

Northwell Health Nursing Student Clinical Placement Module Requirements

The following instructions are for all sites EXCEPT Mather

Please note the module requirement is applicable to all undergraduate, graduate and doctorate students requesting to complete a practicum at Northwell Health sites. Employees will not need to complete the system modules if the school identifies them as an employee in the system portal but will need to complete the nursing required modules if they have a Northwell Health clinical placement either as a student or faculty.

The modules will be valid for 1 year. Please use **Google Chrome** to complete the modules.

For each non-employee student and faculty, a guest account will automatically be created after the school coordinator enters their respective information into the system rotation portal. This process may take up to 24 hours. The following system modules will be automatically loaded into their iLearn account. Completion of these modules is **required** for every non-employee student and faculty. We check these modules and noncompliance of these modules may prevent you and your group from starting your clinical experience.

- 2021 RCP Mandatory: Corporate Compliance HIPAA (approx. 40 min)
- 2021 RCP Mandatory: Corporate Compliance Regulatory Requirements (approx. 20-30 min)
- 2021 RCP Mandatory: Emergency Management (approx. 5 min)
- 2021 RCP Mandatory: Fire Safety and Environment of Care (approx. 5-7 min)
- 2021 RCP Mandatory: Quality, Patient Safety and Infection control (approx. 8-30 min)
- 2021 RCP Mandatory: Respectful Work Environment - Discrimination and Sexual Harassment Prevention (approx. 30 min)
- 2021 RCP Mandatory: Workforce Safety (approx. 10 min)
- 2021 Confidentiality Agreement and Acknowledgment Regarding Use of Computers, Email And The Internet*** This module needs to be completed **LAST*****

EVERYONE, nursing student, and faculty including Northwell employees will need to complete the 2021 Nursing Student Faculty Education Module annually.

These 2 modules are only required the first time a student/ faculty are at a Northwell facility.

Vitals & I & O in Sunrise

Bar Code Medication Administration

Behavioral Health modules are required if the student/faculty are participating in a placement at ZUCKER or South Oaks .

- NYS Justice Center Webinar 2021
- Guidelines for Faculty and Students in Behavioral Health 2021

We require that each student/ faculty self –enroll in the nursing requirement modules after receiving the system created guest account for iLearn with the system modules preloaded. Please refer to the step by step instructions, for you to **self-enroll** in the modules.

Employees may use their work iLearn accounts and add the required nursing modules.

If you wish to review the module, click on completed courses/ online, above print transcript report. When the module title appears, double click and you may review the module. You are only permitted to complete a module once but may review it multiple times. Please communicate this to your faculty and students to avoid any confusion and unnecessary work.

At the present time, Northwell Health is rolling out across the system, a new medication scanning method using a Zebra phone. If your placement, is using the Zebra phone, please have faculty and students complete the modules below which they can self-enroll. This education will assist them in navigating the new medication administration process.

- Navigating through Sunrise Mobile WBT
- MS Teams for Zebra Shared Mobile Device WBT

Sunrise access will be processed after placement is approved and each student & instructor will complete a survey sent to them individually. Any issues with Sunrise access, contact Nursing Clinical Placement

NursingClinicalPlacement@northwell.edu

The following instructions are for Mather ONLY
Students attending clinical placements at Mather DO NOT need to be entered into the SYSTEM portal

Please note the module requirement is applicable to all undergraduate, graduate and doctorate students requesting to complete a practicum at South Oaks or Mather. Employees will not need to complete the system modules if the school identifies them as an employee in the system portal but will need to complete the nursing required modules if they have a Northwell Health clinical placement either as a student or faculty.

The modules will be valid for 1 year. Please use **Google Chrome** to complete the modules.

For each non-employee student and faculty, attending South Oaks or Mather a guest account will need to be created by the student /faculty. The following system modules will be need to be added into their iLearn account. Completion of these modules is **required** for every non-employee student and faculty. We check these modules and noncompliance of these modules may prevent you and your group from starting your clinical experience.

- 2021 RCP – Mather / South Oaks Hospitals ONLY: Corporate Compliance HIPAA (approx. 40 min)
- 2021 RCP – Mather / South Oaks Hospitals ONLY: Corporate Compliance Regulatory Requirements (approx. 20-30 min)
- 2021 RCP – Mather / South Oaks Hospitals ONLY: Emergency Management (approx. 5 min)
- 2021 RCP – Mather / South Oaks Hospitals ONLY: Fire Safety and Environment of Care (approx. 5-7 min)
- 2021 RCP – Mather / South Oaks Hospitals ONLY: Quality, Patient Safety and Infection control (approx. 8-30 min)
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- 2021 RCP – Mather / South Oaks Hospitals ONLY: Workforce Safety (approx. 10 min)
- 2021 RCP – Mather / South Oaks sites ONLY: 2021 Confidentiality Agreement and Acknowledgment Regarding Use of Computers, Email And The Internet or
- ***2021 Confidentiality Agreement and Acknowledgment Regarding Use of Computers, Email And The Internet *** This module needs to be completed **LAST*****
- 2021 Nursing student /Faculty Education Module

Behavioral Health modules are required if the student/faculty are participating in a behavioral health placement AT Mather 2 West.

- NYS Justice Center Webinar 2021
- Guidelines for Faculty and Students in Behavioral Health 2021

These 2 modules are only required the first time a student/ faculty are at a Northwell facility.

Vitals & I & O in Sunrise

Bar Code Medication Administration

Employees may use their work iLearn accounts and add the required nursing modules.

If you wish to review the module, click on completed courses/ online, above print transcript report. When the module title appears, double click and you may review the module. You are only permitted to complete a module once but may review it multiple times. Please communicate this to your faculty and students to avoid any confusion and unnecessary work.

For Group placements:

1. You will need to log in and create an account for the system portal. Then Barbara McKenna will approve you as the school coordinator.
<https://studentrotationportal.northwell.edu/Account/Login> - this is only completed ONCE. Remember your email and password.
2. Please complete all the required health clearance and placement information for students and faculty. If the student does not need a preceptor, or is faculty leave this area blank. This is not a mandatory field.

If identified as a Northwell employee, our EHS team will provide and approve the employees' health clearance.

When entering information, PLEASE ENSURE THE EMAIL ADDRESS & ROTATION DATES ARE CORRECT.!!!

This email address will be used to create the students'/faculty guest account.

The iLearn guest account is created with ONLY the required system modules automatically added for those.

Then the student/ faculty will self-enroll in any required nursing clinical placement modules. (ex. Nursing student /faculty education module, behavioral health, etc.)

The student/ faculty may still print out the completed modules as proof or you may review this in the system portal. The training completed box (iLearn) will turn green when the system modules are completed. This is not an immediate response and there maybe a 24 hour delay.

3. Enter the placement into Red Cap. <https://redcap.northwell.edu/surveys/?s=XCEWHFP79X>
As always, please ensure all students and faculty have completed the requirements before submitting the clinical roster through Red Cap. After everyone on the roster has completed ALL the modules, the roster will be approved, as long as the placement is precise. Once the roster is approved, the application for sunrise access is initiated. Sunrise access will take approximately 2-3 weeks depending on the number of Sunrise requests at that time. Therefore we ask you allow this time to process the Sunrise requests. We will escalate instructor requests to ensure safety while on the unit. Please inform your instructors if they are on the unit without sunrise access, please contact our nursing clinical placement team immediately.

NOTE: All requirements need to be met for a placement to be approved. This includes module completion and up-to-date medical clearance. If upon review, outstanding requirements are minimal- then a conditional approval may be granted at the discretion of the CCP team. If the missing requirements are not compliant after the first clinical, then the students with past due requirements will be removed from the placement and will not be permitted to be added back on. If faculty are not in compliance, the placement will not be approved to start clinical.

For Capstone/preceptor placements:

Enter placement request into the Capstone Nursing portal (just as you have done before).

<https://northwellfn.com/forms/student/>

1. **After Initial approval - Complete the Intake form:** An initial approval letter is sent to the school coordinator. Please save this email to complete the intake form using the link in the email. If you do not have the initial approval email, please contact the Clinical Education department, we can always resend the initial approval email to you.

The Graduate students should be able to provide the school coordinator a preceptor name, preceptor email and rotation date. Northwell can assist to locate preceptors for the undergraduate student.

2. You will need to log in and create an account for the **system** portal. Then Barbara McKenna will approve you as school coordinator. PLEASE use your SCHOOL EMAIL. Remember your email and password.
<https://studentrotationportal.northwell.edu/Account/Login> this is only completed ONCE.
3. **After initial approval from the nursing portal, return to the system student rotation portal and** enter student information into the System portal. Please complete all the required health clearance and placement information for students. Please enter the preceptor information if known. If identified as a Northwell employee, our EHS

team will approve the employees' health and module clearance. DO NOT MARK UNKNOWN for employee, either **YES** or **NO**. Preceptor information is not a required field if you do not know it.

When entering information, **PLEASE ENSURE THE EMAIL ADDRESS & ROTATION DATES ARE CORRECT.!!!**

This email address will be used to create the students' guest iLearn account. The iLearn guest account is created with **ONLY** the required system modules automatically added. Then the student will need to self-enroll in any required nursing clinical placement modules. (ex. Nursing student /faculty education module, behavioral health, etc.)

Please ensure all students and faculty have completed **ALL** the iLearn requirements after the school has received the initial approval notification. Once all the pre-requisites are met by the student, the school /student will receive the final approval notification to start their clinical. Sunrise computer access will be processed.

Please reach out with any questions or concerns to our shared email, instead of emailing us individually.

Northwell Nursing Clinical Placement Team 516-684-8470 NursingClinicalPlacement@northwell.edu

Helen Graneto & Shannon McCartan Project Coordinators Barbara McKenna, MSN, RN, NPD- BC 1.12.22 BM

See next page for instructions to access system iLearn accounts.

For those you may not have received the letter from the system to access their system created iLearn account, please follow these instructions.

Dear Student / Faculty,

You are receiving this email from the Northwell Health iLearn Learning Management System because you were registered by your school to complete a rotation at one of our facilities. Before you begin your rotation, there are several requirements that must be met which includes completing the learning tasks assigned to in the iLearn Learning Management System. In order to proceed, you must reset your password.

Please [click here](#) to access the iLearn LMS "E-mail Password" page (please wait until the system authenticates and you see the **Please enter your User Name and click "Email Password" button** title).

1. Enter your school e-mail address in both the **User Name: *** and **Email: *** fields.
2. Click the blue **Email Password** button in the top right corner.
3. You will receive an e-mail from the LMS with the subject "iLearn Password Reset". Use the *Reset Password* link in the email to launch the **Reset Password Details** LMS page.

You will be prompted to change your password with the requirements below. After you change your password successfully, you will be prompted to login again with your new password.

1. Must include one number
2. Must include one uppercase letter
3. Must include at least one special character (#, !, @, *, etc.)

After resetting your password, you may log into iLearn using this link: [Direct Link to iLearn Student / Faculty Rotation Clearance Portal Environment](#)

Once you have accessed iLearn, you will find the required courses you have been assigned to in the My Task list towards the bottom. Click on the Launch button to view the modules. Note that the **Confidentiality Agreement and Acknowledgment Regarding Use of Computers, Email And The Internet** module cannot be launched until all other courses are completed.

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- 2021 RCP Mandatory: Workforce Safety (approx. 10 min)
- 2021 Confidentiality Agreement and Acknowledgment Regarding Use of Computers, Email And The Internet

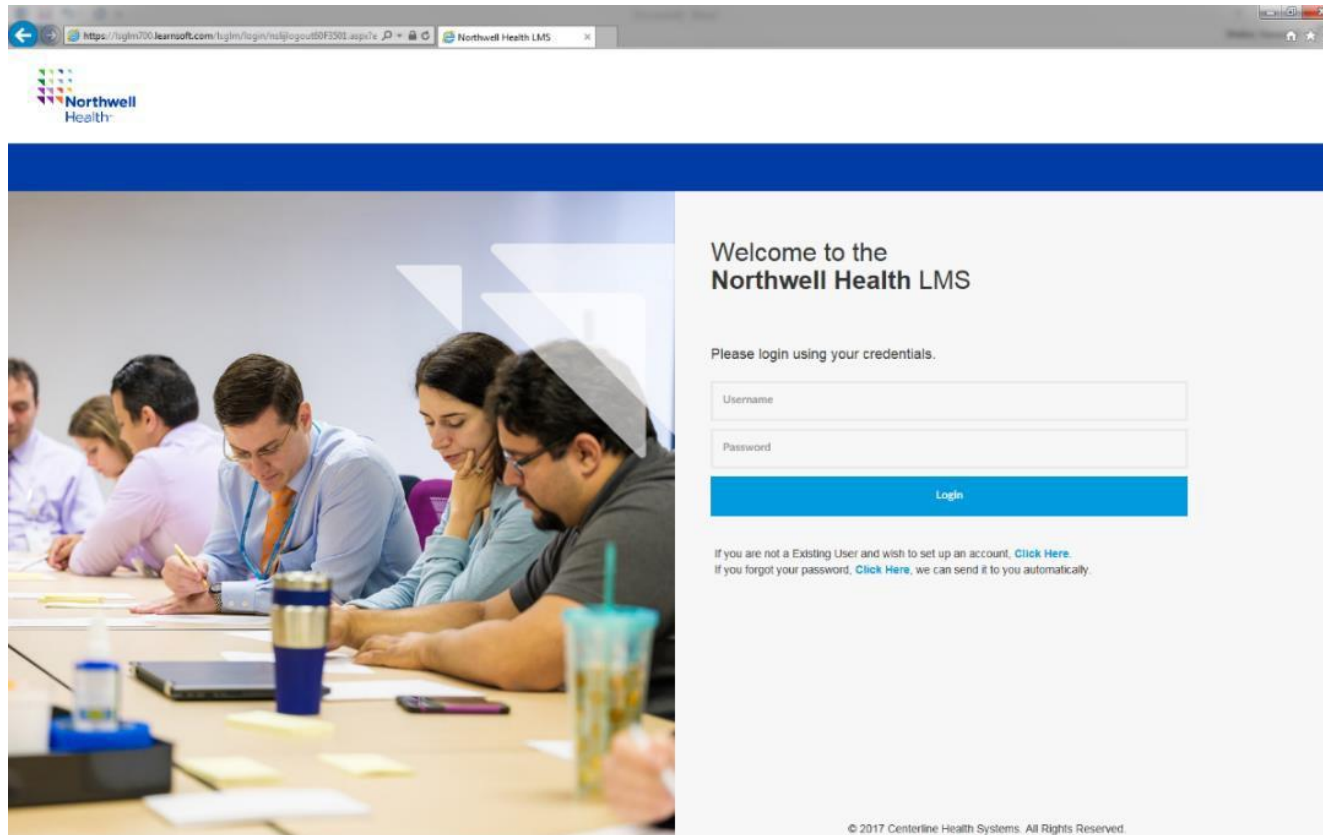
NEXT STEPS: Please self-enroll in the 2021 nursing student/faculty education module.

We have also included a video and step-by-step user guide which may be helpful as you navigate in the iLearn environment, which can be found here: <https://studentrotationportal.northwell.edu/help/student>

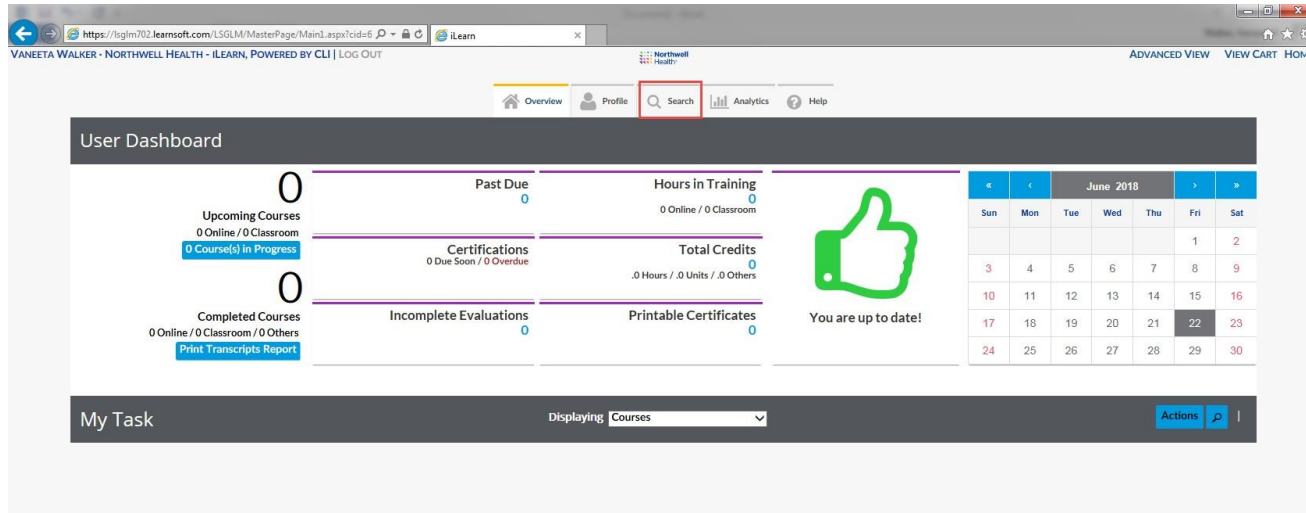
***** IF YOU ARE PRESENTLY A NORTHWELL EMPLOYEE PLEASE USE YOUR EXISTING NORTHWELL ACCOUNT AND REGISTER FOR THE FOLLOWING BUNDLE *****

****If you have already have an iLearn account from the system, please self-enroll in that account.**

1. Log into iLearn with the User Name and Password you created.

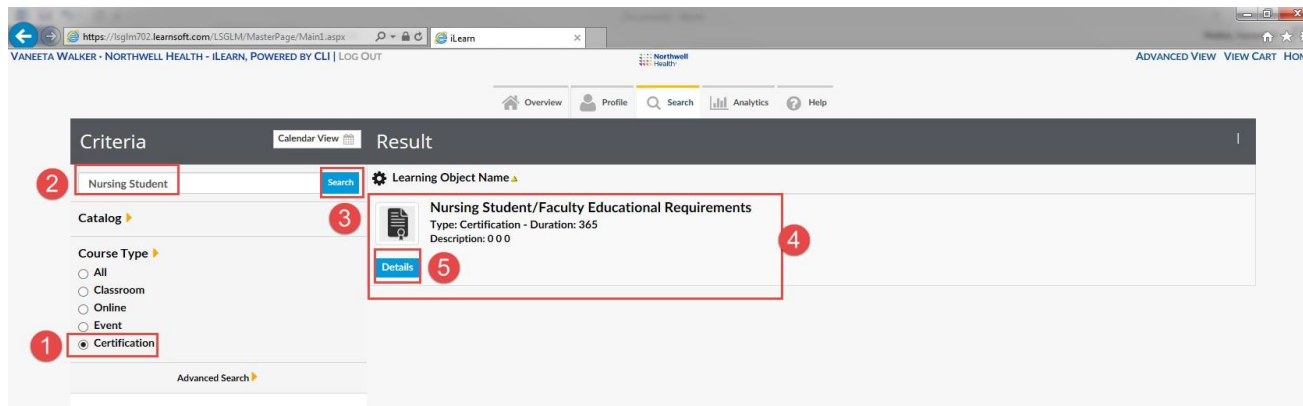
A screenshot of a web browser displaying the Northwell Health LMS login page. The browser's address bar shows the URL "https://lgin700.learnssoft.com/lgin/login/nslplogou80f302.aspx?x". The page features the Northwell Health logo in the top left corner. The main content area has a blue header bar. Below it, on the left, is a photograph of several healthcare professionals in a meeting. On the right, the text "Welcome to the Northwell Health LMS" is displayed. Below this, it says "Please login using your credentials." and provides two input fields for "Username" and "Password". A blue "Login" button is positioned below the password field. At the bottom of the login section, there are two lines of text: "If you are not a Existing User and wish to set up an account, [Click Here](#)." and "If you forgot your password, [Click Here](#), we can send it to you automatically." The footer of the page contains the copyright notice "© 2017 Centerline Health Systems. All Rights Reserved."

2. Click on the Search tab.



The screenshot shows the iLearn User Dashboard. At the top, there is a navigation bar with tabs: Overview, Profile, Search (highlighted with a red box), Analytics, and Help. Below the navigation bar, the dashboard displays various statistics and a calendar. The statistics include: Upcoming Courses (0 Online / 0 Classroom), Past Due (0), Hours in Training (0 Online / 0 Classroom), Certifications (0 Due Soon / 0 Overdue), Total Credits (0), Completed Courses (0 Online / 0 Classroom / 0 Others), Incomplete Evaluations (0), and Printable Certificates (0). A green thumbs-up icon with the text "You are up to date!" is also present. On the right, there is a calendar for June 2018. At the bottom, there is a "My Task" section with a dropdown menu set to "Courses" and an "Actions" button.

3. Select Certification, type Nursing Student in the Search field then click Search. The Nursing Student/Faculty Educational Requirement Certification will be listed on the right of your screen. Click on Details.



The screenshot shows the iLearn Search Results page. The "Criteria" section on the left has a search field containing "Nursing Student" (highlighted with a red box and labeled 2) and a "Search" button (labeled 3). Below the search field, the "Course Type" section has radio buttons for "All", "Classroom", "Online", "Event", and "Certification" (labeled 1 and selected). The "Result" section on the right displays a single result: "Nursing Student/Faculty Educational Requirements" (labeled 4). The result details include "Type: Certification - Duration: 365" and "Description: 0 0 0". A "Details" button (labeled 5) is located below the result.

4. Click Select All (once you hover over the blue box, you will see the words select all) and then click Enroll. You will then be enrolled into the 10 modules below.

Certification Details

Certification : Nursing Student/Faculty Educational Requirements

1

Multiple User Upload

Choose File

No file chosen

2

Enroll Self

Enroll Attendees

Authorizer:

Course Name : Bar Code Medication Administration (BCMA) in Sunrise (Optional)

☐

View : Online

Course Name : How to Print Your Transcript in iLearn (Required)

☐

View : Online

Course Name : 2021 Nursing Student/Faculty Educational Module (Required)

☐

View : Online

Course Name : NYS Justice Center Webinar 2021 (Optional)

☐

View : Online

Course Name : Guidelines for Faculty and Students in Behavioral Health 2021 (Optional)

☐

View : Online

Course Name : Vital Signs Intake and Output in Sunrise (Optional)

☐

View : Online

Course Name : Navigating Through Sunrise Mobile (Required)

☐

View : Online

Course Name : M5 Teams for Zebra Shared Mobile Devices (Required)

☐

View : Online

5. You will get a confirmation that you have been enrolled. If you have already taken the Sunrise Courses, you do not need to retake them, you will receive a red enrollment error message.

Certification Details


Please select all the required certification courses!!!!




































- Walker, Vaneeta R has been successfully enrolled., Course Name - Bar Code Medication Administration (BCMA) in Sunrise
- Walker, Vaneeta R has been successfully enrolled., Course Name - How to Print Your Transcript in iLearn
- Walker, Vaneeta R has been successfully enrolled., Course Name - 2021 Nursing Student/Faculty Educational Module
- Walker, Vaneeta has been successfully enrolled., Course Name - 2021 HIPAA Confidentiality Agreement
- Walker, Vaneeta has been successfully enrolled., Course Name - NYS Justice Center Webinar 2021
- Walker, Vaneeta has been successfully enrolled., Course Name - Guidelines for Faculty and Students in Behavioral Health 2021
- Walker, Vaneeta R has been successfully enrolled., Course Name - Vital Signs Intake and Output in Sunrise
- Walker, Vaneeta R has been successfully enrolled., Course Name - Coronavirus Disease 2019 - COVID-19 (SARS-CoV-2) - Nursing Students & Faculty
- Walker, Vaneeta R has been successfully enrolled., Course Name - Navigating Through Sunrise Mobile
- Walker, Vaneeta R has been successfully enrolled., Course Name - MS Teams for Zebra Shared Mobile Devices

6. To begin your courses, click on the Overview tab. You will see the courses listed under your Task list. Click the launch icon to begin your courses. Some courses have a post test, some have an evaluation. Be sure to complete the post test/evaluation in order to be marked as complete.

My Task

Displaying Courses

 Course

Guidelines for Faculty and Students in Behavioral Health 2021 - Enrollment Type : More Info Certification: Nursing Student/Faculty Educational Requirements	 Online  Launch  Evaluation  Unenroll
NYS Justice Center Webinar 2021 - Enrollment Type : More Info Certification: Nursing Student/Faculty Educational Requirements	 Online  Launch  Evaluation  Unenroll
2021 HIPAA Confidentiality Agreement - Enrollment Type : More Info Certification: Nursing Student/Faculty Educational Requirements	 Online  Launch  Evaluation  Unenroll
MS Teams for Zebra Shared Mobile Devices - Enrollment Type : More Info Certification: Nursing Student/Faculty Educational Requirements	 Online  Launch  Attachment  Unenroll
Navigating Through Sunrise Mobile - Enrollment Type : More Info Certification: Nursing Student/Faculty Educational Requirements	 Online  Launch  Unenroll
Vital Signs Intake and Output in Sunrise - Enrollment Type : More Info Certification: Nursing Student/Faculty Educational Requirements	 Online  Launch  Unenroll
Bar Code Medication Administration (BCMA) in Sunrise - Enrollment Type : More Info Certification: Nursing Student/Faculty Educational Requirements	 Online  Launch  Unenroll
2021 Nursing Student/Faculty Educational Module - Enrollment Type : Elective(Self) More Info	 Online  Launch  Unenroll
How to Print Your Transcript in iLearn - Enrollment Type : More Info Certification: Nursing Student/Faculty Educational Requirements	 Online  Launch  Unenroll
Coronavirus Disease 2019 - COVID-19 (SARS-CoV-2) - Nursing Students & Faculty - Enrollment Type : Elective(Self) More Info	 Online  Launch  Evaluation  Unenroll