



**CHI Health**

# **Undergraduate Nursing School Toolkit**

**2023**

Last updated: 7/6/2023

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# Undergraduate Nursing Students Overview

# Purpose Statement

The CHI Health Student Management Team is dedicated to assisting in providing an exceptional experience for students that participate in clinical experiences at CHI Health.



## Goals:

- To ensure all students have a positive, beneficial experience within our CHI Facilities
- To retain our students as future employees for CHI Health
- Improve feedback process between hospital, schools, and CFCP



# Definitions

**School Coordinator-** Individual who provides onboarding compliance documentation for instructors and students, point of contact for CHI Health team, and submits requests for clinical and preceptorship. *CHI Health asks that each academic institution only have 1-2 individuals designated to this role, to assist in streamlining communication needs.*

**Instructor-** Individuals who oversee student nurses when in the clinical setting at CHI Health.

**Student-** Any individual who is studying at an academic institution and participating in the clinical setting at CHI Health.



# Onboarding

# Onboarding Process

All students who are going to be in the clinical setting participating in hands-on experience need to be onboarded into the CHI Health system.

## **Process Details:**

### **More than 5 students**

Complete Current CHI Attestation Spreadsheet and submit to [Studentschine@alegent.org](mailto:Studentschine@alegent.org)

- Imperative do NOT alter the spreadsheet
- Only input Legal Names and validate birthdates
- Ensure all spelling is correct and form is completed

### **Less than 5 students or Instructors**

Email [studentschine@alegent.org](mailto:studentschine@alegent.org) with student names & student email address for who needs to be onboarded

- A link with a form is sent to the student/faculty to complete
- After the student/faculty completes their portion it will go to the school coordinator to complete



# CHI Employee Onboarding

## Employed Students


Email [Studentschine@alegent.org](mailto:Studentschine@alegent.org) and notify student onboarding that is a current employee. Include their names, email address, and current Employee ID.

## Employed Instructors

- Employees of CHI who become Instructors do NOT need onboarded
  - Utilize current badge
  - Utilize current ID to log-in
  - Co-sign all student charting
  - Add a note to notes flowsheet indicating you were supervising nursing students with (school name)

## If Student/Instructor leave their CHI position:

Please notify [Studentschine@alegent.org](mailto:Studentschine@alegent.org) as soon as possible.

- If they were onboarded with the school as an active student/instructor prior to being employed, we can keep that account active
- If the student/instructor was never onboarded, we will need to  complete the onboarding process



# Onboarding Education

All Students and Instructors will gain access to our Learning Management System, Pathways. There are modules to complete for both students and instructors.

## How to Access:

1. In your browser type in: <http://dignityhealth.csod.com/>
2. Your Pathways user ID is CHI\*\*\*\*\* (your ID numbers only, not the letters. Example: ID a223344, pathways ID CHI223344)
3. Temporary first time user password: Commonspirit@00
  - a. You will be prompted to change your password. Be sure to write password down after accessing

### Login Page

CommonSpirit

User ID: CHI154878

Password:  Enter

[Forgot password?](#)

[Need Help?](#)

Please contact the IT Service Desk at 1-866-236-0441

© Comerstone OnDemand. All Rights Reserved.

### Personal Home Page

CommonSpirit

Hi [User Name] What would you like to do today?

Search for learning

183 Completions

51 Hours

Your Subjects [Add](#)

You don't have any subjects yet. Add a few to get better recommendations.

Your Playlists

0 Created 0 Followers 0 Followed

Transcript View

0 PAST DUE 0 DUE SOON 1 ASSIGNED / NO DUE DATE

ASSIGNED / NO DUE DATE

CHI Health Apparent Cause Analysis Training (ACA) Registered

[View Training Details](#)

New Career Resources A

Skillsoft's Percipio is live v

Search here or find it in t

CommonSpirit

Inspired by Your Subjects

Access Education here



# Onboarding Education

## **Student Pathways Requirements:**

- EPIC Training
  - Must be completed within 30 days of Pathways being assigned, if not EPIC account will be blocked
- Any Training assigned from National Team

## **Instructor Pathways Requirements:**

- Initial education assignments upon onboarding
- Annual education will be assigned to all instructors in August
  - Due by December 31st (unless otherwise indicated in Pathways) in order to remain compliant and be able to participate in clinicals



# Tips and Troubleshooting

## Forgot Pathways Password

- Email [studentschine@alegent.org](mailto:studentschine@alegent.org) for a password reset

## Question regarding modules assigned

- Email [studentschine@alegent.org](mailto:studentschine@alegent.org) and notify which modules you have questions about

## Assistance with Modules

- Ensure you are utilizing Google Chrome
- Be sure to watch all videos, complete each slide
- If no resolution, email [studentschine@alegent.org](mailto:studentschine@alegent.org)



# Compliance Requirements

# Compliance Requirements

All students and instructors who enter CHI facilities for clinical must be compliant with all HR requirements. These include, but are not limited to:

- Complete [Non-Employee General Orientation Module](#)
- General Orientation Completion Certificate signed and on file
- Workplace Violence Training Attestation signed and on file
- [Confidentiality Agreement Signed](#) and on file
- Criminal Background Check
- Sex Offender Check
- Nebraska DHHS Check
- MMR (vaccine or positive titer)
- Varicella (vaccine or positive titer)
- TB Test (Quantiferon or 2-step PPD or T-spot) (Proof of clear chest x-ray if positive within last 12 months)
- Tdap (Vaccine within last 10 years)
- Flu (vaccine for current season per county guidelines)
- Drug Screen (10 panel or higher)
- Physical/Medical Clearance (only required for positions that require medical clearance)
- Hep B or Declination
- Iowa Single Repository Check (SING) (only if also working in Iowa)

If utilizing EPIC

- Completed EPIC module in Pathways



***The school should keep all above information on file. Should CHI need to view documentation the academic institution will need to produce within a timely manner.***

# Compliance FAQ

## N95 fit testing:

At CHI it is recommended, but not required that all students to go through fit testing prior to clinical. Our policy would be that if a student is going to care for a patient requiring N95 precautions during their clinical, that they have gone through fit testing within your organization. If they have not completed fit testing, they cannot care for patients requiring these precautions.

## CommonSpirit Health Drug Test Requirements:

Drug Test Panel	xCup Detection
Amphetamines (AMP)	Directly Tested
Cocaine (COC)	Directly Tested
Marijuana (THC)	Directly Tested
Methamphetamine (MET)	Directly Tested
MDMA (Ecstasy) <sup>3</sup>	Cross reactive on Methamphetamine Assay
Opiates/Morphine (MOP)	Directly Tested
Codeine <sup>3</sup>	Cross reactive on Morphine Assay
Hydromorphone <sup>3</sup>	Cross reactive on Morphine Assay
Hydrocodone <sup>3</sup>	Cross reactive on Morphine Assay
Phencyclidine (PCP)	Directly Tested
Barbiturates (BAR)	Directly Tested
Benzodiazepines (BZO)	Directly Tested
Oxycodone (OXY)	Directly Tested
Oxymorphone <sup>3</sup>	Cross reactive on Oxycodone Assay
Methadone (MTD)	Directly Tested
Specimen Validity Test (SVT). Creatinine, Oxidants, and pH available on all xCup panels	



# Instructors Skills Day

All instructors who will be working at CHI Health facilities with students in clinical rotations are required to attend an Initial Onboarding Skills Day as well as Bi-Annual Skills Days. Per CHI Health Policy it is the responsibility of each clinical instructor to stay current with CHI Health policies and equipment. *Please see below for guidelines based on the type of clinical instructor you are, as this may impact your skills day compliance requirement.*

## Initial Skills Day

- As a new instructor you will attend initial skills day as a part of onboarding process
- Offered every other Wednesday takes approximately 6 hours to complete
- OB exclusive instructors will attend OB specific skills day, all other instructors will attend General Orientation Skills Day.

## Bi-Annual Skills day

- All instructors who teach in the clinical setting must attend bi-annual skills days in the spring and the fall
- Dates are provided to school coordinators
- If you miss the fall or spring skills day, you will be required to repeat an initial skills day and cannot participate in clinical until you are compliant.

## Additional Information:

- OB Exclusive: Will attend only OB Specific Fall skills day for annual compliance
- Behavioral Health Exclusive: Will attend only Behavioral Specific skills day for annual compliance



# IT Access



# Onboarding IT sessions

In order to ensure accounts are active and valid upon first day of clinical, we offer IT onboarding sessions. At this session all new hires to CHI will come to CHI location to review access for accounts, we will have IT available in real time to address any concerns.

## To Set up Session:

Email [studentchine@algent.org](mailto:studentchine@algent.org) requesting a session for onboarding

- Set up 3 weeks prior to clinicals
- Email full list of student names who will attend and ID numbers
- Instructor must be present at session with students

During session we will validate EPIC account, computer access, and check Pathways account.



# Open Houses & Alternate IT sessions

If students are not active within CHI facilities for a period of time, they may lose their access to computers (See page 18). For this reason we have two options below that you may utilize to ensure access for already onboarded students to validate access prior to clinical.

## Open House:

- Reserve a CHI Health computer lab for a period of time to allow students to come log into accounts and validate access
- If access concerns, can follow IT troubleshooting (page 19)
- Must have instructor present, CHI Health staff will not lead a session
- To schedule sessions email [Studentschine@alegent.org](mailto:Studentschine@alegent.org) with potential dates being requested. *Can schedule up to 1 year in advance*

## Alternate IT session:

- If you have a large group of students who have not been at CHI for a period of time and you would like to have a CHI facilitator led IT session you may request this.
- We will have all accounts checked by IT and be present at session to validate correct access
- To schedule session email [studentschine@alegent.org](mailto:studentschine@alegent.org) with 3 potential dates for session along with all student names and account ID numbers







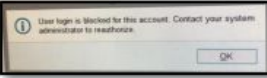
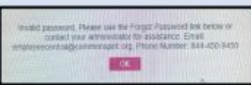

# IT Troubleshooting

## Please see below for inactivity rules for CHI Health accounts:

- After 90 days of no use - user's password is scrambled
  - Call IT using the IT Guidelines (see page 19)
- After 180 days of no use - user's account is disabled
  - Email [studentschine@alegent.org](mailto:studentschine@alegent.org) to reactivate
- After 365 days of no use - user is taken out of CHI systems
  - Email [studentschine@alegent.org](mailto:studentschine@alegent.org) to reonboard



# IT Troubleshooting

If this: <i>Error Message</i>	Then that: <i>What to do</i>	Notes
<b>Unable to Log in to computer</b> 	<b>Call IT Help Desk</b>	Validate correct username (example: A123456a) Check correct domain Check correct password input
<b>Domain Error message</b> 	A ticket needs to be placed with IT for the specific computer.  <b>Please move to a different computer</b> and ensure the listed Domain matches your location log in.	Check correct domain Omaha Metro= AD   Kearney/Grand Island/Lincoln= NE
<b>No EPIC icon on desktop</b>	Click on Window icon in lower left corner → Click on Citrix Workspace → Click on Apps → Select EPIC Hyperspace  <b>Call IT Help Desk, if this does not resolve the problem</b>	If this is a first time user logging into the computer, they will not have EPIC on desktop
<b>Wrong EPIC template</b> 	<b>Call IT Help Desk.</b> State you have the incorrect EPIC template and need a student nurse template	If the student doesn't have a default cosigner, they have the wrong template assigned
<b>EPIC password Invalid</b> 	<b>Call IT Help Desk</b>	Ensure correct username Ensure correct Password entered (Should be same as when you log into the computer)
<b>EPIC account blocked</b> 	Did you complete Epic training? <ul style="list-style-type: none"> <li>• Yes: email <a href="mailto:studentschine@alegent.org">studentschine@alegent.org</a> to remove the block on your account</li> <li>• No: login to Pathways to complete Epic Training</li> </ul> <b>Do NOT call IT Help Desk, they cannot assist with this.</b>	After 30 days from being assigned all EPIC accounts are blocked.
<b>Pathways log in credentials are incorrect</b> 	Email <a href="mailto:studentschine@alegent.org">studentschine@alegent.org</a> to get your Pathways password reset  <b>Do NOT call IT Help Desk, they cannot assist with this.</b>	<b>DO NOT call IT,</b> they are not able to assist with this.
<b>Single Sign-on Error</b> 	Email <a href="mailto:studentschine@alegent.org">studentschine@alegent.org</a> and notify that you received a single sign on error when accessing pathways <b>Do NOT call IT Help Desk, they cannot assist with this.</b>	A ticket has to be entered through HR, this may take a few days to correct.
<p style="text-align: center;"><b>HelpDesk: 402-717-1000 or 866-236-0441</b></p> <p style="text-align: center;">Explain your current situation: <i>I am a nursing student caring for patients and I do not have access. Provide your location, login ID, personal phone number, school email, and situation. Note the INC (incident) number for your reference. Make sure to tell IT that "I am a Midwest nursing student" whenever calling for IT issues</i></p>		



# Novastat Access

Novastat is what we at CHI Health utilize to check patient blood glucose. We do not grant individual access to students within our facilities, however they can be trained to perform the function and do so with an instructor or their primary nurse.

It is up to each academic institution if they would like to have their students train and perform this task. If you choose to have student check blood glucose in clinical please see instructions below on compliance requirements.

## NovaStat Training Requirements

### Step 1: Must have Instructor Superuser

- To train as a superuser email [studentschine@alegent.org](mailto:studentschine@alegent.org)
- Annual Compliance:
  - Pathway education module in October
  - 2 Quality Control Test & 1 Patient Test throughout year
  - *Must go back through initial training if annual competency not met*

### Step 2: Superuser schedule training session for students

- To schedule session email [studentschine@alegent.org](mailto:studentschine@alegent.org) and set up time to come to CHI facility and utilize novastat machines
- Session will include:
  - Powerpoint presentation of training education
  - Complete Checklist including 1 Quality Control test and 1 patient test (self-test)
  - Complete Novastat Training Exam

### Step 3: Annual Training



Must complete annual training for all students beginning of each school year (Aug/Sept). This includes completing all steps from Step 2 above.

# Novastat Information

## Reminders for Novastat Access:

- Students who are Employed will have access, however when functioning as a student they CANNOT complete novastat glucose checks independently.
- All tests completed by students, must include a comment “Performed by Student”
- All student checklists and exams must be completed by the student and signed by faculty super-user. This paperwork must be turned into CHI facilitator or student team.
- The schools are responsible for scheduling training and ensuring their students remain compliant with annual training if they are performing glucose testing during clinical rotations at CHI Health



# Placement Requests

# Clinical Rotations

All clinical request will go through our online platform called MyClinicalExchange (MCE). For more information on the MCE process please see page 26.

Clinical Rotations can are offered in various settings across our CHI Health facilities ranging from inpatient units, clinic settings, behavioral health, and more.

## **When submitting Clinical Rotation Request, please keep in mind:**

- Submitting Needs versus Wants
- Ensure Clinical Dates are Accurate
  - Only submit dates for when your students will be at the clinical site, not the overall semester dates
- Notify Student Management Team if you will not be utilizing a rotation that was approved
- If you are denied a site, please contact [Studentschine@alegent.org](mailto:Studentschine@alegent.org) with questions or concerns
- If you are in need of additional requests after approvals have been sent out, please contact [studentschine@alegent.org](mailto:studentschine@alegent.org)



We always strive to accommodate as many requests as possible to meet the needs of your students.



# Preceptorship Requests

At CHI Health we are pleased to offer preceptor experiences for students. In order to request a preceptor experience please follow the steps listed below.

## How to submit preceptor requests:

1. Download CHI Health Preceptor Spreadsheet and complete
  - a. Be sure to include school name, point of contact at school, hours needed to complete, and if BSN is required
2. Submit completed spreadsheet to [Studentschine@alegent.org](mailto:Studentschine@alegent.org)
3. Once students are paired with preceptor, school coordinator will be notified. Students will also receive an email with their preceptors information.

## Due Dates for submissions for 2024

Summer Clinicals (in mCE)	February 1st
Summer Preceptorship	April 1st
Fall Clinicals (in mCE)	May 1st
Fall Preceptorship	September 1st
Spring 2025 Clinical (in mCE)	October 1st
Spring Preceptorship	November 1st



# MyClinicalExchange

# MCE Information

All clinical request will go through our online platform called MyClinicalExchange (MCE). MyClinicalExchange offers a single online platform where all requests and communications for clinicals will take place. It also will manage compliance related to CHI policies and information for students/faculty that they must review prior to clinical.

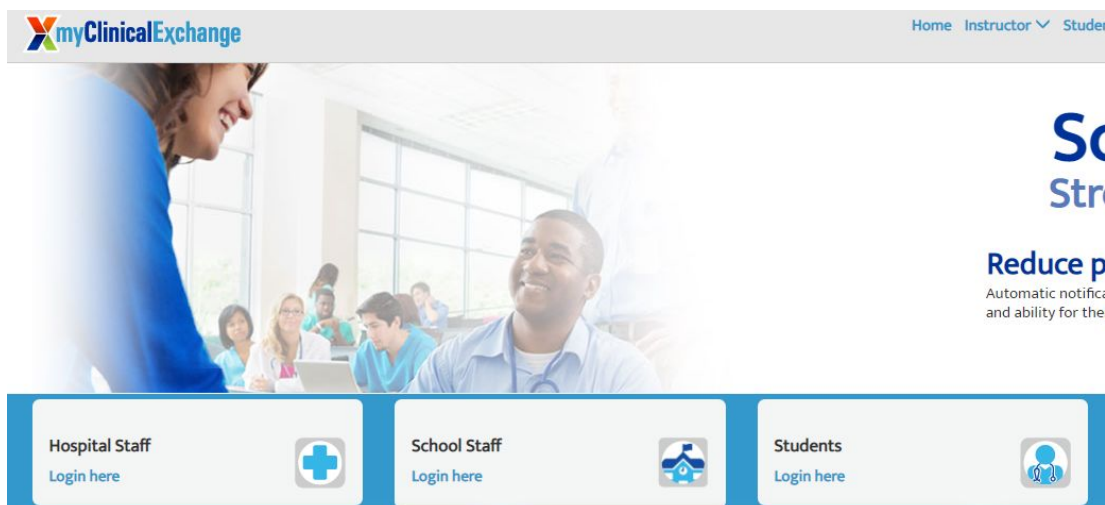
## How to gain access to MCE:

To gain access to an MCE account please reach out to our success manager at MCE: [stephanie.mule@healthstream.com](mailto:stephanie.mule@healthstream.com)

## MCE login:

To login to your MCE account please go to: [www.myclinicaexchange.com](http://www.myclinicaexchange.com)

Here you will select the appropriate login and begin to work in MCE.



# FAQ



## **Is there a fee for faculty to have an account? If so, what is the fee?**

Yes, there is. It is \$21.50 for 12 months.

## **Is there a fee for school coordinators? How many coordinators can the school have? Can schools have one account log in that multiple users could access?**

No, there is not a fee for coordinators. There can be as many coordinators as they have and they can all login at the same time.

## **How does MCE remain compliant with FERPA and HIPAA regulations?**

Please see our Privacy Policy here;  
<https://www.myclinicaexchange.com/Privacy.pdf>

## **Do the schools need a contract with MCE?**

They only need one if they are paying for students or instructors, it is a combo MSA/Order Form.

## **Is there a downtime process for MCE?**

When we do updates, the site will be unavailable but other than that, no. It will be listed on the main mCE page with the dates and times of unavailability.

## **If the student is onboarded and registered to MCE for 6 months, their subscription ends, then needs to re-register, will MCE remember their information or will the process start over?**

They won't need to re-register, they will just need to renew their account and no information will be lost.

## **How will we as coordinators know how to create a request?**

MCE has multiple resources for coordinators including training videos, modules, FAQ, discussion boards, and weekly Q&A sessions. They also have support email you can directly reach out to. MCE will also offer training for all Academic institutions and go through all steps necessary for coordinators to complete.



# Support

## Additional Frequently Asked Questions:

<https://www.myclinicaexchange.com/FAQ.aspx>

## For MCE specific questions please reach out to:

[mcesupport@healthstream.com](mailto:mcesupport@healthstream.com)

<https://www.myclinicaexchange.com/Support.aspx>

## Additional support is offered:

Weekly Q & A sessions with MCE

Online support modules



**1-800-521-0574**

**Easy as 1-2-3!**

1. Press 1 for HealthStream
2. Press #
3. Press 4

To connect with a  
MyClinicalExchange Specialist



# Locations

# Hospital Addresses

## **CUMC BERGAN MERCY**

7500 Mercy Road  
Omaha,, NE 68124  
402-398-6060

## **GOOD SAMARITAN**

10 E 31st Street  
Kearney, NE 68847  
308-865-7100

## **IMMANUEL MEDICAL CENTER**

6901 N 72<sup>ND</sup> Street  
Omaha, NE 68122  
402-572-2121

## **LAKESIDE HOSPITAL**

16901 Lakeside Hills Court  
Omaha, NE 68130  
402-717-8000

## **MERCY HOSPITAL**

800 Mercy Drive  
Council Bluffs, IA 51503  
712-328-5000

## **MERCY CORNING**

603 Rosary Drive  
Corning, IA 50841  
641-322-3121

## **MIDLANDS HOSPITAL**

11111 S 84<sup>TH</sup> Street  
Papillion, NE 68046  
402-593-3000

## **MISSOURI VALLEY**

631 N. 8 Street  
Missouri Valley, IA 51555  
712-642-2784

## **NEBRASKA HEART**

7440 S 91st St.  
Lincoln, NE 68526  
402-489-6555

## **PLAINVIEW**

704 N. 3rd Street  
Plainview, NE 68769  
402-582-4245

## **SCHUYLER**

104 W. 17 St.  
Schuyler, NE 68661  
402-352-2441

## **ST. ELIZABETHS**

555 S 70th St.  
Lincoln, NE 68510  
402-219-8000

## **ST. FRANCIS**

2620 W Faidley Ave.  
Grand Island, NE 68803  
308-384-4600

## **ST. MARY**

1301 Grundman Blvd.  
Nebraska City, NE 68410  
402-873-3321



# CHI Health Support Services

## **CHI Health Conference Center**

1414 S Washington Street  
Papillion, NE 68046

## **The McAuley Fogelstrom Center**

12809 West Dodge Road  
OMAHA, NE 68154  
402-343-4300

## **St. Francis Medical Plaza**

2116 West Faidley Avenue  
Grand Island, NE 68803  
OMAHA, NE 68124  
402-398-6060





# Resources

# Student Liaison at Hospital

Student Liaisons are designated at each CHI Health hospital. These individuals are able to assist with hospital specific questions, clinical rotation questions, or anything site specific.

If you have needs related to clinical or preceptor approval/denials, please contact [studetnschine@alegent.org](mailto:studetnschine@alegent.org).

Hospital	Name	Email
CUMC-Bergan	Hilary Spurgeon	<a href="mailto:Hilary.Spurgeon@commonspirit.org">Hilary.Spurgeon@commonspirit.org</a>
Immanuel	Liz.Johnson	<a href="mailto:Liz.Johnson@commonspirit.org">Liz.Johnson@commonspirit.org</a>
Lakeside	Jennifer Baumart	<a href="mailto:Jennifer.baumart@commonspirit.org">Jennifer.baumart@commonspirit.org</a>
Mercy-Council Bluffs	Sue Matthews	<a href="mailto:Suzanne.Matthews@commonspirit.org">Suzanne.Matthews@commonspirit.org</a>
Midlands	Renae Meyer	<a href="mailto:renae.meyer@commonspirit.org">renae.meyer@commonspirit.org</a>
St. Elizabeth's	Amanda Tran	<a href="mailto:amanda.tran@commonspirit.org">amanda.tran@commonspirit.org</a>
Nebraska Heart Hospital	Elisabeth Dauenhauer	<a href="mailto:Elisabeth.Dauenhauer@commonspirit.org">Elisabeth.Dauenhauer@commonspirit.org</a>
St. Mary's-NE City	Ashley Neumeister	<a href="mailto:ashley.neumeister@commonspirit.org">ashley.neumeister@commonspirit.org</a>
St. Francis-Grand Island	Stacy Paitz	<a href="mailto:Stacy.Paitz@commonspirit.org">Stacy.Paitz@commonspirit.org</a>
Good Samaritan-Kearney	Kati Bennett	<a href="mailto:katelyn.bennett@commonspirit.org">katelyn.bennett@commonspirit.org</a>



# Knowledge Share

The Student Management Team will host Knowledge Shares on a Semi annual basis. The goal of these sessions is to provide our academic partners with updates related to CHI Policy and Procedures, process changes that may impact students, and provide an opportunity for questions.

All sessions are offered via zoom and will be recorded for those who cannot attend. Zoom recordings will be sent to school coordinators.



# FAQ

# My school would like to complete clinical rotations with CHI Health. What steps do we need to take?

1. Submit clinical rotation requests via MyClinicalExchange by due date: See page 25 of toolkit
2. CHI Health will approve/deny rotations within approximately 6 weeks of request being submitted
3. 4-5 weeks prior to starting rotation submit student names to CHI Health via spreadsheet(>5 students) or via email(<5 students)
4. CHI Health student team will email ID logins and pathways education information to school coordinator
5. Students must complete EPIC Training modules via Pathways within 30 days, or EPIC account will be blocked
6. Set up IT session with CHI Health. *At this session we will check accounts for access and address any IT errors.*



Contact Us

# Student Management Team

**Chelsea Ehlers-** Clinical Practice Coordinator | Midwest  
Division

**Kate Bygrave** Clinical Project Coordinator | Omaha-Metro

**Kelly Bonner** Clinical Project Coordinator | Lincoln/GI/Kearney

## Contact Information

For all questions related to undergraduate nursing students  
please contact: [studentschine@alegent.org](mailto:studentschine@alegent.org)

