



Northwell Manual

Nursing Clinical Placements

Student Version
2023-2024

7.31.23



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Introduction

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

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

1. **StudentRotationPortal:** 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 process the iLearn account creation. Once an upcoming rotation is entered into this portal, the instructor/student will receive an email from Learnsoft with further instructions on accessing our educational content program **iLearn**. The instructor/students will be automatically enrolled in several System and Nursing iLearn modules that must be completed to be considered for the placement.
2. **RedCap:** This portal is used as a formal submission indicating faculty and student placements at sites along with declaration of completion of requirements. When an application/roster is approved in this portal, it will initiate the process of instructor/students receiving access to Sunrise Access, if used at the site.

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.

On the preceding page, is a table of contents that illustrates the details of this manual. When selecting a topic in the table of contents, it will automatically direct you to the section in the manual.

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

Regards,
Nursing Clinical Placement Team
NursingClinicalPlacement@northwell.edu

Northwell Health Nursing Student 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 (iPads will not allow modules to open properly).

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 takes 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 completion of these modules. Noncompliance of these modules may prevent you and your group from starting your clinical experience.

Student Rotation Clearance Portal Learning Object Names:

- 2023-2024 RCP: Infection Prevention (4-20 min)
- 2023-2024 RCP: Quality and Patient Safety (6-10 min)
- 2023-2024 RCP: Workforce Safety (7 min)
- 2023-2024 RCP: Emergency Management (5 min)
- 2023-2024 RCP: Fire Safety and Environment of Care (7 min)
- 2023-2024 RCP: Respectful Work Environment – Discrimination and Sexual Harassment Prevention (approx. 30 min)
- 2023-2024 RCP: Corporate Compliance Regulatory Requirements (20-30 min)
- 2023-2024 RCP: HIPAA Privacy (16 min)
- 2023-2024 RCP: HIPAA Security and Payment Card Industry Compliance (15 min)
- 2023-2024 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

- 2023-2024 Nursing Student/Faculty Educational Module
- Navigating through Sunrise Mobile
- NYS Justice Center Webinar 2023-2024
- Guidelines for Faculty and Students in Behavioral Health 2023-2024

Employees may use their work iLearn accounts and will not have to complete the system modules but **MUST** self-enroll and complete the required nursing modules.

You are only permitted to complete a module once but may review it multiple times. 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. 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. Please complete all required fields or your Sunrise account CANNOT be created. Any issues with Sunrise access, contact Nursing Clinical Placement NursingClinicalPlacement@northwell.edu



System Created iLearn Account: For those you may not have received the letter from the system from Learnsoft to access their system created iLearn account, please follow these instructions. The account will be created 24 hours after your school coordinator has entered your information into the system student rotation portal.

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 clinical or administrative rotation at a Northwell Health facility. Before you begin your rotation, you must complete the 2023-2024 RCP (Rotation Clearance Portal) module suite.

Please go to this link: [click here](#) on your personalized email and **enter your school email for BOTH** your user name and e-mail address fields. Then click the blue "E-mail Password" button to reset the password for your student rotation portal iLearn account.

After that, visit this link: [Direct Link to iLearn Student / Faculty Rotation Clearance Portal Environment](#) to log in using **school email** as your user name and new password to complete the 2023-2024 RCP module suite.

NEXT STEPS: Contact your Northwell Health student site coordinator and/or supervising preceptor to determine if you need to access additional program-specific modules (based on your academic curriculum and day-to-day student responsibilities) which need to be completed in iLearn.

Please note you will have to manually self-enroll in any additional modules in iLearn which do not have the "2023-2024 RCP" prefix.

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 still experiencing issues with accessing your iLearn account to complete these modules, please contact StudentRotationPortal@northwell.edu or the Northwell Health Help Desk at 516-470-7272.

Thank you,

Northwell Health Student Rotation Portal Team
StudentRotationPortal@northwell.edu

Helpful iLearn Demo: 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>

Please note, you will need to complete the required current year modules.

7.15.2023

Questions and Answers

iLearn / iLearn modules

1. When will the iLearn account be created and modules automatically loaded?

The iLearn account will only be created after the school coordinator adds all the student information including the rotation date ranges in the Student Rotation Portal. The student/faculty status should change to “Enrolled” and will receive an automated e-mail from ilearn@learnsoft.com within 24 hours. Then the student/faculty must follow the directions to log in and complete the modules.

2. I forgot my password for iLearn. Do I have to create a new account?

No, you do not have to create a new account. On the iLearn home screen, there is an option to sign into the account. Beneath the section where you enter the username and password there is an option which indicates “Forgot your password? Please Click Here”. Select “Click Here” and follow the prompts to reset your password.

3. What information will the student/faculty receive from iLearn?

The student/faculty will receive an email from Learnsoft, which may go to their SPAM or junk email. This email provides details to access iLearn. The following is the email the student/faculty will receive – select this link: [Learnsoft Email](#) (page 3)

4. How long are my iLearn modules good for? How do I know when they expire?

The iLearn modules are good for the Academic Year. New modules are updated each year and are ready for the beginning of the Fall semester and expire each year at the end of the Summer semester.

5. My iLearn transcript is not showing all my courses are complete. How do I know if I completed all of them?

Only modules completed will show up on the transcript. If you cannot find a module on the transcript that you believe should be completed, it may be because there is some section of the module that is still unfinished. Verify the post test or evaluation is completed. You may need to click on Yes, I have read this module and then click submit.

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 faculty and have sunrise access as a RN, then you do not need a separate sunrise access. When documenting as faculty, include your school and title.

If you are a student and have access as a Northwell employee such as a support staff, you will need to complete the Sunrise survey. This new access will allow you to document as a student RN including medications. These student/employees will have 2 separate Sunrise accounts and need to verify which role they are working as when documenting.

For password issues ONLY please contact the service desk at 516-470-7272, option 2, and any clinical agent will be able to assist with password reset.

Any other sunrise issues must be addressed by 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 do not have Sunrise access while on the unit, please contact the Centralized Clinical Placement team to escalate your access. The CCP 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 Centralized 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 CCP 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 CCP 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	April 15th
Fall	April 1st	July 15th
Winter	September 1st	October 15th
Spring	October 1st	November 15th

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

The CCP 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 CCP 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 CCP team NursingClinicalPlacement@northwell.edu. The CCP team will follow up with the preceptor.

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

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

5. I did not receive the link to complete my essay. What do I need to do?

Only BSN preceptor placements must complete an essay. Verify the correct email was submitted and check your Spam/Junk for the link to complete the essay.

If the essay email is still not found, email the CCP Team at

NursingClinicalPlacement@northwell.edu and request the required essay to be emailed again to the student's school email address.

6. 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 Sheila Davies at SDavies@northwell.edu who approves these APRN placements.

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

The CCP 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. We will not be addressing BSN student issues directly. Graduate students may contact the clinical placement team directly.

8. 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. Employees are not permitted to have their direct report as a preceptor and are not permitted to perform their clinical experience on their own unit.

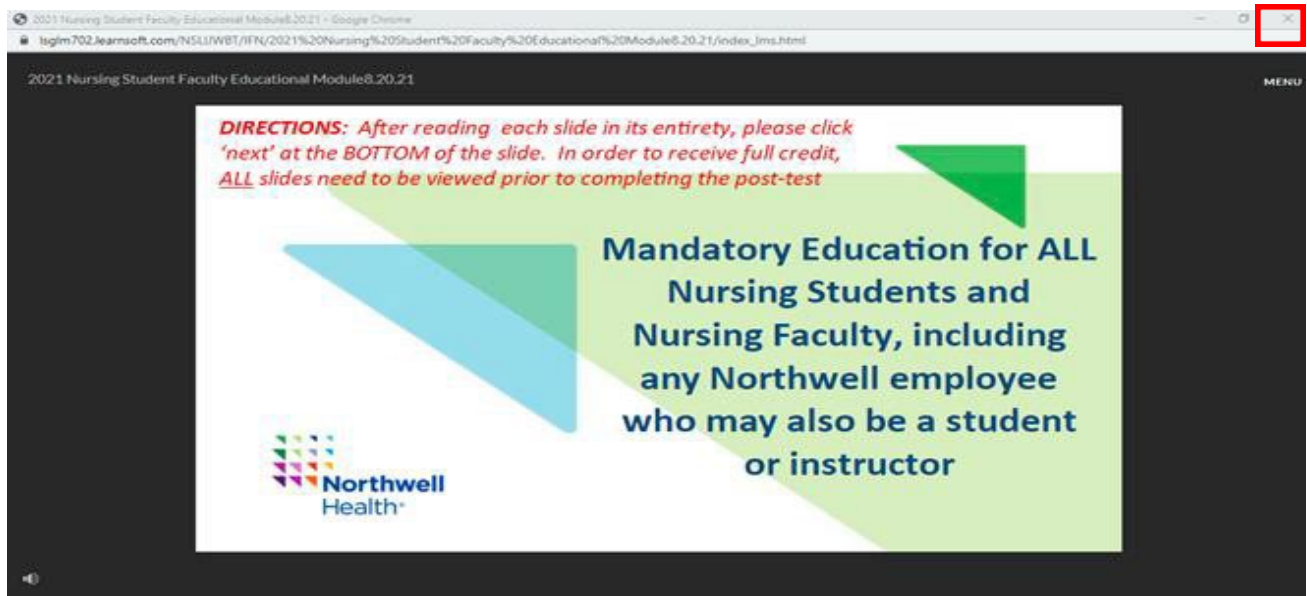
Helpful Tips

iLearn Post Test

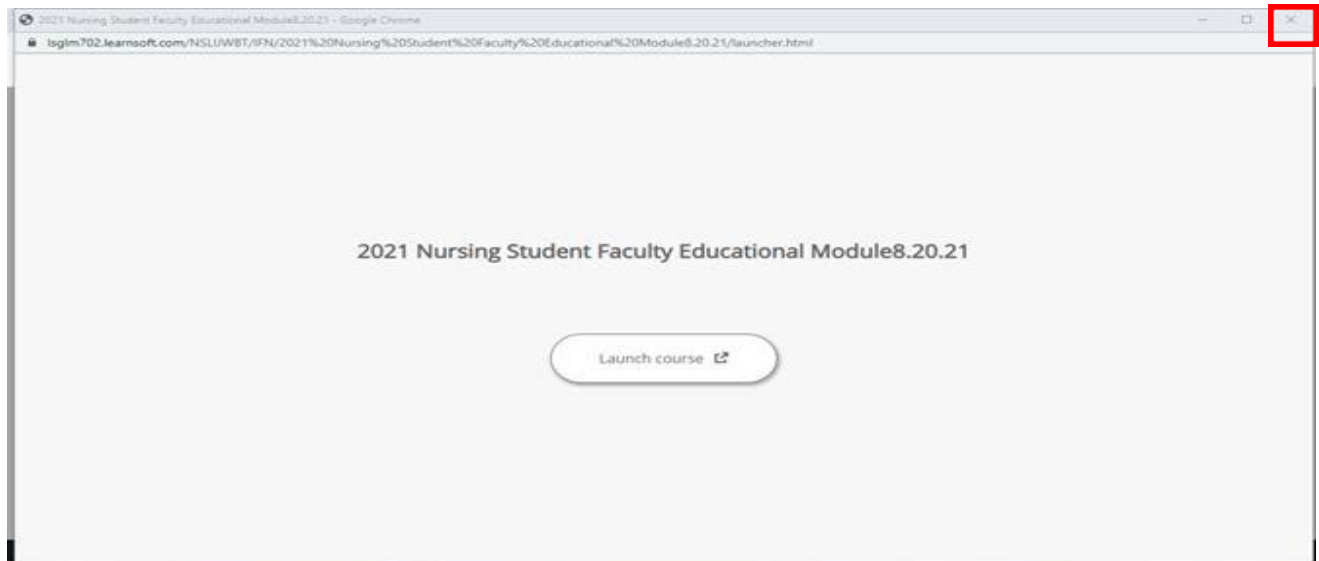
Below are the instructions:

There are a few steps once you complete the module to take the post test.

Once you have completed the module, you have to click the x in the upper right corner. Refer to the screen shots.



Then you have to click the x in the next screen.



Lastly you get to this screen and click the Next button to take the post test.