NirvSystem Process for Visiting Electives (UME)

1. Learner Affairs will use the details in the Confirmed Student Listing report from SAS to import the learners into NirvSystem on the 15th of the month.

2. At the time of the import, the learners will automatically receive a welcome email which will walk them through the next steps of the process (how to log in etc.).

3. The learners must complete all the requirements before they are able to attend their placement at LHSC. Please note that there is a $39.00 onboarding fee that must be paid in order to complete all the requirements. This fee is charged directly to the learner and will only be waived if the learner is also an LHSC employee.

4. Once the learner has completed all requirements, they will receive an email indicating their completion. The Office of the Program Administrator will need to request the ID Badge and provide the learner with detailed instructions on next steps.

5. Learner Affairs will send over the learner's access details via File Safe System when all requirements have been completed.

The following Access/Training is requested and provided by Learner Affairs:

- Corporate Access
- Cerner Access
- Beep Access
- Cerner Student Journey Training (Provider Student Orientation PowerChart Fundamentals) *Except those on Emergency, Radiology, or Pathology
- FirstNet online training *Emergency Medicine rotations only

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Requirements for Medical Learners

	NirvSystem Medical Learner Requirements	
	Requirements	**Details**
1.	**Registration eModule**	Please ensure that the spelling is correct and that the information is void of errors. The system will use this information to create your authorization email as well as specific systems access. • User # will be your school/educational institution ID number • Date of Birth (only Day and Month needed)
2.	**Onboarding Fee**	There is a $39 fee (per year) to cover the administrative cost of NirvSystem as well as the cost of onboarding the learners into the organization. *LHSC Employees are exempt from paying this fee.*
3.	**LHSC Training eModules**	Please review the modules in their entirety, do not skip any sections. Once you have reviewed all sections, click the [Close] button at the top right corner. This ensures that completion of the requirement is recorded. Some eModules may contain links to the LHSC intranet site which will not open for learners. Please continue through the eModules as the information provided has the necessary learnings
4.	**Vulnerable Sector Check**	LHSC requires a Vulnerable Sector Check for all Medical Learners. Learners must be able to show a current (ie. Less than 12 months old) Vulnerable Sector Check in order to begin placement. If the document expires (ie. Goes past 12 months old) during the placement, you must update the VSC and re-submit to NirvSystem. Any cost associated with meeting or updating this requirement is the responsibility of the learner. *Will be verified by Learner Affairs after submission through NirvSystem and then will be marked as completed.*

5.	**Immunization Acknowledgement Form**	In order to comply with health requirements as set out in the Public Hospitals Act, other applicable law, or LHSC policies, prior to coming on-site to LHSC: • The Learner must obtain immunizations/blood work, TB tests and documentation as required (any costs incurred are the responsibility of the Learner); • The school/educational institution must ensure that the requirements are fulfilled before the Learner's anticipated start date Please use the following checklist to assist with the collection of your health requirements: Health Screening Checklist Please use the following link if you have any questions regarding health requirements: Health Requirements - Additional Information *Will be verified by Learner Affairs after submission through NirvSystem and then will be marked as completed.*
6.	**N95 Mask Fitting**	Respirator mask fit testing is completed prior to clinical placement. The fit testing must be within **two years** of the date of the clinical placement period. Acceptable N95 Respirators for testing are: 3M 1860, 1860s, 1804, and 1870+. *Will be verified by Learner Affairs after submission through NirvSystem and then will be marked as completed.*
7.	**Cerner PowerChart Journey**	Learners will be registered to complete the Cerner Student Journey training course (Provider Student Orientation PowerChart Fundamentals or FirstNet). Instructions will be emailed to their school email address from: Inservice.Registration@sjhc.london.on.ca Once the journey is complete you will be returned to the **My Dashboard** page, click the right-pointing arrow next to **Completed Journeys**. In the **Completed Journeys** page, take a screenshot of this page and upload the image to this eModule as proof of completion.

		If you exit before completing an individual activity, when you return you will need to start the activity from the beginning If you are a visiting elective medical student working in Windsor, you will not be required to complete the Cerner Learning Journey training. *Will be verified by Learner Affairs after submission through NirvSystem and then will be marked as completed.*
8.	**Synergy eModule**	Once you have been cleared by Synergy Verified, please upload a screenshot of your status indicating a pass. *Will be verified by Learner Affairs after submission through NirvSystem and then will be marked as completed.*
9.	**Workplace Injury Insurance**	The School/Educational Institution coordinates this coverage. Please send proof of insurance to: LHSC-WSIB@lhsc.on.ca

NOTE: If any requirements expire during the course of your placement, you are responsible for updating them and responsible for any associated costs with doing so. Updated documentation must be submitted prior to the expiry date.