



Northwell Manual

Nursing Clinical Placements

Student/Faculty Version

2024-2025

07.2024



Table of Contents:

Introduction.....	1
Northwell Health Nursing Student/Faculty Clinical Placement Module Requirements	2
Northwell Health Surgical Tech Student/Faculty Clinical Placement Module Requirements	3
Module Dissemination via RedCap.....	4
How to complete the 2024-2025 mandatory modules (NON-Employees)	4
How to complete the 2024-2025 mandatory modules (Employees)	11
Questions and Answers	16
RedCap modules	16
Sunrise Access	17
Preceptor Placement	19

Introduction

Thank you for choosing Northwell Health for your Nursing clinical placement. This manual identifies many important requirements and expectations for the school coordinators, instructors, and students while pursuing a clinical placement at a Northwell site.

In order for a clinical placement to be considered for approval the school coordinators must enter the students in two Northwell Health portals:

1. **Student Rotation Portal:** This portal is used to enter the instructor/students Northwell employee status, health clearance, and rotation dates. Site locations and rotation dates are required to receive approval.
2. **IFN Placement Portal (previously known as RedCap):** This portal is used as a formal submission indicating faculty and student placements. When an application/roster is approved in this portal, it will initiate the process of instructor/students receiving access to Sunrise (only if Sunrise is used at such site).
3. **Northwell Student/Faculty Module Link:** The RedCap platform will be used to disseminate modules and facilitate completion. After completing the initial survey titled “Demographics”, the instructor/student will be able to directly access System and Nursing modules. Instructors/Students can save and return to complete all modules. Upon completion, both the individual completing the modules and the identified school coordinator will receive a certificate of completion. This is an all-inclusive module link, once complete there are no additional modules needed to complete. Instructors/students will not gain access to Northwell Cornerstone at this time.

Northwell Health Semesters

The clinical placement time may be shortened during the semester but may NOT crossover a flu required semester.

Spring	January 1- May 31 -Flu documentation is required for this semester.
Summer	June 1 – August 31
Fall	September 1- December 31- Flu documentation is required for this semester.

We are looking forward to continuing to provide a quality educational environment to nursing students. Wishing all students a positive learning clinical experience.

Regards,

Nursing Clinical Placement Team NursingClinicalPlacement@northwell.edu

Northwell Health Nursing Student/Faculty Clinical Placement Module Requirements

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 academic year. Please use **Google Chrome** to complete the modules.

For each student and faculty, mandatory learning modules will be disseminated and completed via a RedCap link after the school coordinator enters their respective information into the system rotation portal. The following system modules will be automatically loaded on the RedCap link. Completion of these system modules is **required** for every non-employee student and faculty. We verify these modules and noncompliance of these modules may prevent the student and the group from starting your clinical experience.

Student Rotation Clearance Portal Learning Object Names:

- 2024-2025 RCP: Infection Prevention (4-20 min)
- 2024-2025 RCP: Quality and Patient Safety (6-10 min)
- 2024-2025 RCP: Workforce Safety (7 min)
- 2024-2025 RCP: Emergency Management (5 min)
- 2024-2025 RCP: Fire Safety and Environment of Care (7 min)
- 2024-2025 RCP: Respectful Work Environment – Discrimination and Sexual Harassment Prevention (approx. 30 min)
- 2024-2025 RCP: Corporate Compliance Regulatory Requirements (20-30 min)
- 2024-2025 RCP: HIPAA Privacy (16 min)
- 2024-2025 RCP: HIPAA Security and Payment Card Industry Compliance (15 min)
- 2024-2025 RCP: Confidentiality Agreement and Acknowledgement Regarding Use 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 following:

- 2024-2025 Nursing Student/Faculty Educational Module
- Navigating through Sunrise Mobile
- NYS Justice Center Webinar 2024-2025
- Guidelines for Faculty and Students in Behavioral Health 2024-2025

Student/Faculty Employees MUST identify that they are an employee on the demographics page. Once they verify that they are a Northwell employee, they will not have to complete the system modules.

Once the modules are completed, RedCap will automate a completion certificate to both the student and school coordinator's email to capture completion. School coordinators will verify the completion of learning modules for both students and clinical faculty, similar to the current process for medical clearance in the Student Rotation Portal. **The Student Rotation Portal will show a "completed" status for modules only after the school coordinator attests to the student's compliance.**

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

Northwell employed RNs will not receive a 2nd Sunrise account as an instructor. Please identify the school & yourself as faculty. Northwell employee students will need to apply (via the sent survey) and receive a separate student Nursing Sunrise account.

Northwell Health Surgical Tech Student/Faculty Clinical Placement Module Requirements

Please note the module requirement is applicable to surgical tech students and faculty requesting to complete a clinical rotation 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 surgical tech required modules if they have a Northwell Health clinical placement either as a student or faculty.

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

For each student and faculty, mandatory learning modules will be disseminated and completed via a RedCap link after the school coordinator enters their respective information into the system rotation portal. The following system modules will be automatically loaded on the RedCap link. Completion of these system modules is **required** for every non-employee student and faculty. We verify these modules and noncompliance of these modules may prevent the student and the group from starting your clinical experience.

Student Rotation Clearance Portal Learning Object Names (System modules):

- 2024-2025 RCP: Infection Prevention (4-20 min)
- 2024-2025 RCP: Quality and Patient Safety (6-10 min)
- 2024-2025 RCP: Workforce Safety (7 min)
- 2024-2025 RCP: Emergency Management (5 min)
- 2024-2025 RCP: Fire Safety and Environment of Care (7 min)
- 2024-2025 RCP: Respectful Work Environment – Discrimination and Sexual Harassment Prevention (approx. 30 min)
- 2024-2025 RCP: Corporate Compliance Regulatory Requirements (20-30 min)
- 2024-2025 RCP: HIPAA Privacy (16 min)
- 2024-2025 RCP: HIPAA Security and Payment Card Industry Compliance (15 min)
- 2024-2025 RCP: Confidentiality Agreement and Acknowledgement Regarding Use of Computers, E- mail and The Internet **** This module needs to be completed **LAST******

EVERYONE, surgical tech students, and faculty including Northwell employees will need to complete the following:

- 2024-2025 Surgical Tech Student/Instructor Module
- NYS Justice Center Webinar 2024-2025

Student/Faculty Employees MUST identify that they are an employee on the demographics page. Once they verify that they are a Northwell employee, they will not have to complete the system modules.

Once the modules are completed, RedCap will automate a completion certificate to both the student and school coordinator's email to capture completion. School coordinators will verify the completion of learning modules for both students and clinical faculty, similar to the current process for medical clearance in the Student Rotation Portal. **The Student Rotation Portal will show a "completed" status for modules only after the school coordinator attests to the student's compliance.**

Module Dissemination via RedCap: The mandatory modules will be disseminated to school coordinators by the Nursing Clinical Placement Team. School coordinators will then disseminate the Northwell Student/Faculty module link to students and clinical faculty for completion.

If you are a Surgical Tech student/faculty, please skip numbers 10-11 if you identify as a Non-employee.

For those you may not have received the Northwell Student/Faculty module link, please use this link:
<https://redcap.link/sy4bcv0z>

You can access the video tutorial using the following link: <https://youtu.be/yaNgRIXrunU>

How to complete the 2024-2025 mandatory modules (NON-Employees):

1. Clinical faculty and students must complete the “Demographics” page to its ENTIRETY. The mandatory modules will be available as soon as the “Demographics” page is completed.

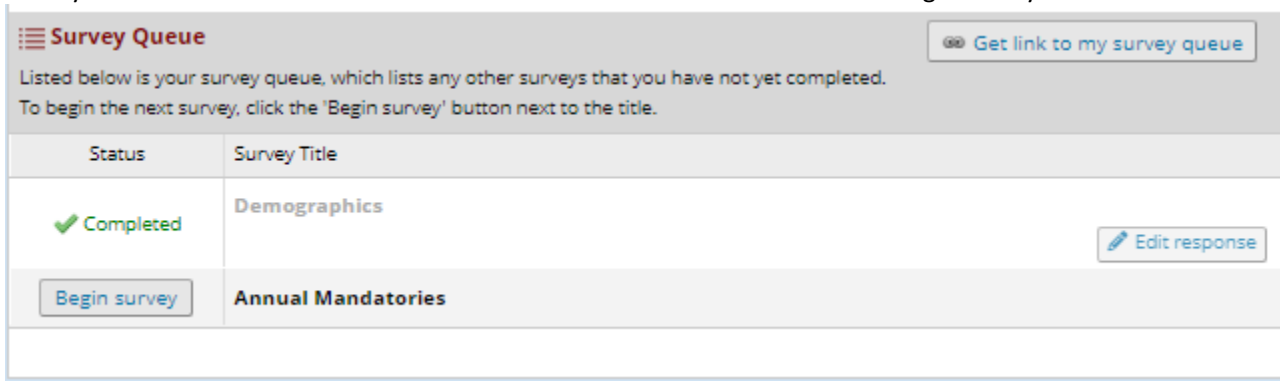
Demographics

1) Student First Name	<input type="text"/>
<small>* must provide value</small>	
2) Student Last Name	<input type="text"/>
<small>* must provide value</small>	
3) University	<input type="text"/>
<small>* must provide value</small>	
4) Student School Email	<input type="text"/>
Ensure that there are NO typos	
<small>* must provide value</small>	
5) School Coordinator First and Last Name	<input type="text"/>
<small>* must provide value</small>	
6) School Coordinator Email	<input type="text"/>
<small>* must provide value</small>	
7) What type of student are you?	<input type="text"/>
<small>* must provide value</small>	
8) Are you a Northwell Employee?	<input type="radio"/> Yes
<small>* must provide value</small>	<input type="radio"/> No

[reset](#)

- a. Please ensure that there are no typos, and you answer all questions accordingly.
- b. You MUST enter your school coordinator's email correctly as they will be attesting that clinical faculty/student completed the 2024-2025 mandatory modules.

- c. You MUST identify the type of student you are (#7 on the Demographics page).
 - d. You MUST identify whether you are a Northwell employee (#8 on the Demographics page).
2. Once you complete all fields on the “Demographics” page, click “Submit” at the bottom of the page.
 3. Once you click submit the next module will become available. Please click on “Begin survey”.

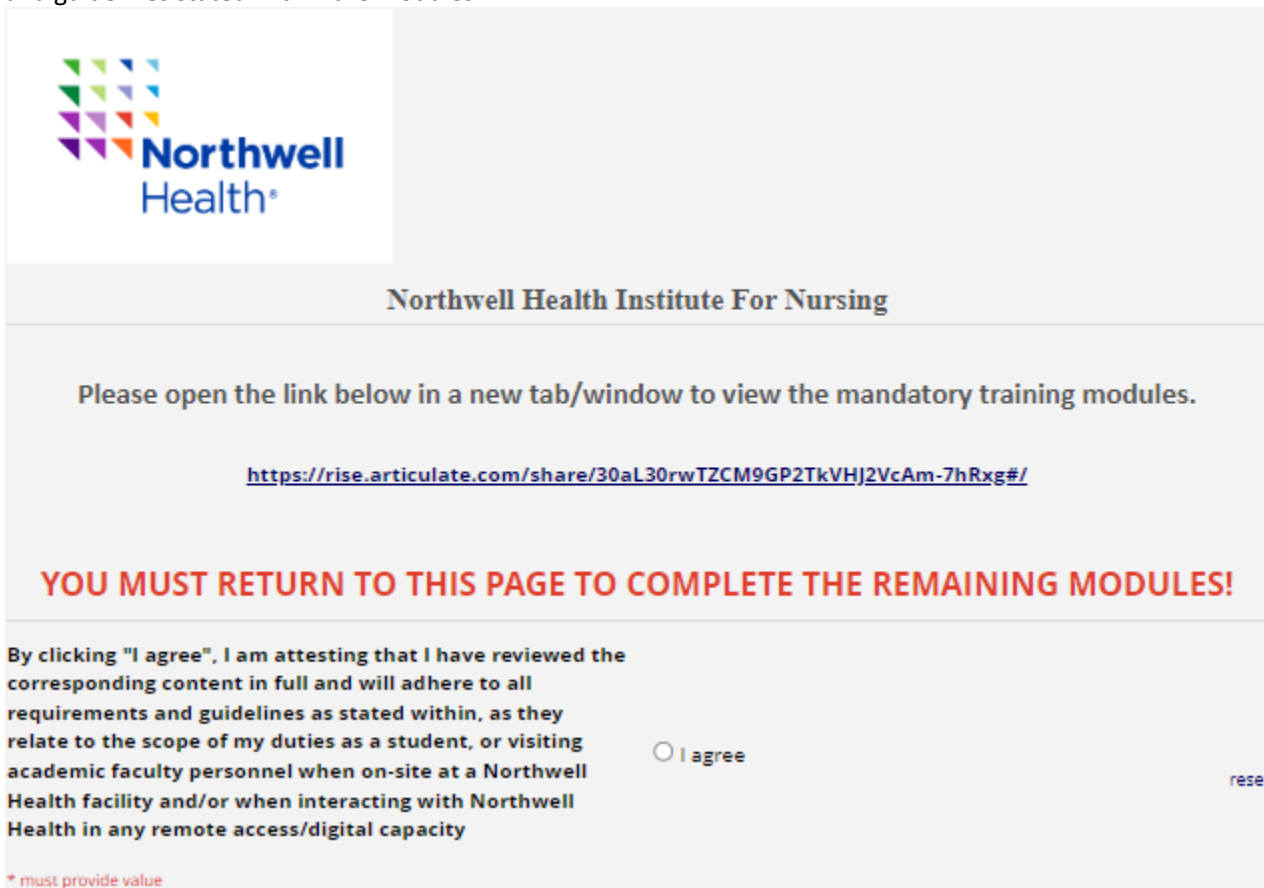



Survey Queue Get link to my survey queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title
✔ Completed	Demographics Edit response
Begin survey	Annual Mandatories

4. Open the link in a new tab/window. After completing the modules in the link, you must return to the RedCap page to complete the remaining modules.
5. After reviewing each module, you must attest that you reviewed the corresponding content and will adhere to all requirements and guidelines stated within the modules.





Northwell Health Institute For Nursing

Please open the link below in a new tab/window to view the mandatory training modules.

<https://rise.articulate.com/share/30aL30rwTZCM9GP2TkVHJ2VcAm-7hRxxg#/>

YOU MUST RETURN TO THIS PAGE TO COMPLETE THE REMAINING MODULES!

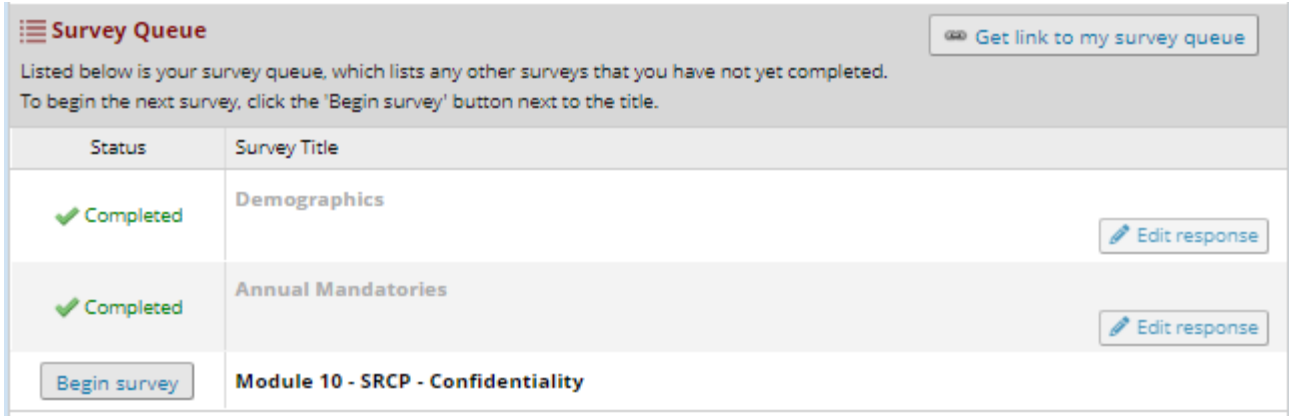
By clicking "I agree", I am attesting that I have reviewed the corresponding content in full and will adhere to all requirements and guidelines as stated within, as they relate to the scope of my duties as a student, or visiting academic faculty personnel when on-site at a Northwell Health facility and/or when interacting with Northwell Health in any remote access/digital capacity

I agree reset

* must provide value

- a. Once you click “I agree”, click “Submit” to continue to the next modules.

6. After you complete the “Annual Mandatories” you will then complete “Module 10 – SRCP – Confidentiality”



Survey Queue Get link to my survey queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title
✓ Completed	Demographics Edit response
✓ Completed	Annual Mandatories Edit response
Begin survey	Module 10 - SRCP - Confidentiality

- Open the link in a new tab/window. After completing the modules in the link, you must return to the RedCap page to complete the remaining modules.
- After reviewing each module, you must attest that you reviewed and completed the annual mandatory educational modules.
- You will then add your signature by clicking on the green “Add signature”.

2) **My signature on this form attests that I have read and understand the statements above and affirms my agreement to comply with them.**

[Add signature](#)

User Signature:

* must provide value

d. You will sign and then click “Save signature”, as shown below.



Add signature ✕

My signature on this form attests that I have read and understand the statements above and affirms my agreement to comply with them.

User Signature:

* must provide value

SIGN HERE

Save signature [reset](#)

e. As shown below, you will then type your first and last name, the “Date of Signature” will auto-populate and click submit.

3) Please type your first and last name:

* must provide value

4) Date of Signature:

* must provide value

 M-D-Y

Submit

7. Next the "IFN Student/Instructor Modules" will become available. Click "Begin Survey".

Survey Queue [Get link to my survey queue](#)

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title	
✔ Completed	Demographics	Edit response
✔ Completed	Annual Mandatories	Edit response
✔ Completed	Module 10 - SRCP - Confidentiality	Edit response
Begin survey	IFN Student/Instructor Modules	

8. You will watch each video embedded in this module, then complete the knowledge check after each video.

- a. **A score of 100/100 is required to receive a Certificate of Completion. There will be a warning (as shown below) at the bottom of the page. If you did not receive 100/100 we advise that you re-review/change the incorrect answers.**

Total Score

Total Score is not 100/100!!
A score of 100/100 is required to receive a certificate. Please review your answers.

9. After reviewing each module and completing each knowledge check, you must attest that you reviewed the corresponding content and will adhere to all requirements and guidelines stated within the modules.

- a. Once you click "I agree", click "Submit" to continue to the next modules.

By clicking "I agree", I am attesting that I have reviewed the corresponding content in full and will adhere to all requirements and guidelines as stated within, as they relate to the scope of my duties as a student, or visiting academic faculty personnel when on-site at a Northwell Health facility and/or when interacting with Northwell Health in any remote access/digital capacity

I Agree

[reset](#)

* must provide value

Submit

10. You will then complete the “Navigating Through Sunrise Mobile” module.

Survey Queue		Get link to my survey queue
Status	Survey Title	
✔ Completed	Demographics	Edit response
✔ Completed	Annual Mandatories	Edit response
✔ Completed	Module 10 - SRCP - Confidentiality	Edit response
✔ Completed	IFN Student/Instructor Modules	Edit response
Begin survey	Navigating Through Sunrise Mobile	

- You will click “Begin survey”.
- Watch the module.
- Review each module thoroughly and confirm your adherence to stated requirements and guidelines.
- After attesting, click “Submit” to continue to the next modules.

11. You will then complete the “Guidelines for Faculty and Students in Behavioral Health 2024-2025” module.

✔ Completed	Navigating Through Sunrise Mobile	Edit response
Begin survey	Guidelines for Faculty and Students in Behavioral Health 2024-2025	

- You will click “Begin survey”.
- Open the embedded link in a new tab.
- After completing the module you must return to RedCap.
- You must then attest that you reviewed the corresponding content and will adhere to all requirements and guidelines stated within the modules.
- After attesting, click “Submit” to continue to the next modules.

12. You will then complete the “NYS Justice Center Webinar 2024-2025” module.

- You will click “Begin survey”.
- Watch the module.
- After reviewing this module, must attest that you reviewed the corresponding content and will adhere to all requirements and guidelines stated within the modules.
- After attesting, click “Submit” to continue.


13. You will now come to the “Completion Message”

✔ Completed	7 surveys completed! (view all)
Begin survey	Completion Message

- You will click “Begin survey”.

14. You must wait 2-5 minutes to receive the completion certificate in your email mailbox before answering the statement “The completion certificate was delivered to my email inbox.”

- a. If "Yes" is chosen
 - i. Click submit to view a copy of your certificate on the next page.



Northwell Health Institute For Nursing

Congratulations Malini Deonarine! You completed the 2024-2025 mandatory educational modules.

The certificate of completion will be sent to your email address provided on the "Demographics" page.
You can view a copy of your certificate on the next page.

Please wait 2-3 minutes to receive the completion certificate in your email mailbox before answering the following question:

The completion certificate was delivered to my email inbox. Yes No

* must provide value reset

- b. If "No" is chosen:
 - i. Click "Submit" and take a screenshot of the certificate on the next page to save for your records.



Northwell Health Institute For Nursing

Congratulations Malini Deonarine! You completed the 2024-2025 mandatory educational modules.

The certificate of completion will be sent to your email address provided on the "Demographics" page.
You can view a copy of your certificate on the next page.

Please wait 2-3 minutes to receive the completion certificate in your email mailbox before answering the following question:

The completion certificate was delivered to my email inbox. Yes No

* must provide value reset

Take a screenshot of the certificate on the next page and save it for your records.

15. You can then view your certificate of completion by clicking “Begin survey”

Survey Queue		Get link to my survey queue
Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.		
Status	Survey Title	
✓ Completed	Demographics	Edit response
✓ Completed	Annual Mandatories	Edit response
✓ Completed	Module 10 - SRCP - Confidentiality	Edit response
✓ Completed	IFN Student/Instructor Modules	Edit response
✓ Completed	Navigating Through Sunrise Mobile	Edit response
✓ Completed	Guidelines for Faculty and Students in Behavioral Health 2024-2025	Edit response
✓ Completed	8 surveys completed! view all	
Begin survey	Certificate	

16. Once you view the certificate and have it on record, either in your email inbox or a screenshot, you can exit from the page.



a. The above is what the certificate will look like.

How to complete the 2024-2025 mandatory modules (Employees):

You can access the video tutorial using the following link: <https://youtu.be/yaNqRIXrunU>

If you are a Surgical Tech student/faculty, please skip numbers 6-7 if you identify as a Northwell employee.

1. Clinical faculty and students must complete the “Demographics” page to its ENTIRETY. The mandatory modules will be available as soon as the “Demographics” page is completed.

Demographics

1) Student First Name <small>* must provide value</small>	<input type="text"/>
2) Student Last Name <small>* must provide value</small>	<input type="text"/>
3) University <small>* must provide value</small>	<input type="text" value="v"/>
4) Student School Email **Ensure that there are NO typos** <small>* must provide value</small>	<input type="text"/>
5) School Coordinator First and Last Name <small>* must provide value</small>	<input type="text"/>
6) School Coordinator Email <small>* must provide value</small>	<input type="text"/>
7) What type of student are you? <small>* must provide value</small>	<input type="text" value="v"/>
8) Are you a Northwell Employee? <small>* must provide value</small>	<input type="radio"/> Yes <input type="radio"/> No

[reset](#)

- e. Please ensure that there are no typos, and you answer all questions accordingly.
 - f. You MUST enter your school coordinators email correctly as they will be attesting that clinical faculty/student completed the 2024-2025 mandatory modules.
 - g. You MUST identify the type of student you are (#7 on the Demographics page).
 - h. You MUST identify “Yes” indicating that you are a Northwell employee (#8 on the Demographics page).
2. Once you complete all fields on the “Demographics” page, click “Submit” on the bottom of the page.

3. Once you click submit the next module “IFN Student/Instructor Modules” will become available. Please click on “Begin survey”.

Survey Queue Get link to my survey queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title
✔ Completed	Demographics Edit response
Begin survey	IFN Student/Instructor Modules

4. You will watch each module embedded in this module, then complete the knowledge check after each video.

a. **A score of 100/100 is required to receive a Certificate of Completion. There will be a warning (as shown below) at the bottom of the page. If you did not receive 100/100 we advise that you re-review/change the incorrect answers.**

Total Score 7

Total Score is not 100/100!!

A score of 100/100 is required to receive a certificate. Please review your answers.

5. After reviewing each module and completing each knowledge check, you must attest that you reviewed the corresponding content and will adhere to all requirements and guidelines stated within the modules.

a. Once you click “I agree”, click “Submit” to continue to the next modules.

By clicking "I agree", I am attesting that I have reviewed the corresponding content in full and will adhere to all requirements and guidelines as stated within, as they relate to the scope of my duties as a student, or visiting academic faculty personnel when on-site at a Northwell Health facility and/or when interacting with Northwell Health in any remote access/digital capacity I Agree reset

* must provide value

Submit

6. You will then complete the “Navigating Through Sunrise Mobile” module.

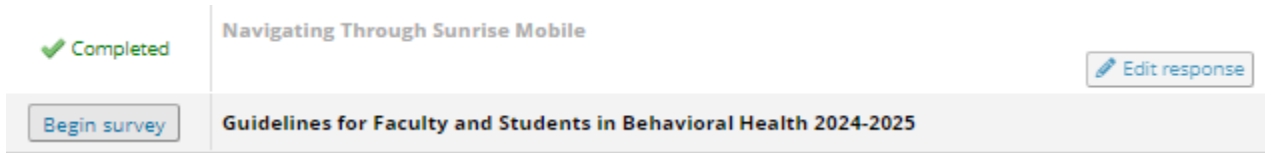
a. You will click “Begin survey”.

Survey Queue Get link to my survey queue

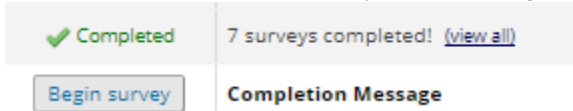
Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

Status	Survey Title
✔ Completed	Demographics Edit response
✔ Completed	Annual Mandatories Edit response
✔ Completed	Module 10 - SRCP - Confidentiality Edit response
✔ Completed	IFN Student/Instructor Modules Edit response
Begin survey	Navigating Through Sunrise Mobile

- b. Watch the module.
 - c. After reviewing this module, must attest that you reviewed the corresponding content and will adhere to all requirements and guidelines stated within the modules.
 - d. After attesting, click “Submit” to continue to the next modules.
7. You will then complete the “Guidelines for Faculty and Students in Behavioral Health 2024-2025” module.



- a. You will click “Begin survey”.
 - b. Open the embedded link in a new tab.
 - c. After completing the module you must return to RedCap.
 - d. You must then attest that you reviewed the corresponding content and will adhere to all requirements and guidelines stated within the modules.
 - e. After attesting, click “Submit” to continue to the next modules.
8. You will then complete the “NYS Justice Center Webinar 2024-2025” module.
- a. You will click “Begin survey”.
 - b. Watch the module.
 - c. After reviewing this module, must attest that you reviewed the corresponding content and will adhere to all requirements and guidelines stated within the modules.
 - d. After attesting, click “Submit” to continue.
9. You will now come to the “Completion Message”



- a. You will click “Begin survey”.
10. You must wait 2-3 minutes to receive the completion certificate in your email mailbox before answering the statement “The completion certificate was delivered to my email inbox.”
- a. If “Yes” is chosen
 - i. Click submit to view a copy of your certificate on the next page.

Northwell Health Institute For Nursing

Congratulations Malini Deonarine! You completed the 2024-2025 mandatory educational modules.

The certificate of completion will be sent to your email address provided on the "Demographics" page.

You can view a copy of your certificate on the next page.

Please wait 2-3 minutes to receive the completion certificate in your email mailbox before answering the following question:

The completion certificate was delivered to my email inbox.

Yes

No

* must provide value reset

Submit

b. If “No” is chosen:

i. Click “Submit” and take a screenshot of the certificate on the next page to save for your records.



Northwell Health Institute For Nursing

Congratulations Malini Deonarine! You completed the 2024-2025 mandatory educational modules.

The certificate of completion will be sent to your email address provided on the "Demographics" page.

You can view a copy of your certificate on the next page.

Please wait 2-3 minutes to receive the completion certificate in your email mailbox before answering the following question:

The completion certificate was delivered to my email inbox.

Yes

No

* must provide value

reset

Take a screenshot of the certificate on the next page and save it for your records.

Submit

11. You can then view your certificate of completion by clicking “Begin survey”

Status	Survey Title	
✓ Completed	Demographics	Edit response
✓ Completed	Annual Mandatories	Edit response
✓ Completed	Module 10 - SRCP - Confidentiality	Edit response
✓ Completed	IFN Student/Instructor Modules	Edit response
✓ Completed	Navigating Through Sunrise Mobile	Edit response
✓ Completed	Guidelines for Faculty and Students in Behavioral Health 2024-2025	Edit response
✓ Completed	8 surveys completed! view all	
Begin survey	Certificate	

12. Once you view the certificate and have it on record, either in your email inbox or a screenshot, you can exit from the page.



a. The above is what the certificate will look like.

Questions and Answers

Northwell Student/Faculty Module Link:

Mandatory modules will no longer be completed in iLearn. They will now be completed via a RedCap link.

1. How do I access the mandatory Northwell Student/Faculty Modules?

The Northwell Student/Faculty Module will be available via a link that will be distributed to students/faculty by your school coordinator. If your school coordinator has not provided you with the Northwell Student/Faculty Module link, please find it [here](#).

The modules will automatically be loaded after the clinical faculty/student complete the “Demographics” page.

2. When do the Northwell Student/Faculty Modules expire?

The Northwell Student/Faculty Modules are valid for the entire academic year. New modules are released annually, ready for the start of the Fall semester, and expire at the end of the Summer semester.

3. How do I know if I completed all of the modules?

You will receive a certificate of completion in your email inbox after completing all modules.

If you cannot find the certificate in your mailbox, it may be because you entered the incorrect email OR because you did not receive a score of 100/100 on the “IFN Student/Instructor Modules”.

4. What happens if I submit without a passing score of 100/100 and did not receive a certificate?

If you did not receive a score of 100/100 and did not receive a certificate, you will have to retake the modules and ensure that you receive a score of 100/100 and received the certificate after all modules are completed.

additional topics on next page...

Sunrise Access

1. I am an employee. Do I need to fill out the survey for Sunrise access?

If you are a Northwell employee and a school faculty member with Sunrise access as an RN, you do not need a separate Sunrise account. When documenting as faculty, make sure to include your school and title.

If you are a student with Northwell employee Sunrise access, you must complete the Sunrise application to create a separate student Sunrise account. This will provide you with access to document as a student RN, including medication details. Note that student employees will have two separate Sunrise accounts and should confirm their role when documenting.

For password-related issues only, please contact the service desk at 516-470-7272, option 2, where any clinical agent can assist with resetting your password. For all other Sunrise issues, please reach out to the clinical placement team.

2. How long will it take for me to receive my access to Sunrise?

Sunrise access may take up to 3 weeks to obtain your username and password. Any faculty who does not have Sunrise access while on the unit, please contact the Clinical Placement team to escalate your access. The Clinical Placement team will work with the IT team to obtain your access. If access was not provided by Friday afternoon, there will not be any availability to address any access issues over the weekend. Please contact the Clinical Placement team if you have delays. Many delays occur if the email or spelling of the name is incorrect.

3. I am going to multiple sites this semester. Do I need to apply for a new Sunrise username and password?

Sunrise access is approved from the start of your clinical date and expires at the end of the current semester. Sunrise access works at all SITES that use Sunrise. You will need to identify you are now at a different site and create a Criteria Based List using Location. From the toolbar, click the New Visit List Icon, Select the Location tab, Click include patients at login location, then click ok.

Sunrise access is used at the following sites: Cohens, Glen Cove, Huntington, Lenox Hill Hospital, LIJ Medical Center, LIJ – Forest Hills, LIJ – Valley Stream, North Shore University Hospital, Plainview, Syosset, South Shore University Hospital and Zucker.

Access to the EMR for Mather, Northern Westchester, Peconic Bay, Phelps, South Oaks, Orzac and Stern is completed by the site educator.

4. I did not receive my Sunrise log in, but my classmates did. Who do I need to contact?

Please email the Clinical Placement Team at NursingClinicalPlacement@northwell.edu. We will contact the IT team and follow up on the status of your Sunrise access account. Many times, the reason why you did not receive access is that your email was submitted incorrectly, or you did not complete the sunrise survey. Please check your Spam/Junk email and complete the survey.

5. My Sunrise access has expired. How do I extend my access?

Access should be granted till the end of the semester. However, in the case that you run into an issue, please email the Clinical Placement Team at NursingClinicalPlacement@northwell.edu. We will contact the IT team and follow up on the status of your Sunrise access account.

6. I had an active Sunrise access during my rotation last semester. Will I be able to use the same log in?

Sunrise access accounts expire at the end of each semester. If your school coordinator has added you to a new roster/application this semester, in most cases, IT will reactivate your previously used Sunrise access account.

7. What are the delays in Sunrise access?

Here are the most common reasons for delayed Sunrise access:

- a. The incorrect email for the Faculty/Student was entered into the portal which makes the Sunrise survey undeliverable.
- b. Faculty/Student did not complete the Sunrise access survey.
- c. IT is working on confirming Instructor/Student identity and reactivating account Please email the CCP Team at NursingClinicalPlacement@northwell.edu for assistance.

Site IT teams may only assist with password resets.

additional topics on next page...

Preceptor Placements

1. When does the BSN portal open/close for each semester?

The Nursing Student BSN Preceptor Portal follows the below schedule:

Semester	Opens	Closes
Summer	February 1st	May 15th
Fall	April 1st	August 15th
Spring	October 1st	December 15th

2. I do not have a preceptor secured. How do I locate a preceptor?

The Clinical Placement team will place BSN students with a preceptor.

If you are a graduate student, please reach out to your colleagues or site educator to determine if you can locate your own placement at your site. If you do not have a preceptor, the Clinical Placement Team will assist to locate an appropriate preceptor to match your degree/specialty.

3. If I have contacted my assigned preceptor and have not received a call back or confirmation of start date on unit - What do I do?

Please email the Clinical Placement team NursingClinicalPlacement@northwell.edu. The Clinical Placement Team will follow up with the preceptor.

4. How do I receive my ID badge before the start of clinical?

The faculty needs to coordinate with the SITE educator prior to the clinical start date to obtain the ID badges (if the such site requires IDs for their group/capstone nursing students).

5. I am a graduate RN student who has identified an NP/MD as my preceptor and my placement was denied.

If you are pursuing a NP degree and require a NP/MD preceptor, please contact the ACP Student Placement Team at acpstudentplacement@northwell.edu who approves these APRN placements.

6. How can I find out the status of my application? I have not heard a decision.

The Clinical Placement team works diligently to keep the schools informed of the application status. If you are 3 weeks from your start date of clinical, please have your school coordinator reach out to the clinical placement team for BSN placements. **The Clinical Placement Team will not be addressing BSN student issues directly, please reach out to your school coordinator to have them contact the Clinical Placement Team.** Graduate students may contact the clinical placement team directly.

7. I am an employee; will I be guaranteed a placement where I work?

Employees are not guaranteed a preceptor at the SITE where you work. However, we do our best to locate a Northwell preceptor for you.

The Clinical Placement team encourages Northwell student employees to locate their own preceptor. However, employees are not allowed to have their direct supervisor serve as their preceptor, nor can they complete their clinical experience in their own unit.