

Office of Experiential Education Policy and Procedure

Title: Site Onboarding and Attestations <i>(intended for college of pharmacy students)</i>		
Issued: 3/14/2018	Revised: 02/2020, 01/2021, 10/2021, 1/2024, and 1/2025	Pages 4

Policy:

It is the student's responsibility to review expectations for each of the sites they are assigned and for initiating contact with the appropriate Office of Experiential Education (OEE) personnel to obtain guidance on completion of requirements. OEE personnel and students working on site paperwork and attestation forms must start working on requirements a minimum of 60 days before the start of the rotation (except select sites such as VA sites which require a longer period for onboarding) and ensure that information is submitted to the site per their requirements. Regardless of site, all required health/screening documents must be updated and on file with the College of Pharmacy in the designated document management system (e.g. MyRecordTracker, Complio) for review by the Office of Experiential Education.

Site onboarding requirements and processes are determined by the individual site/organization and cannot be altered or waived by the Office of Experiential Education. Individual site requirements are listed in the Experiential Learning Management System (ELMS, e.g. PEPRx). As site requirements can change frequently, it is important for students to check for updates to site requirements in the ELMS 60 days before each rotation.

Costs associated with onboarding at experiential sites related to health screenings, background checks, drug screenings, use of online clearance systems, etc. are the responsibility of the student.

Students must reply to email or telephone communications from the OEE personnel regarding paperwork within 48 hours. Additionally, students must communicate with their individual preceptor at least 4-6 weeks prior to the start date of each rotation.

Students who are not cleared to start at a site due to incomplete or missing paperwork will not be reassigned to a new site during the same experiential session/block. Lack of following proper procedure may result in delayed graduation.

Office of Experiential Education Personnel contact:

- For students at the Fort Lauderdale/Davie campus, please email COPSitePaperwork@nova.edu (Recipients are OEE Academic Program Coordinators and the Director of Experiential Education, APPE);
- For students at the Puerto Rico campus, please email the PR Director of Experiential Education and the Experiential Education Coordinator directly.

Procedures:

***Students must check and respond as applicable to their NSU email DAILY.**

***Students must check site requirements listed in the ELMS 60 days before each rotation as these are subject to change.**

- Documents that need signatures from the Office of Experiential Education must be sent to the appropriate OEE personnel with the student's information already accurately and completely filled out (e.g. name, NSU email, rotation details, etc.). Blank forms will not be processed.
- Office of Experiential Education will send completed attestation forms (as required by individual sites) indicating all required documentation is on file. This form will only be sent when all requirements are met and documentation is available in the appropriate system.
- Students are responsible for supplying the site with copies of required documentation, background/drug screenings, immunization/health testing records, etc., if required. If the site requires these documents to be sent directly from the Office of Experiential Education, the student must coordinate this with OEE personnel.

Site Specific Procedures	Process
Veterans Affairs (VA)	<p>ALL VA paperwork must be completed correctly and sent to the specified VA coordinator at the individual site at least 90 days in advance of the start date of the rotation. This includes: packet, fingerprints, and all required trainings.</p> <p>*For the James A Haley VA in Tampa, please send all paperwork first to COPSitePaperwork@nova.edu. Paperwork will be proofed and directly faxed to the James A Haley VA. **For all other VA sites, students will send the paperwork directly to the VA coordinator and then email COPSitePaperwork@nova.edu so the final attestation form can be sent.</p>
<p>Sites that require Complio</p> <p>Examples:</p> <ul style="list-style-type: none">- Baptist Health- Broward Health- HCA Florida Hospital- Holy Cross- Jackson Health- Memorial Healthcare System- Nicklaus Children's- Tenet Health- University of Miami	<p>http://novasoutheasterncompliance.com/</p> <p>Students must first purchase the appropriate NSU Complio package at least 6 weeks in advance of the start date of any site that requires paperwork to be completed through Complio. Student will then follow the process to complete a urine drug screening and background check, if applicable.</p> <p>Once the student purchases the package, OEE personnel will create the appropriate rotations in the Complio system. It is then the student's responsibility to upload all required and correct documents into Complio (e.g., immunization forms, confidentiality agreement, badge forms, etc.) at least 6 weeks in advance of the start date of the rotation. In addition to Complio requirements, students must complete a VECHS Waiver Agreement and Statement each time a level 2 background check is authorized. Please complete the VECHS form and upload it into My Record Tracker. OEE personnel then reviews and approves/rejects documents that were submitted by the student. Once all requirements are complete, OEE personnel shares the Complio profile and documents with the site for final clearance.</p>
<p>CVS</p> <p>CVS Specialty</p> <p>Caremark</p> <p>Navarro</p> <p>Omnicare</p>	<p>Students must complete a level 3 background check through CVS at least 45 days in advance of the start date of a rotation at any CVS, Omnicare, Navarro, Caremark or CVS Specialty site. Student must be in communication with COPSitePaperwork@nova.edu and the assigned CVS University Relations Manager to ensure the background check has been completed in a timely manner.</p>

<p>Sites that require Rotation Manager</p> <p>Examples:</p> <ul style="list-style-type: none"> - Coral Gables Hospital - Hialeah Hospital - Palmetto General Hospital (PGH) 	<p>www.rotationmanager.com</p> <p>Students must first purchase access to the Rotation Manager portal for the required duration of time (minimum of one month). OEE personnel creates a rotation in the Rotation Manager portal and site approves the rotation. Students will then be required to upload all required paperwork into Rotation Manager at least 5 weeks in advance of their rotation start date, including completing required training modules. OEE personnel and site then reviews completed requirements for compliance.</p>
<p>Sites that require Silk Road</p> <p>Examples:</p> <ul style="list-style-type: none"> - Cleveland Clinic Weston - Cleveland Clinic Martin Health Systems (Martin North, Martin South, Indian River Medical Center, and Tradition Medical Center) 	<p>Students must ensure that all required health and background screenings are complete and submitted for review by OEE personnel. OEE personnel will send a spreadsheet/health attestation form of scheduled students to Cleveland Clinic at least 60 days prior to the start of rotations. The student will then get an email from Cleveland Clinic's HR Director with instructions on all documentation to be uploaded into SilkRoad. All documentation should be uploaded correctly and completely into SilkRoad at least 3 weeks prior to the start date of a rotation.</p> <p>All students must email the specific site contact 2 weeks prior to the rotation start date for orientation information. Students must also contact their preceptor 4-6 weeks in advance of their rotation start date.</p>
<p>Sites that require a Level 2 background check initiated by the student</p> <p>Examples:</p> <ul style="list-style-type: none"> - Broward Health - Holmes Regional Medical Center - Health First sites - Miami Beach Community Health - Palm Bay Hospital - Wellington Regional - Select psychiatric rotations 	<p>Students must complete a level 2 background check that includes fingerprinting. This can be purchased as part of a Complio bundle or ala carte from Complio, Certiphi, or other appropriate vendors. Students must complete a VECHS Waiver Agreement and Statement each time a level 2 background check is authorized. The background check must be on file with the College of Pharmacy at least 30 days in advance of your rotation start date at one of these locations. All other site-specific requirements must also be submitted as directed.</p>
<p>Sites that require background clearance coordinated through the site</p> <p>Examples:</p> <ul style="list-style-type: none"> - Community Care Plans - Found Care 	<p>Follow the instructions listed in the ELMS to communicate with the appropriate site contact and provide the needed information to start the onboarding process. Be alert to all communication received from the site and complete requirements at least 30 days before the start of the rotation per the instructions provided.</p>
<p>All other sites with paperwork/ forms not discussed above</p>	<p>Each site has specific requirements, paperwork, orientation information, immunization specifics, drug screenings, background check requirements, etc. Students are responsible for ensuring that all site paperwork is completed properly and per instructions on the ELMS and submitted to OEE personnel for review. If a student has an issue or question regarding paperwork, students MUST communicate with the appropriate OEE personnel at least 30 days in advance of the rotation start date.</p>
<p>All Other Sites WITHOUT requirements listed in ELMS</p>	<p>Sites that do not have site requirements or paperwork listed may still have requirements that preceptors send individually to students. For any site without site requirements listed, students must reach out to their preceptor at least 4-6 weeks before the start date of any rotation to ask about if there are any onboarding requirements. [Sample email format included below]</p> <p>If paperwork is required and Experiential does not have it on file in the ELMS, please forward the instructions and paperwork/documents to COPSitePaperwork@nova.edu</p>

Communication with preceptors: Students must communicate with their individual preceptor at least 4-6 weeks prior to the start date of each rotation. Students should use the email addresses and/or phone numbers listed in the ELMS to initiate communication. Successful communication means the preceptor has responded and provided the student with pre-rotation and first day instructions. If a student cannot connect with their upcoming preceptor, they must let the Office of Experiential Education know at least 2 weeks before the start date of their IPPE/APPE rotation.

Sample email:

Good afternoon Dr. [Preceptor Name],

My name is [Student Name] and I am an NSU student starting an [Rotation Type] APPE rotation with you on [Start Date]. To appropriately prepare for this rotation, please provide me with any onboarding instructions, orientation information, or paperwork that needs to be completed. Also, please let me know if there are any required readings or topics I should review before the start of my rotation with you. Lastly, I would also like to know where and when to report for the first day, as well the anticipated hours for this rotation.

I look forward to working with you.

Sincerely,

[Email signature including email and contact phone number]