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 verify these modules and noncompliance of these modules may prevent you and your group from starting your clinical experience.

- 2022 RCP: Corporate Compliance Regulatory Requirements (approx. 20-30 min)
- 2022 RCP: Emergency Management (approx. 6 min)
- 2022 RCP: Fire Safety and Environment of Care (approx. 7 min)
- 2022 RCP: HIPAA Privacy (approx. 30 min)
- 2022 RCP: HIPAA Security and Payment Card Industry Compliance (approx. 20 min)
- 2022 RCP: Infection Prevention (approx. 4-20 min)
- 2022 RCP: Quality and Patient Safety (approx. 10 min)
- 2022 RCP: Respectful Work Environment (approx. 30 min)
- 2022 RCP: Workforce Safety (approx. 7 min)
- 2022 Confidentiality Agreement and Acknowledgement Regarding User Of Computers, E-Mail And The Internet   *** *This module needs to be completed **LAST***
  EVERYONE, nursing student, and faculty including Northwell employees will need to complete the 2022-2023 Nursing Student/Faculty Educational Module annually.

The following module is only required the first time a student/ faculty are at a Northwell facility.
Navigating through Sunrise Mobile

Behavioral Health modules are required if the student/faculty are participating in a behavioral health placement:
- NYS Justice Center Webinar 2022-2023
- Guidelines for Faculty and Students in Behavioral Health 2022-2023

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.

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

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Please note the module requirement is applicable to all undergraduate, graduate and doctorate students requesting to complete a practicum at 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 Mather, a guest account will need to be created by the student /faculty. The following system modules will need to be added into their iLearn account. Completion of these modules is **required** for every non-employee student and faculty. We verify these modules and noncompliance of these modules may prevent you and your group from starting your clinical experience.

- 2022-2023 RCP Mather Hospital ONLY: Corporate Compliance HIPAA (approx. 40 min)
- 2022-2023 RCP Mather Hospital ONLY: Corporate Compliance Regulatory Requirement (approx. 20-30 min)
- 2022-2023 RCP - Mather Hospital ONLY: Emergency Management (approx. 5 min)
- 2022-2023 RCP – Mather Hospital ONLY: Fire Safety and Environment of Care (approx. 5-7 min)
- 2022-2023 RCP – Mather Hospital ONLY: Quality, Patient Safety and Infection Control (approx. 8-30 min)
- 2022-2023 RCP – Mather Hospital ONLY: Respectful Work Environment - Discrimination and Sexual Harassment Prevention (approx. 30 min)
- 2022-2023 RCP – Mather Hospital ONLY: Workforce Safety (approx. 10 min)
- 2022-2023 Mather Confidentiality Agreement and Acknowledgement Regarding Use Of Computers, E-Mail And The Internet **OR** 2022 Confidentiality Agreement and Acknowledgement Regarding User Of Computers, E-Mail And The Internet *** *This module needs to be completed **LAST** ***
- 2022-2023 Nursing Student/Faculty Educational Module

Behavioral Health modules are required if the student/faculty are participating in a behavioral health placement.
- NYS Justice Center Webinar 2022-2023
- Guidelines for Faculty and Students in Behavioral Health 2022-2023

The following module is only required the first time a student/faculty are at a Northwell facility.
Navigating through Sunrise Mobile

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, as your account remains active from semester to semester.
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 only 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 incompliance, the placement will not be approved to start clinical.

For Capstone/preceptor placements:
Enter placement request into the **REDCap, Nursing Student Preceptor Portal**
https://redcap.northwell.edu/surveys/?s=79ACPYYTHMETWLF7 .

** ALL mandatory requirements must be met and verified by the school for the student and faculty member prior to the first day of the clinical experience on site and must be kept on file at the school.

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, as your account remains active from semester to semester.
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 submitted the preceptor placement request in **RedCap** and added the student in the **StudentRotationPortal**. 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 DO <u>NOT</u> WAIT UNTIL "INITIAL APPROVAL" TO COMPLETE THE MODULES.***

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   7.27.22 CCP

See next page for instructions to access system iLearn accounts.

Pages 6- 10 provide instructions to self-enroll in the required nursing modules into your iLearn account.
Follow page 1 for required nursing modules.

![Northwell Health logo]

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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- 2022 RCP: Emergency Management (approx. 6 min)

- 2022 RCP: Fire Safety and Environment of Care (approx. 7 min)

- 2022 RCP: HIPAA Privacy (approx. 30 min)

- 2022 RCP: HIPAA Security and Payment Card Industry Compliance (approx. 20 min)

- 2022 RCP: Infection Prevention (approx. 4-20 min)

- 2022 RCP: Quality and Patient Safety (approx. 10 min)

- 2022 RCP: Respectful Work Environment (approx. 30 min)

- 2022 RCP: Workforce Safety (approx. 7 min)

- 2022 Confidentiality Agreement and Acknowledgement Regarding User Of Computers, E-Mail And The Internet

   NEXT STEPS: Please self-enroll in the 2022-2023 Nursing Student/Faculty Educational Module.
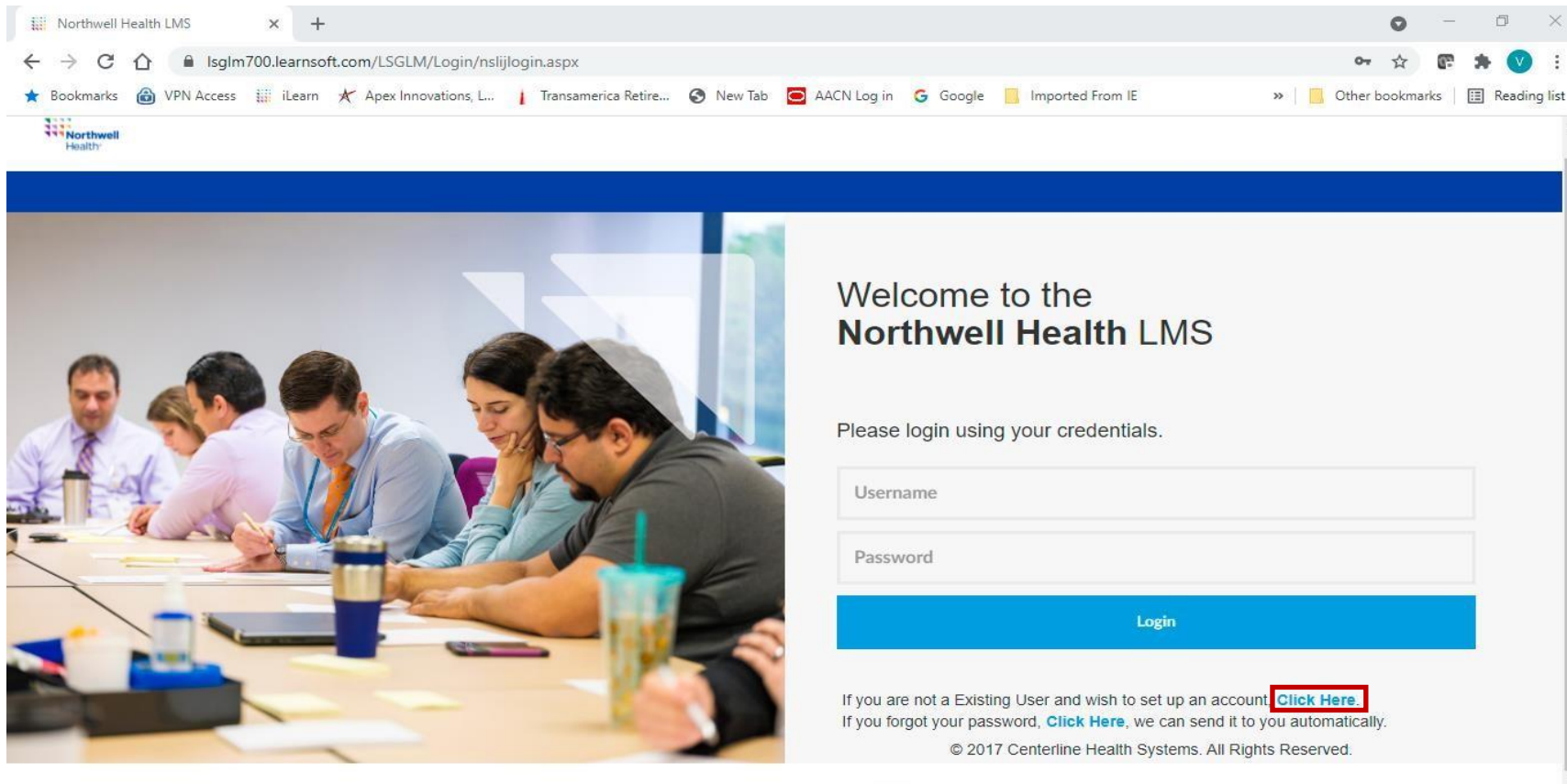
We have also included a video and step-by-step user guide which may be helpful as you navigate in the iLearn environment, which can be found here: https://studentrotationportal.northwell.edu/help/student   7.27.22

iLearn Guest Access and Enrollment Instructions

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

If you have already created an iLearn account from last year/semester, please continue to use the same account

1. Log into the following link, and click the link towards the bottom of the page to create an account.
   https://lsglm700.learnsoft.com/LSGLM/Login/nslijlogin.aspx

2. Complete all of the fields in red to create a Guest account. Your iLearn user name will be the email address you enter. Please select the Division, Guest – Institute for Nursing (2nd option in the drop down list). Click save when complete.

Please fill out form below to create an account in the learning management system. Fields marked in red with an asterik (*) are required.
NOTE: The username to login will be the same as your email address.

▽ User Details

Salutation:	
First Name:*	
Last Name:*	
Middle Name:	
E-Mail Address:*	
Home Address:*	
City:*	
State:*	- Select One - Zip
Country:	United States Of America
Home Phone Number:	
Cell Phone Number:*	

Division:*	- Select One -
Credential Type:	- Select One -
Degree Type:	○ Certifications and Diplomas ○ Associates Degree ○ Bachelors Degree ○ Masters Degree ○ Doctorate Degree
Last 4 Digits of SSN:	
License #:	
Employer/School (If Applicable):	
If in clinical placement at NSLIJ, which site?	
Date of Birth:	
Language:*	- Select One -
Password:*	••••••••
Confirm Password:*	

3. Log into iLearn with the user name and password you created.
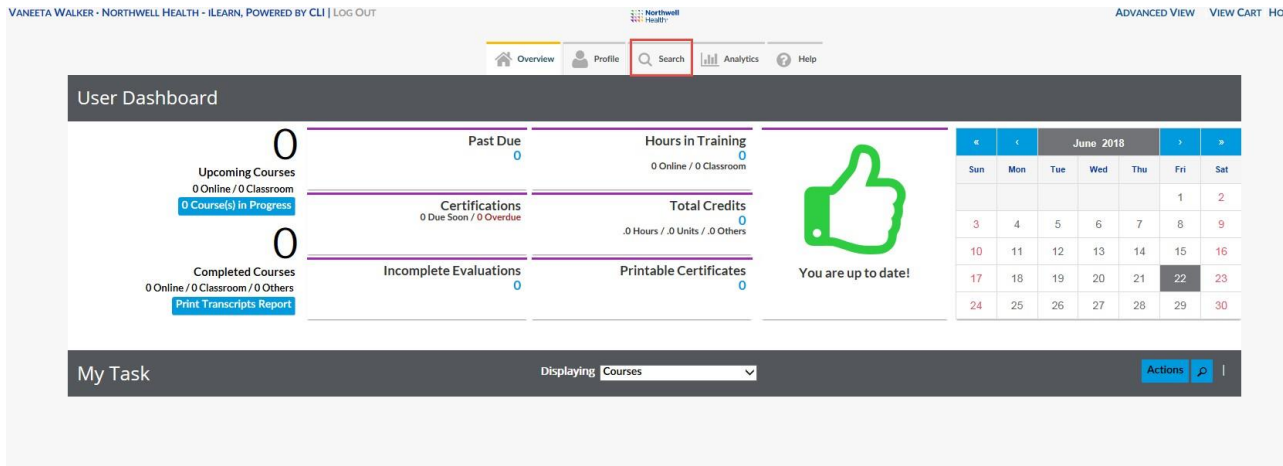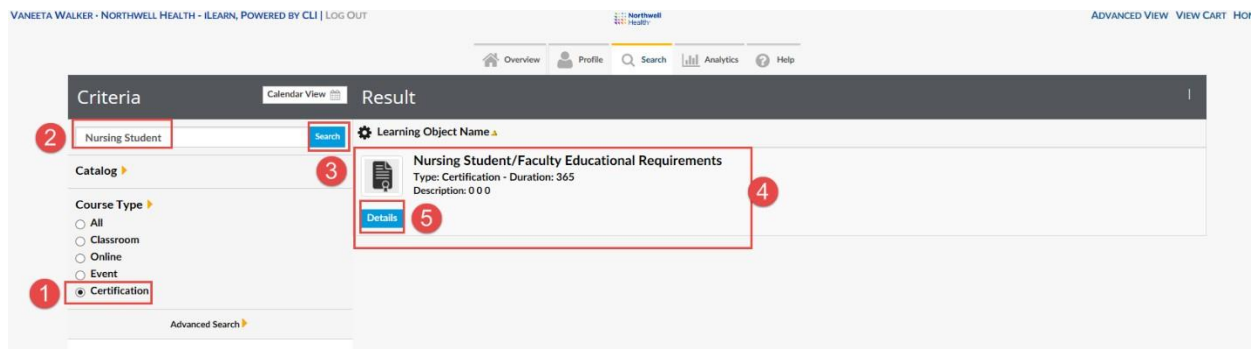
4. Once you have logged in, click on the Search tab.

5. 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.

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6. Click Select All and then click Enroll Self. You will then be enrolled into the 5 modules below.

Certification: Nursing Student/Faculty Educational Requirements   Select All   Unselect All   Multiple User Upload   Choose File   No file chosen   Enroll Self   Enroll Attendees

Authorizer:
- _admin user
- Adelman Patti D
- Alexander Elizabeth
- Amin Sagar
- Amoroso Maria

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

○   🖱 View : Online

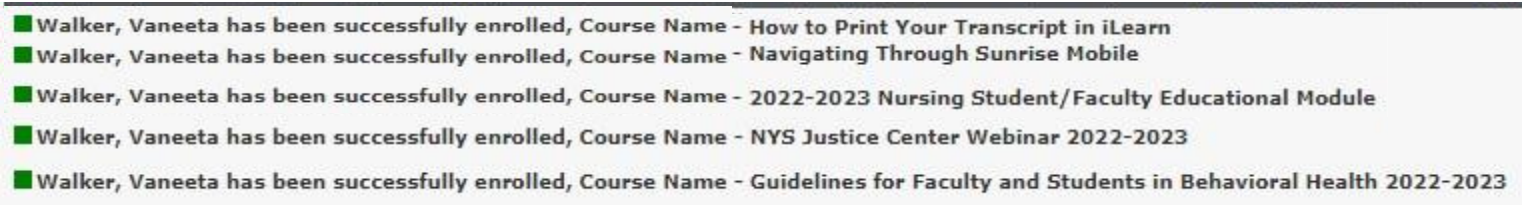**Course Name: Navigating Through Sunrise Mobile (Required)**

○   🖱 View : Online

Course Name: 2022-2023 Nursing Student/Faculty Educational Module (Required)

○   🖱 View : Online

Course Name: NYS Justice Center Webinar 2022-2023 (Required)

○   🖱 View : Online

Course Name: Guidelines for Faculty and Students in Behavioral Health 2022-2023 (Required)

○   🖱 View : Online

7. 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.

■ Walker, Vaneeta has been successfully enrolled, Course Name - How to Print Your Transcript in iLearn
■ Walker, Vaneeta has been successfully enrolled, Course Name - Navigating Through Sunrise Mobile
■ Walker, Vaneeta has been successfully enrolled, Course Name - 2022-2023 Nursing Student/Faculty Educational Module
■ Walker, Vaneeta has been successfully enrolled, Course Name - NYS Justice Center Webinar 2022-2023
■ Walker, Vaneeta has been successfully enrolled, Course Name - Guidelines for Faculty and Students in Behavioral Health 2022-2023

8. 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