

Compliance in mCE

In myClinicalExchange, there are four types of compliance for you to enter. Which parts of this you need to complete will depend on which hospital you are sent to for your rotation. Some hospitals use all four compliance areas, while others use only some of these. Our four types of compliance are checklists, documents, modules, and exams.

Once you have been scheduled to a rotation, you receive all compliance requirements for that rotation. You can only complete documents, modules, and exams after you have been scheduled to a rotation, which is usually something your school coordinator must do for you.

Before being scheduled, you have access to the Campus Compliance Checklist at the top of your screen. You can fill this out in advance if you would like, and this is the place where you normally enter your checklist information. **ACC students only have the ability to add their background check and drug screen results. The school coordinator (Cassandra Racine) will put in ALL OTHER INFORMATION.**

mCE has two types of checklists: campus checklists and hospital checklists. Most hospital checklists do not allow you to edit them. So, you will normally just fill out your campus checklist, and then submit it to your coordinator for review.

In some cases, your campus checklist could contain items that you do not need to fill out unless you are going to a specific hospital. You can check with your school coordinator for clarification.

If you choose to fill out the campus checklist before being assigned to a rotation, it can give you a head start on your compliance.

This help file gives you basic instructions for completing your campus checklist, documents, modules, and exams to help you become compliant for your rotations.

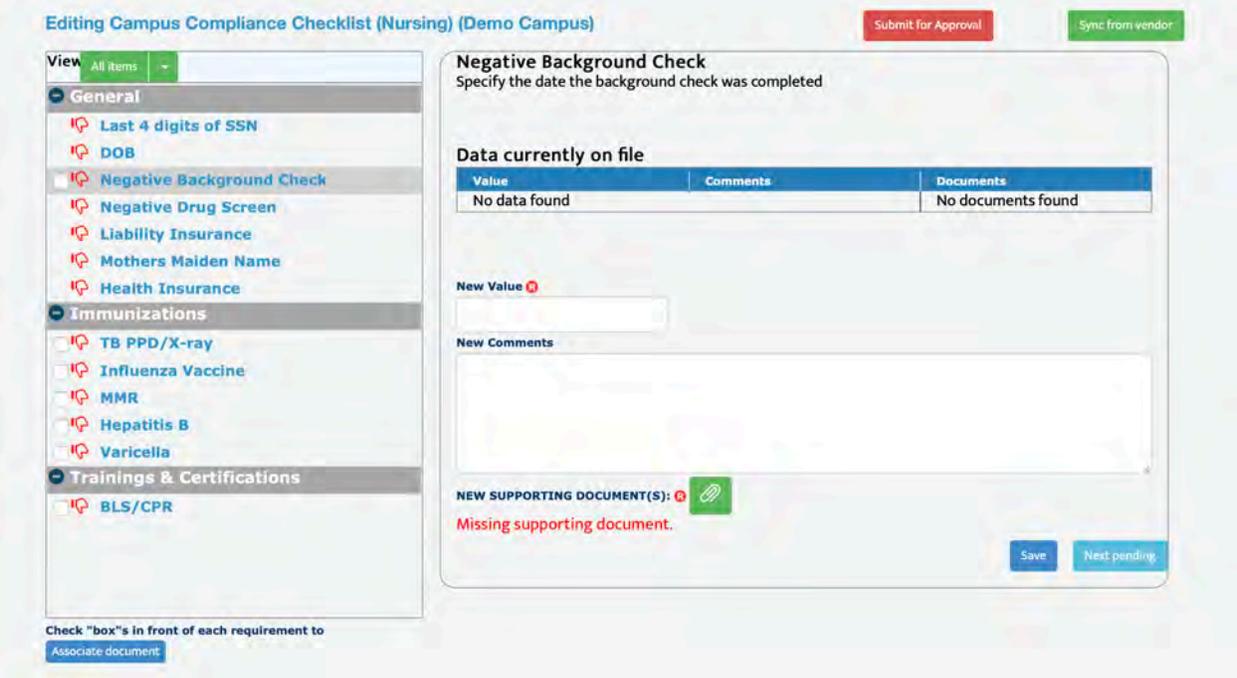
If you are not yet scheduled to a rotation, you can check with your school coordinator about when you will be scheduled to one. **ACC students will be schedule for rotations by the second week of classes. There will be no hospital checklist, modules, or exams available to you until you have been assigned to a rotation. Please make sure you check your ACC student email for updates on your scheduled clinical rotations. You will receive an email before your rotations are assigned to you in MCE.**

Campus Compliance Checklist

To edit the campus checklist, just click Campus Compliance Checklist at the top of your homepage.

My school compliance requirement(s)	Integration Info	Status	Comments
 Campus Compliance Checklist (Nursing) (Demo Campus)	Provider Name: American DataBank (Complio) Status:Account not Linked Data integration pending		

This brings up the actual checklist for you, as the next screenshot demonstrates.



Editing Campus Compliance Checklist (Nursing) (Demo Campus) Submit for Approval Sync from vendor

View All Items

- General
 -  Last 4 digits of SSN
 -  DOB
 -  Negative Background Check
 -  Negative Drug Screen
 -  Liability Insurance
 -  Mothers Maiden Name
 -  Health Insurance
- Immunizations
 -  TB PPD/X-ray
 -  Influenza Vaccine
 -  MMR
 -  Hepatitis B
 -  Varicella
- Trainings & Certifications
 -  BLS/CPR

Check "box"s in front of each requirement to Associate document

Negative Background Check

Specify the date the background check was completed

Data currently on file

Value	Comments	Documents
No data found		No documents found

New Value 

New Comments

NEW SUPPORTING DOCUMENT(S): 

Missing supporting document.

Save Next pending

On the left, you see item names with red thumbs down to indicate items that are out of compliance.

As you click on the item names, you will see item descriptions with instructions on what you need. You will also see a value field. The value field *always* needs information and can never be left blank. Comments are optional.

If an item is missing a document and needs one, you will see red text at the bottom that says, "Missing supporting document." **Simply click the green paperclip to add the document.**

After you enter information, **click Save**. You can then either navigate to other items to enter on the left, or you can click "Next pending" on the bottom right to advance to the

next item you need to complete. **ACC STUDENTS ONLY UPLOAD SUPPORTING DOUCUMENTATION FOR DRUG SCREEN AND BACKGROUND CHECK RESULTS.**

Once you have entered everything you need to send for review, **CLICK THE BOX TO THE LEFT OF THE ITEMS YOU WANT TO SUBMIT FOR REVIEW**, then click the red “Submit for Approval” button on the top right.

Editing Campus Compliance Checklist (Nursing) (Demo Campus)

View All items

General

- Last 4 digits of SSN
- DOB
- Negative Background Check
- Negative Drug Screen
- Liability Insurance
- Student Name
- Insurance
- Residence
- Emergency Contact
- Vaccine

Hepatitis B

Varicella

Trainings & Certifications

- BLS/CPR

Check "box" in front of each requirement to Associate document

Negative Background Check

Specify the date the background check was completed

Data currently on file

Value	Comments	Documents
No data found		No documents found

New Value

New Comments

NEW SUPPORTING DOCUMENT(S)

Missing supporting document.

Save Next pending

Submit for Approval Sync from vendor

CLICK THE BOX BEFORE HITTING SUBMIT FOR APPROVAL!!

Once you submit your checklist, it locks for review by your coordinator. You will not be able to edit it until that person completes their review for you. Please contact your coordinator if your checklist stays locked waiting for their review.

Documents

If you need to complete compliance for the Documents area, you will have an alert in the Alerts section of your homepage about “Incomplete paperwork”.

The Alerts section shows a notification: "My Alerts! - 8 requires your attention." Below this, a list of alerts is displayed:

- Planned Graduation Information is missing in your account profile
- Your Demo Campus account not yet linked with American DataBank (Compilo) to pull compliance data
- Your Demo Campus account not yet linked with Corporate Screening to pull compliance data
- Rotation # 203048 Survey Pending
- Rotation # 203154 - Incomplete paperwork
- Rotation # 203154 - One or more orientation modules not yet completed
- Rotation # 203154 - Checklist not in compliance
- Rotation # 203154 - One or more online tests not yet completed

The Documents area of your rotation is a place for hospitals to provide you with informational documents you can read or download and also a compliance area where you sometimes must enter an electronic consent or upload a document. You can click the “Incomplete paperwork” alert to go to the Documents area.

The Documents area interface includes a header with a warning: "⚠ - indicates action required! Click the individual tab to view required information for this rotation." and a "Close" button. Below the header, the rotation details are shown: "Rotation# 203154 Demo Clinic East Rotation Period 8/1/2020 - 12/1/2020".

Navigation tabs include Compliance, Documents (active), Orientation, and Exams. Instructions for uploading supporting documents are provided:

- Step1 - Click "Choose file" to select the document from your pc/mac to upload
- Step2 - Click upload to submit as your supporting document(s).
- Step3 - Open Document to ensure it has been properly uploaded.

[Repeat the above steps if you need to submit more than one document as supporting document]

Filter options: Show all Items Show incomplete items

Clinical Rotation related Documents	Electronic Consent?	Supporting Documents
01 Clinical Readiness Self Assessment.pdf		Choose File no file selected Upload <small>(Special characters not allowed in the file name. Allowed file types are ".doc .docx .pdf .jpg .jpeg .gif .png .xls .xlsx")</small>
02 Confidentiality Agreement.docx		Choose File no file selected Upload <small>(Special characters not allowed in the file name. Allowed file types are ".doc .docx .pdf .jpg .jpeg .gif .png .xls .xlsx")</small>
03 National Patient Safety Goals.pdf	Consent Required (Click here)	
Licence Required.jpg		Choose File no file selected Upload <small>(Special characters not allowed in the file name. Allowed file types are ".doc .docx .pdf .jpg .jpeg .gif .png .xls .xlsx")</small>

If it says Consent Required next to an item, you simply click Consent Required, and then click “I agree” to register your compliance.



Then it will show your consent. Your consent cannot be withdrawn.

03 National Patient Safety Goals.pdf	✓ Consented on 6/11/2020 6:09:20 PM
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If the Supporting Documents tab shows a document upload area for an item, and there has been no document uploaded, then you must upload one to be compliant. Just click Choose File to select your document. Then click Upload to store the item in mCE. The document appears in blue, letting you know you completed that item.

Clinical Rotation related Documents	Electronic Consent?	Supporting Documents
01 Clinical Readiness Self Assessment.pdf		CampusUser.xls Remove Attachment Choose File no file selected Upload <small>(Special characters not allowed in the file name. Allowed file types are *.doc .docx .pdf .jpg .jpeg .gif .png .xls .xlsx)</small>

At the top of the Documents area, you will see a red thumb when you are out of compliance.



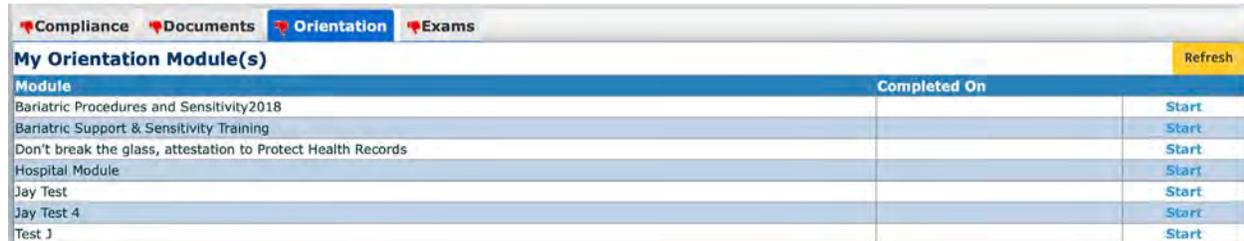
Once you complete all items, the red thumbs down will become a green thumbs up. You can also click through all the tabs to go to other areas of your compliance for you to complete. Once all tabs have a green thumb, or at least have no more red thumbs (in case a section is not being used), your rotation is cleared for compliance in mCE. You would tell your coordinator you completed everything, and your coordinator should check with the hospital to see if they have anything else for you outside of mCE.

Orientation

The Orientation section contains modules for you to watch. These are slide shows that you view and click through. If your rotation has a module for you to complete, you will see an alert about orientation modules.

Rotation # 203154 - One or more orientation modules not yet completed

Clicking the alert takes you to the Orientation area.



Module	Completed On	
Bariatric Procedures and Sensitivity2018		Start
Bariatric Support & Sensitivity Training		Start
Don't break the glass, attestation to Protect Health Records		Start
Hospital Module		Start
Jay Test		Start
Jay Test 4		Start
Test J		Start

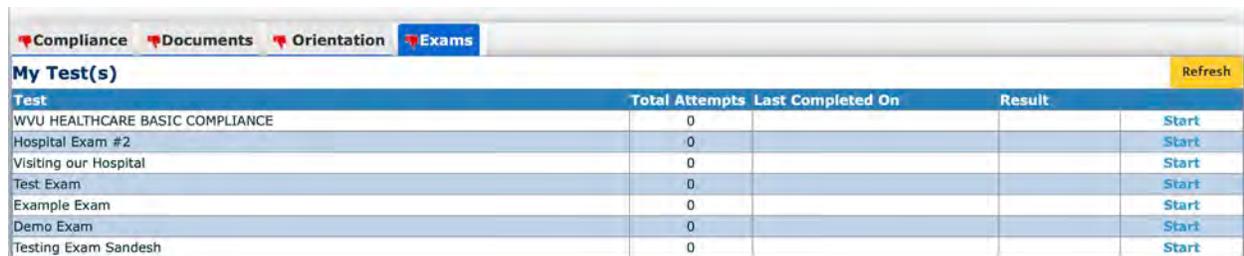
You click start to begin the module. Simply click Next until you reach the end, and then you must click the yellow Finish button at the end to complete the module.

Exams

If you have Exams to complete, you will have an alert about online tests.

Rotation # 203154 - One or more online tests not yet completed

Clicking this alert brings you to the Exams area.



Test	Total Attempts	Last Completed On	Result	
WVU HEALTHCARE BASIC COMPLIANCE	0			Start
Hospital Exam #2	0			Start
Visiting our Hospital	0			Start
Test Exam	0			Start
Example Exam	0			Start
Demo Exam	0			Start
Testing Exam Sandesh	0			Start

Click Start to begin the exam. Once you start, an attempt will be registered. Most exams have instructions at the beginning. Some are set to a limited number of attempts, and all require a certain passing score that is determined by the hospital. If you run out of attempts to take the exam, only the hospital can approve mCE to reset it for one more attempt. So, prepare well before you take an exam.

My Rotations

[Home](#) | [My Rotations](#) | [Account Settings](#) | [FAQ](#) | [Logout](#)

Clicking My Rotations at the top of your screen brings you to a useful area where you can see your rotations.

Demo Clinic East (Occupational Therapy - Acute Care - Acute Care Rotation)								
⚠️ Rotation# 203154	Period	08/01/20 - 12/01/20(M,TU,W,TH,F)				100 - 500 Shift	8.50hr.	
	Preceptor			Academic Oversight	Clinical Coordinator: Administrator, Admin (32115@sandbox.edu)			
	Checklist	Pending	Paperwork	Pending	Orientation	Pending	Test	Pending
	Survey	Required on completion of rotation	Attendance	Not Required.				

You can find the rotation you need, and then click on the red word Pending next to any of the compliance areas to go directly to that compliance tab (or a green Completed if you already finished that compliance tab).

Clicking on Pending next to Checklist takes you to the hospital checklist instead of the campus one. Usually, you will not be able to edit a hospital checklist and should only view that for informational purposes unless instructed otherwise. Your checklist edits should instead be done on your homepage in the Campus Compliance Checklist described at the beginning of this document.

Troubleshooting

Please always use mCE only on a desktop or laptop with Firefox, Chrome, or Safari as your browser. We are not compatible on mobile devices. Clear your cache if you have a problem. If the problem continues or you need more help, contact us: support@myclinicaexchange.com

Also, please remember that your school coordinator is a key point of contact for using our site and is someone you should be in contact with about your rotations and compliance questions as well.