Faith Health + Clinician Nexus
Guide for College Staff

Faith Health 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 Health Education Department to start that process: 402-644-7347 or email Tori Moser – tmoser@faith.health.

All student experiences at Faith Health are managed in an online student management application called Clinician Nexus. This app allows Faith Health 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 Faith Health 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 Health.	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

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9	Faith Health 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 Health Education Department if you have any questions.**	**402-644-7347**

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