Checklist Guidance

Each hospital you send to will have requirements that need to be completed for your students to become compliant for their rotation. Please use the below guidance as well as the recommended HSTM Academy micro learnings to follow the best process for getting them compliant.

Recommended HSTM Academy Course: mCE: Verifying Student & Instructor Compliance - Traditional/Slot

1. There are two checklists in myClinicalExchange, the Rotational Compliance Checklist that is specific to the Organization's requirements, and the Campus Compliance (Master) Checklist which consists of all the requirements for every Organization that your program can send to. 98% of the time, the Rotational Compliance Checklist is not directly editable by students which is why there is a Campus Compliance (Master) Checklist.

2. In order for students to become compliant for their rotation, they will want to look at the requirements specific to the Organization that they are rotating at by view the Rotational Compliance Checklist. Once they know what the specific requirements are, they will want to go to their Campus Compliance Checklist and complete the items that are relevant to the Organization. There may be some items on their Checklist that are not relevant to their specific rotation so they can disregard those.

3. Once they complete the relevant items, they will need to submit them to their School Coordinator for approval. Please note that once submitted, students will be locked out from further edits until their submitted items have been either approved or denied. You as the School Coordinator will know that you have items to approve and/or deny for a student when you have a yellow banner across the top of your homepage that says "Attention! One or more students have submitted their compliance items for review. Click here to continue." You will click on the banner to see what students have

submitted their items for review and you can click on each student name to go in and review what they have submitted.

4. Once approved, these items will cascade to the corresponding Rotational Compliance Checklist for the Organization to review. If you deny any items, they will be sent back to the student for updating and submission for approval again. Please note that until those items are approved, the Organization will not be able to view them, and the student will remain non-compliant.

5. There may be other documents (pending paperwork), modules and exams that are required of your students from the Organization. These items will be completed directly by the student and then reviewed directly by the Organization. The student can access these items from the "Alerts" center on their homepage.

6. If you have been linked to a new Organization within myClinicalExchange, you will need to reach out to mcesupport@healthstream.com to have your Campus Compliance Checklist updated.

7. If you have worked through the steps mentioned above and your students are still not compliant, please reach out to mcesupport@healthstream.com for questions and to ensure your Campus Compliance Checklist Is up to date.

How to access the HealthStream Academy:

Navigate to the HealthStream login page here (bookmark this page for future reference).

Your User ID is your email address
Your first password is Welcome1! (case sensitive)
Note - the first time you log in to your account, you will be prompted to reset your password. Please store this in a secure location.

Search the catalog for mCE and you will see a number of libraries recommended for Academic Coordinators.