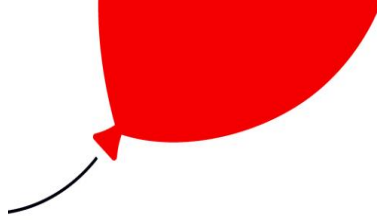


Children's Health and myClinicalExchange Resource Guide for Students & School Coordinators

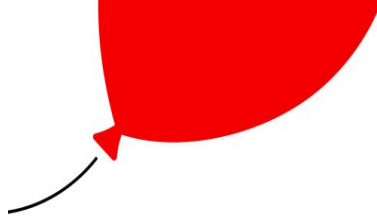




Resource Guide Table of Contents

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Mission and Values

For 110 years, the mission of Children's Health System of Texas has been to make life better for children.

Our Values are:

Selfless Service- Serving others with an enthusiastic spirit

Passionate Advocacy- Standing as champions for children

Commitment to Excellence- Driving innovation and quality care to maximize outcomes

Unwavering Integrity- Creating an environment of trust through honesty, transparency and authenticity

Your Student Placement Team

We look forward to having you as a student here at Children's Health System of Texas. Your contributions will have a direct impact on our patients' experience. Our teams are eager to show you how we embody our core values. The Placement Team serves as the liaison between academic institutions, students and our host departments.

Snober Lakhani, MSN, RN
Director of Academic Affiliations

Savanah Calderon
Coordinator, Academic Affiliations

Sana Iqbal
Manager Student Programs

Maria Rivera
Student Onboarding

Traditional Workflow

The Rotation Workflow is the general guideline for requesting, scheduling, and tracking rotations in myClinicalExchange.

If your hospital uses the Traditional Workflow, schools initiate the workflow by placing a rotation request for a general period or a series of specified dates on behalf of their students. As the Hospital Administrator, you then review the request to determine if the hospital has the capacity to take these students. After you approve the schedule, the Academic Coordinator at the school will link students to it.

Below is a summary of each stage.

- [1. Students Confirm Rotation Details \(Optional\)](#)
- [2. Schools Submit Rotation Requests](#)
- [3. Hospitals Review & Approve Rotation Requests](#)
- [4. Students Register & Pay for their mCE Accounts](#)
- [5. Schools Schedule Students](#)
- [6. All Parties Ensure Compliance](#)
- [7. Hospitals & Schools Perform Final Check](#)

Slot-Based Workflow

The Rotation Workflow is the general guideline by which all rotations in myClinicalExchange are requested, scheduled, and tracked.

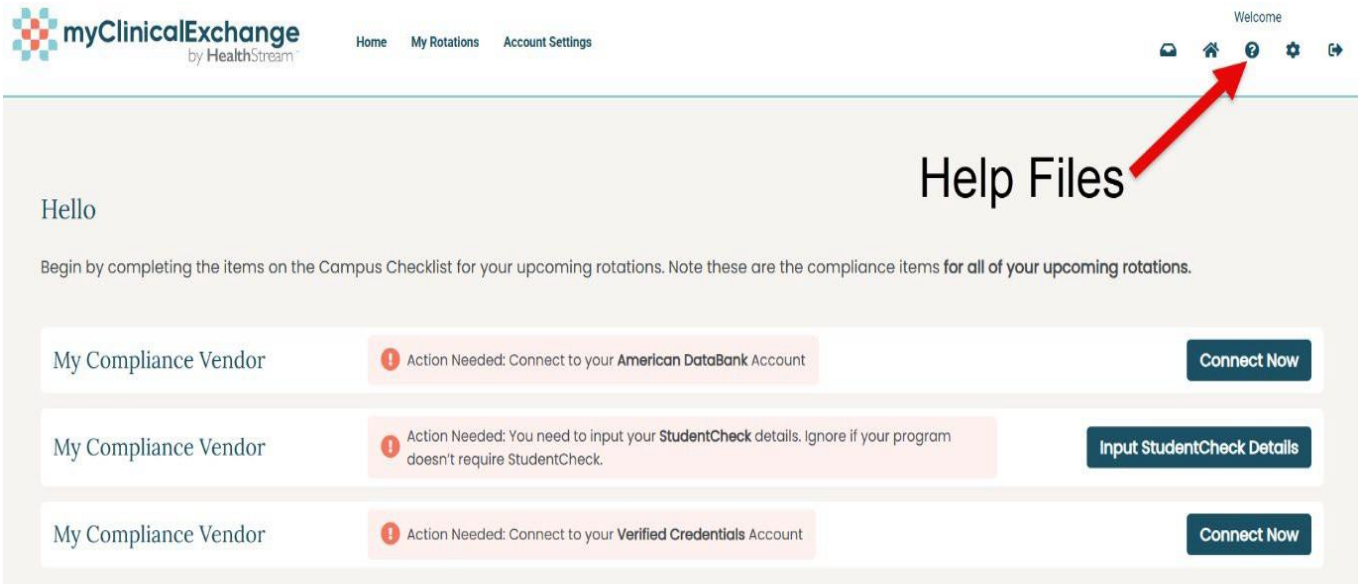
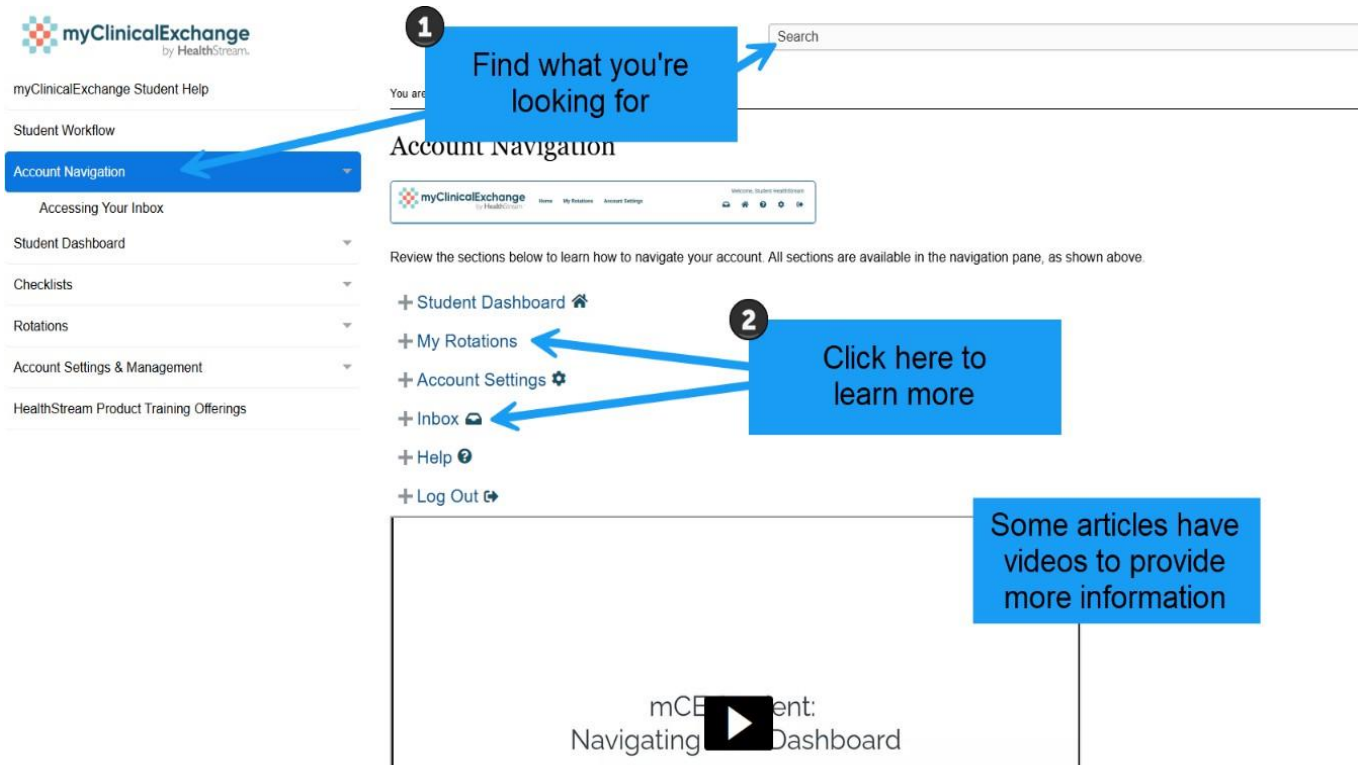
If your hospitals uses the Slot-Based Workflow, you initiate the workflow by publishing your available rotation slots. Schools then submit a rotation request for one of those slots on behalf of their students. Schools may need to identify and resolve slot conflicts before you accept the slot requests. Once you approve the schedule, the school will be able to utilize it.

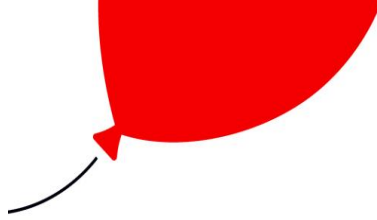
Below is a summary of the Slot-Based Workflow.

- [1. Hospitals Publish Slots](#)
- [2. Schools Submit Slot Request](#)
- [3. Schools Complete Conflict Resolution](#)
- [4. Hospitals Review & Approve Slot Requests](#)
- [5. Students Register & Pay for mCE Accounts](#)
- [6. Schools Schedule Students](#)
- [7. All Parties Ensure Compliance](#)
- [8. Hospitals & Schools Perform Final Check](#)

Questions about mCE in the program

Once you have access to mCE, you can find answers to questions by the following process:



Onboarding with My Clinical Exchange

Important Note

The expectation is that all items on the compliance checklist (referenced on page 4) and required documents (referenced on page 5) are fully complete, compliant and uploaded into MCE no later than 4 weeks prior to the student/instructor start date.

My Clinical Exchange Onboarding Instructions

Step 1 - Setting up My Clinical Exchange Profile + Fee

Important: Verify with your school if you should register/pay or if your school is registering/paying on your behalf.

Information about fees: mCE has a NO REFUND policy. Payments go through PayPal, but students and instructors do not need a PayPal account. You may pay as a guest.

If the school is paying the My Clinical Exchange fee

The student or instructor will receive an email requesting to create an account. The email will be sent to the email address that your school used to create the account and submit on your behalf. You will then log in to begin the registration and onboarding process.

If the student/instructor is paying for the My Clinical Exchange fee, please reference pages 8-10.

Step 2 - Follow up with the Academic Institution program coordinator

The student/instructor is responsible for following up with their school's coordinator, who will be assisting with the student onboarding process.

Step 3 - Complete all compliance documents and requirements

Complete all items on the compliance checklist (referenced on page 4) and required documents (referenced on page 5).

CHST "Compliance Checklist" can be found within My Clinical Exchange

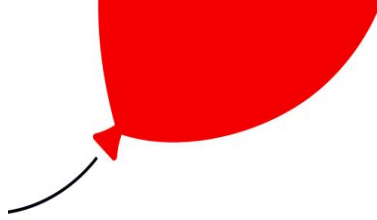
Step 4 – Training

In addition to the onboarding requirements and documents, please note that additional training is required for the student/instructor to come on-site.

All training requirements are listed on the next page.

Step 5 - Coming onsite to any Children's Health System of Texas facility:

The Host Department will communicate with you directly when you have been fully onboard and have been approved to come on-site at any of our campuses.



Children's Health Compliance Checklist

Compliance Checklist General – Profile

- Legal Name
- DOB – Date of Birth
- Previous Name (if applicable)
- Current Employee: *Yes or No*
- Previously Employed at Children's Health: *Yes or No*
- Current Student/Faculty at Children's Health: *Yes or No*
- Phone Number
- Street Address Yeah, the allergies are bad right now. Yeah.
- City, State, Zip Code
- Emergency Contact person
- Emergency Contact Phone number

Immunizations

Influenza vaccine and documentation are required annually during the flu season

Additional Requirements to be met (attested by the Academic Institution)

- Authorization for the release of the record if there is a request for an audit or survey
- TB PPD and QuantiFERON Gold or Chest X-ray (upon program admission/initial onboarding; required)
- Hepatitis B (full series or immunity by titer or declination)
- MMR (full series or immunity by titer)
- Varicella (full series or immunity by titer) Tdap (required after age 11)
- Background Check
- Criminal History Disclosure (within the last 12 months)
- BLS/CPR certification
- Liability Insurance (Student personal liability recommended; School COI is sufficient)
- Required Education to meet the clinical student requirements for the specialty

Required Documents

All students must ensure the documents listed below are submitted to expedite the clearance process into myClinicalExchange (mCE) platform. If you have any questions regarding the clearance process, please reach out

to: StudentServices@childrens.com

- Established an Academic Affiliations contract between the academic institution and Children's Health
- Waiver and Release of Medical Liability
- Signed Attestation Letter from the Academic Institution (must be on the Academic Institution's letterhead)
- Certificate of Insurance from the Academic Institution or Personal Liability Insurance
- Occupational Health Forms- Flu vaccine is required during flu season
- Confidentiality form

Required Trainings

After completing the following modules, upload the completion certificate into mCE, and clearance will be provided.

- CART and SSPV training must be completed prior to starting the clinical rotation
- Department-specific online training module will be assigned.
- DFW Hospital Council standard student training manual and test.

Please reach out to your Academic Institution to see if they are established within **myClinicalExchange**.

If your school is **not** established, please have them reach out to:

The host department contact person or mcesupport@healthstream.com

myClinicalExchange Registration and Payment

If your school doesn't plan to pay for students in **myClinicalExchange**, the academic institution still needs to submit a Basic Setup Form to create the school and program within **myClinicalExchange**. Your school coordinator can contact mcesupport@healthstream.com to begin the process.

Pricing for students is below:

- 6 months: \$20.00+tax
- 12 months: \$39.50+tax
- 18 months: \$59.50+tax

Contact Information

If you have any questions regarding myClinicalExchange, your first point of contact is your school coordinator. If your issue cannot be resolved with the help of your school coordinator, see the additional resources below.

For support with myClinicalExchange

Email: mcesupport@healthstream.com

If you need to escalate a myClinicalExchange Support Ticket

Escalate tickets with 1-800-521-0574. When you get to the recorded message, please select “1”, then #, then “4”. This will take you directly to the myClinicalExchange Support team.

If you have questions about your clinical experience at Children's Health, contact the point of contact in your host department.

Your hosting department will:

- Provide you with any department information and arrange your schedule for your rotation.
- Submit a Services Request and arrange training for anything beyond basic network access.
- Let you know when and where you must report on your first day