

Health Sciences Overview

Health Sciences onboards students needing a clinical rotation as a requirement for their education/degree. All students that fall within Health Sciences are unpaid. Please continue reading to learn more about the student onboarding process and review frequently asked questions.

Student Onboarding Process

As the first step in the process, students must complete the [Student Intake Form](#). AHN no longer accepts or reviews clinical rotations entered into myClinicalExchange.com (mCE) without approval.

Please do not enter clinical rotations prior to 90 days from the start date. Due to volume, AHN reviews incoming rotation submissions around the 90-day mark through two weeks before the rotation begins.

Once the student's intake form has been submitted, each clinical rotation is assigned to a Health Sciences coordinator who will provide step by step instructions and updates to each student via email.

Note: Please list the best email address to be contacted at on the intake form.



AHN reviews each clinical rotation request with the Preceptor identified for the rotation. Once the Preceptor has confirmed they can accommodate the rotation, Health Sciences sends the student the details of entering their clinical rotation into mCE.



To begin entering details into mCE each student must create an account. Effective 04/01/2023 AHN no longer covers the costs associated with student accounts in mCE for students onboarded through the Health Sciences team.

While entering a clinical rotation into mCE, the student will need to complete the core of their required onboarding items and respond accordingly with their rotation ID #.

The following items must be completed for the student's rotation to be moved forward in the process:

Date of Birth

School Coordinator Details

Last 4 Digits of SSN

Employment Status at AHN

Expected Graduation Date

Regulatory Documents Electronic Consent



At this stage, Health Sciences has approved the student's clinical rotation in mCE and let the student know if they have any outstanding items in mCE. When in doubt, be sure to review and complete all items on both the Compliance and Documents Tabs



Lastly, each student will receive an email letting the student and their Preceptor know they are cleared to start with AHN. A student cannot come onsite at AHN until they've received this. AHN does not submit for your AHN logins until after you've received this email.

Defining and Obtaining a Preceptor

Preceptor Information	Description
Preceptor	At AHN, the Preceptor is a pre-determined AHN employee that each that will be the student's onsite instructor. Every student must have an identified Preceptor as this is the "manager" responsible for the student while onsite at an AHN facility. (Other terms for a Preceptor: Clinical Coordinator and Clinical Instructor)
Obtaining a Preceptor	AHN cannot guarantee placement of every student needing a clinical rotation. Each student is to work directly with their school to be aligned with a Preceptor. Once those details are identified the student can begin the Student Onboarding Process outlined on the first page of this document.

AHN Log ins

If you were a *previous student* with us at AHN, you will use the same log ins. Your Employee ID# (7 Digits) will always remain the same. If you have login issues, please contact IT Services directly at (412)-330-HELP.

If you are an *AHN employee* completing a clinical rotation as a student, you will not receive new student logins as you already have access to AHN systems. Depending on your program type, you may need additional access.

If you are a *new student* that has never completed a clinical rotation with AHN before, you will receive your AHN log ins in an email prior to your first day. All details of accessing and completing Epic Training are included in the email where you receive your AHN log-ins.

Important Timing for Student Onboarding Process

Step of Process	Deadline
Student Intake Form	Health Sciences must receive the student intake form, at minimum, 14 days prior to the first day of the rotation. Please submit Student Intake Forms as soon as a student has all of those details.
Compliance & Documents Tab	Must be received by 12:00PM Monday of the week prior to their start date
Affiliation Agreements	30-day timeline from start to finish Health Sciences must work directly with the school for all agreements, we are unable to work with a student.

COVID-19 Documentation

Up-to-date COVID-19 vaccination is highly encouraged, but not required at this time. Health Sciences is no longer collecting COVID Documentation within myClinicalExchange; however, the student and school should obtain and maintain this documentation, if applicable, with the other Affiliation Agreement requirements.



Frequently Asked Questions

Medical Students

Students studying to be a physician are not handled by the Health Sciences team. To learn more about Visiting Student Learning Opportunities (VSLO), [follow this link](#).

The VSLO program helps medical and public health students connect with institutions offering short-term elective opportunities that can enhance their medical education. These elective opportunities include observations, summer research programs, clinical opportunities, away rotations, away electives, clinical rotations and visiting opportunities.

Shadowing/Observations

Shadowing is facilitated by Volunteer Services at AHN. Please visit [this link](#) to learn more about Shadowing and apply.

myClinicalExchange.com Fee

Effective 04/01/2023 AHN no longer covers the costs of a student account fee with mCE. mCE accounts belong to each student and can be used at any healthcare organization the student may go to. The fee is \$39.95 for a student account for one year.

Question: I am a student needing more information on scrubs, who should I contact?

Answer: Health Sciences does not handle scrubs or scrub access. Please work with your Preceptor to identify what is needed for your clinical rotations.

Question: How do I get an AHN ID badge?

Answer: All students are required to wear their school issued photo ID badge while onsite at any AHN facility AND a student badge from AHN. AHN student badges do not have photos on them but will have the access a student needs to successfully complete their clinical rotation. A student's preceptor will have requested a student's badge for them and have it onsite within their first week.

Question: Where do I go on my first day?

Answer: The student's Preceptor will provide the details of where to go on his/her first day. Health Sciences does not facilitate or maintain student schedules.

Question: Where do I park when I am onsite for my clinical rotation?

Answer: Health Sciences does not handle parking details as they are different at every facility. Please work with your Preceptor to identify what parking options you may have.

Question: Who do I send my drug screen results to?

Answer: Your school is required to obtain and maintain both drug screen results and any additional immunization records. Please work with your school coordinator to ensure they are on file with your school. These records do not need to be sent to anyone at AHN.

Contact

HealthSciences@ahn.org is monitored Monday-Friday during regular business hours. Any emails sent to this email address will be handled within 24 hours. Each student should use their Health Sciences coordinator to communicate and ask questions during the onboarding process – do not start a separate thread with this inbox.

For any questions from the school or school coordinators, please feel free to reach out to HealthSciences@ahn.org and we will be sure to get you to the correct person to assist you with your needs.

