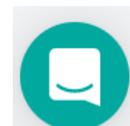# FRHS + Clinician Nexus Guide
College/University Staff

Faith Regional Health Services requires an affiliation agreement with any college that intends to have students complete any clinical/professional experience at the organization. If your college does not have a current agreement, please reach out to Faith Regional University to start that process: 402-644-7347 or email Tori Moser – tmoser@frhs.org.

All student experiences at Faith Regional Health Services are managed in an online student management application called Clinician Nexus. This app allows Faith Regional staff, college staff and students to be connected in one location. There is **no cost** to the schools or the students to use the application.

A detailed, step-by-step process is outlined below to get you started. Links to helpful articles in the Clinician Nexus Help Center are included in each step in the right-hand column. These articles will provide a more detailed explanation and contain links to other helpful articles in the library. Many of the articles contain screen shots to assist in navigating your account.

1	You will first need to create an individual account in Clinician Nexus. Click on the link to the right to get started. Or you may have received a referral email from Clinician Nexus initiated by FRHS Staff.	Sign Up for Clinician Nexus
2	Check your notification settings and indicate your preferences. Notifications can be received via email or alert when logged in (notification bell in upper left corner of your dashboard).	Notification Settings
3	Click on this link if you are unable to find your school in the system. If your school has colleges, divisions, departments, programs, etc., be as specific as possible to ensure you only have access to your students. *For example: a nursing program may have divisions in multiple cities.*	Setting Up Your School
4	School staff can have different roles in the system, thereby giving them specific functionality. Staff can have multiple roles. ***Only college staff who will come onsite and participate in direct patient care should be given a "Faculty" role in Clinician Nexus. This triggers onboarding steps to be completed by those staff members. All other school staff members can be a "Coordinator".*	School Staff Roles in Clinician Nexus
5	To schedule rotations with a clinical site, an affiliation agreement must exist between your college and Faith Regional Health Services.	Accept an Affiliation Agreement
6	Be sure to inform students to expect an email invite to Clinician Nexus (see sample template). They will only have a short window of time in which to accept the invitation (for security reasons).	Student Announcement Template Help Student Use Clinician Nexus
7	Now you can begin adding students to your school roster; including adding students in bulk from a custom spreadsheet.	Add/Invite Students
8	If a student doesn't accept the invite in time, you will need to resend his/her invitation in Clinician Nexus.	Resend Student Invite

9	Faith Regional will create an "Opportunity" into which you will schedule student "rotations" with specific start and end dates. Assign "Faculty" to each rotation for school staff who come onsite to participate in patient care. Other staff who work with that student can be set as "coordinators". (Faculty must complete onboarding steps.)	Scheduling and Managing Coordinator-Scheduled Rotations
		Assign Students to School Staff Members
10	You will also be able to monitor students' onboarding progress according to the status on your dashboard and by clicking into the rotation to view individual requirements. There are onboarding items that school coordinators can complete on behalf of the student(s).	Rotation Statuses
		Monitoring Student Onboarding Progress
11	The dashboard can be customized by using the filters and saving the parameters under a unique name. This can be helpful when evaluating which steps are incomplete.	Customize Dashboard View
		Rotations Page Filtering
12	Clinician Nexus has a very helpful feature inside each rotation "box" called "Activity" (column on the far-right side of the screen). Every activity is documented, and comments can be added. *If you want to communicate to a certain individual associated with that rotation, type the "@" symbol before his/her name for him/her to receive a notification. (ex. @Tori Moser)*	Communicating In Clinician Nexus
13	You may need to edit/remove/view graduated students.	Edit/Remove Students
14	**Faculty**: **These individuals are school staff members who come onsite and participate in patient care.** Each will be required to complete onboarding steps, as well. This guide will be helpful for the faculty.	Faculty: Getting Started
15	Clinician Nexus has created a Frequently Asked Questions article.	FAQ
16	If you have additional questions, you can visit the Help Center. The link provided takes you directly to the library of articles. Create a bookmark in your browser for handy access.	Help Center
17	Within Clinician Nexus is a convenient "chat" feature that allows the user to get quick assistance. The icon pictured is in the lower right corner once you log into the system. Assistance is available Monday-Friday from 8:00am-6:00pm Central Time.	
18	This is a direct link to login to the app. Create a bookmark in your browser for handy access.	CLINICIAN NEXUS
19	**Contact Faith Regional University if you have any questions.**	**402-644-7347**

Student and Onsite Faculty Onboarding Requirements

- **PLEASE READ ALL THE INFORMATION CAREFULLY AND THOROUGHLY.**
- **Failure to meet all requirements may delay your start date or cause your experience to be cancelled.**
- These requirements are included in the agreement between Faith Regional Health Services and the college.
- These requirements ensure FRHS protects its patients' safety and remains compliant with federal and state regulations.
- Any costs associated with these requirements are the responsibility of the student, onsite faculty or college.
- Onsite faculty are considered college staff who are at a FRHS facility and participate in direct patient care.
- Most colleges will have these items on file and can assist in meeting the requirements.
- The following elements require documentation to be uploaded into Clinician Nexus at least 30 days before the start date and will be verified by Faith Regional Education, Employee Health and Human Resources staff.

Background Check Documentation	The school, faculty or student shall submit documentation of a background check (for onsite faculty and students) that was completed less than 12 months from the start date of the first student experience at FRHS. Faculty and long-term/returning students are required to submit a new background check every two years (two years from date of original background check).
	A background check shall be considered complete if it includes, at minimum, all the following elements:
	- Seven-year criminal background check in current and previous counties of residence and employment
	- Confirmation that the student is not listed as a sexual offender
	- Evidence that the student is eligible to participate in all federal and state health programs
	- Evidence that the student is not on the OIG or GSA exclusion list
	- Confirmation that the student is not listed on the Nebraska DHHS Adult or Child Abuse Registry
	o *Not all background check companies include this report.* Use the link below to begin a new **self-check request**. You will need to print off the results and upload it to this onboarding step in Clinician Nexus.
	o https://ecmp.nebraska.gov/DHHS-CR/
	- Any other additional elements required by FRHS to meet state or federal law requirements.
	Faith Regional shall have the right to require the withdrawal of any student or faculty if they fail to meet the standards established by FRHS for an acceptable background.
Drug Screen	Students and onsite faculty must provide documented proof of a negative drug screen that was completed within 12 months prior to the start date of their first rotation at FRHS. The drug screen shall be, at minimum, an 8- or 10-panel urine drug screen and be completed at a certified lab. The drug screen will test, at minimum, for the following drugs or drug classes:
	- Amphetamines - Methamphetamine
	- Barbiturates - Phencyclidine
	- Benzodiazepines - Opiates
	- Cocaine Metabolites - Marijuana Metabolites
	A new drug screen will be required should the student return to FRHS under a new academic program.

TB Status and Symptom Screening Form	Students and onsite faculty must submit documentation of an IGRA (Blood test) OR a two-step PPD/TST (Skin test). **The 2nd PPD/TST test must have been completed within the 12 months prior to the rotation start date**. If the 2nd test is older than 12 months then an additional one-step test must be completed and submitted along with the previous test documentation. • If the test was <u>negative</u>, students and faculty should also **complete a symptom screen form**. • If the test was <u>positive</u> or inconclusive the student or onsite faculty must have proof of evaluation with a chest x-ray and **complete the symptom screen form**. The symptom screening form is an additional onboarding step in Clinician Nexus.

Immunizations	Student and onsite faculty must submit documented proof of the following:
	• **Mumps, Rubella and (Measles) Rubeola** immunity by positive antibody titers or two (2) doses of MMR.
	• **Varicella** Immunity by one of the following:
	    o Documentation or receipt of two (2) does of Varicella vaccine
	    o Laboratory confirmation of varicella infection
	    o Laboratory evidence of immunity
	    o Verification by a healthcare provider of a history of varicella disease or herpes zoster.
	• Proof of **Hepatitis B** immunization by: 1) a positive antibody Titer **OR** 2) proof of **TWO completed Hep B series**; either two 2-dose series of Heplisav-B (total of four shots) or two 3-dose series of Engerix-B (total of 6 shots). If titer does not show immunity a repeat of the vaccine series must be initiated.
	• **Tdap** (Tetanus Toxoid, Reduced Diphtheria Toxoid and Acellular Pertussis Vaccine) - Recommended if not previously immunized or if it has been more than 10 years since last dose.
	
	A vaccination declination form must be submitted (available to download in Clinician Nexus) by those who do not have proof of vaccination, do not have immunity indicated by titer and/or decline vaccination.
	
	Immunization records can also be accessed through the Nebraska State Immunization Information System. (NESIIS): [Immunization Record Search](#)

COVID Vaccination or Completed Declination Form	Although it is not mandatory for healthcare workers to be vaccinated against COVID, Faith Regional is still required to report on the vaccination status of its employees and invitees. To be compliant, please choose from one of the following options: • Upload a copy of your COVID-19 Vaccination record/card if you have been vaccinated. • Receive the vaccination through the FRPS Occupational Medicine Clinic (402-844-8300). Download the declination form in Clinician Nexus, print, complete and re-upload via Clinician Nexus, fax, email, or mail. (See instructions on the form.)
Influenza Vaccination	Students and onsite faculty who are onsite between **December 1 and March 31** are required to submit documentation (including your name, DOB, date of vaccination and product lot number) of their annual influenza vaccination for the *upcoming/current* **influenza season**. A declination form is available to download in Clinician Nexus. Those who decline will be required to wear a mask.

Please contact Faith Regional Education Dept. (402-644-7347) if you have further questions.