina Health Student and Faculty Manual
  - Discipline specific Excellian Courses, as applicable
  - Hep B, Mumps, Pertussis, Rubella, Rubeola, Varicella

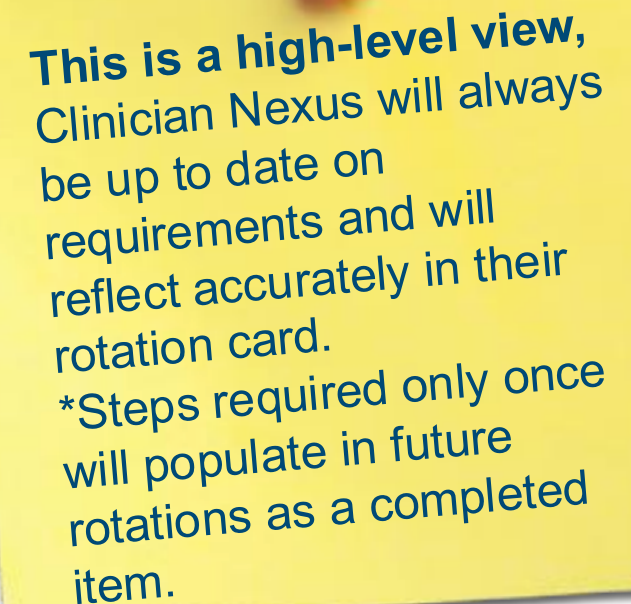


**This is a high-level view,**  
Clinician Nexus will always  
be up to date on  
requirements and will  
reflect accurately in their  
rotation card.  
\*Steps required only once  
will populate in future  
rotations as a completed  
item.



# PRE-BOARDING MANAGEMENT – FACULTY REQUIREMENTS

- **1. Demographic Information – Only Required Annually every July**
  - Allina Onboarding will extract this information to create Allina profiles
- **2. Allina ID's - Received "Welcome to Allina" Email – 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)
  - DHS Background Study
  - Flu (seasonal), TB screen
  - Fit Testing, as applicable and requires completion within the last 9 months
- **Onboarding Items only required once:**
  - Respiratory Protection and Respirator Questionnaire
  - Allina Health Student and Faculty Manual
  - 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)

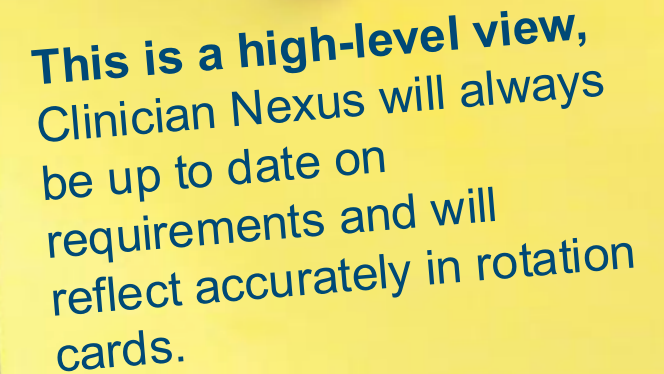


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# PRE-BOARDING MANAGEMENT – SCHOOL COORDINATOR REQUIREMENTS

- **Pre-boarding Items require Verification for Each Rotation:**
  - Upload/Verify Active and Cleared DHS 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
- **Pre-boarding 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.



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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: [CLICK HERE](#)
- In App Chat, Available M-F 8am-6pm
- Email: [Info@ClinicianNexus.com](mailto:Info@ClinicianNexus.com)

- **Onboarding Requirements:**

- [Allina Health Student Preparation Website](#)
- [AllinaAcademics@Allina.com](mailto:AllinaAcademics@Allina.com) can be a resource for:
  - Onboarding requirements
  - Allina ID Inquires
  - Student or Onsite Faculty Allina Access