MyClinicalExchange Information

Dear Student,

In cooperation with and in order to meet compliance requirements for clinical agencies, the Nursing Science Program utilizes the myClinicalExchange program (mCE). This web-based program is designed to make clinical rotations more organized, efficient, and easier to manage for students, schools and clinical facilities!

Therefore, before a student can be enrolled in Nursing Science Program coursework, the student must register on the mCE website. A fee of $39.50 is assessed the student at the time of registration.

Acceptable documentation is required before the student can be enrolled in program coursework. All mandatory clinical requirements must be uploaded to MyClinicalExchange by **December 1, 2024**

Make a copy to save for your personal file BEFORE uploading to MCE.

After enrollment you will be assigned to your clinical site(s) in MCE. Clinical site orientation will then be made available to you on the MCE website. Completion of the orientation is required by each clinical facility for eligibility to attend clinical at that site. Once you call and accept your spot, a detailed instruction guide will be emailed to you to guide you through completion of this process.

1. It is the student's responsibility to upload all needed documents by the deadline given.
2. Only correct and legible documents will be accepted.
3. Do not type in comments on the right-hand side.
4. Click on the button to submit for approval when all documents are uploaded.
5. After submitting for approval, our office will approve immunizations as available. Contacting us will slow the process down.
6. After submitting for approval, you cannot resubmit any item without approval or earlier items by the Nursing Program.
7. The following items will be approved and uploaded by the Nursing Program or college after you have submitted all your documents: (1) Background Check, (2) Drug Screening, (3) Student Liability Insurance, and (4) VA/TMS

If you have any questions about immunizations or uploading documents, please contact Nursing@rose.edu

ROSE STATE COLLEGE

NURSING SCIENCE PROGRAM

Mandatory Clinical Requirements

To meet the contract requirements of our clinical facilities, proof of completion of all of the clinical requirements listed below must be provided no later than **December 1, 2024** in order to be enrolled in the Nursing Science Program. Proof of Documentation must be uploaded to My Clinical Exchange (see the enclosed directions for uploading). proof of completion of the following requirements. If your documentation has not been uploaded by **December 1, 2024,** your spot in the Program will be offered to an alternate applicant**. Follow all directions listed below, moving from top of list to bottom of list. If you have separate documents those will uploaded in designated areas. If you have a page or two pages with all of this documentation, it will need to be uploaded to each category listed below, adding corresponding dates.**

- **Click on: TB/PPD/X-ray will need to provide TWO Negative PPDs (TB skin test**), given at least 1 week apart and no more than 1 year apart. The **most recent of the two PPDs** must be entered as date. If TB skin test is or has ever been positive, a recent negative chest X-ray and recent statement of readiness for public contact from a medical doctor is required as well as documentation of the date of the positive test. The county health department can assist with this. Date to enter is 1 year after date read (for example administered 11/01/2024, **read 11/03/2024** as negative you will enter 11/03/2024) If this is on 2 separate documents, you will need to upload both, labeling TB #1, and TB #2. A TB Gold blood test is also acceptable.

- **Click on: MMR will need proof of Positive Rubella, Rubeola and Mumps titers**, or *complete* **MMR immunization series** (**TWO doses** received after the age of one year). Date given is date to be entered.

- **Click on: Influenza Vaccine you will need proof of recent flu vaccine.** You will upload either form you signed for flu vaccine, or a drug store receipt. Date given plus 1 year, (example given Oct 1, 2023, you enter expiration date as 10/01/2024) Enter the date of your most recent shot. **This must be the current vaccine.**

- **Click on: Hepatitis B You will need Positive Hepatitis B** titer **or** complete immunization series (three childhood doses, or two adult doses if received after 1991)**, or** a signed declination form (can be signed at nursing department).

- **Click on: Tdap--Adult dose booster Tdap (Tetanus-Diphtheria-Pertussis**) You will upload the document when you received, but enter **date dose will expire** This date is **10 years after given** (example Nov 1, 2024 expires Nov 1, 2034). **Must not expire before May 15, 2025**

- **Click on: Tdap Received** upload the same document as Tdap, you will enter date given here.

- **Click on: Varicella** (Chicken Pox) a **Positive titer**, or *completion of* immunization series (**TWO** doses given at least 1 month apart). **Chicken Pox history is not acceptable**. Date given is date to be entered.

- **NOTE: The COVID-19 vaccine is no longer required; however, if you have taken it, we would like to have a record, so please do the following as it applies to you:**

- **Click on: 1st COVID Vaccine** You will upload vaccine card with 2-3 dates, enter date 1st dose given.

- **Click on: 2nd COVID Vaccine** You will upload same vaccine card as #1 but enter date 2nd dose given.

- **Click on: COVID Vaccine Brand** type in brand of vaccine (Pfizer, Moderna, Johnson & Johnson or Janssen)

- **Click on: COVID-19 Vaccination Received**, if you upload same card as dose 1&2, if you have only received 2 doses, put date of 2nd dose here. If you have received booster (3rd dose) enter the date of 3rd dose.

- **PLEASE NOTE: You may receive a one-dose vaccination for COVID-19 now. This is acceptable.**

- **Negative Background Check** –nursing program provides proof. Only a GroupOne Services **Federal Background** check accepted. You will receive an email with a link to do this at the proper time.

- **Negative Drug Screen**—nursing program provides proof

- **Liability Insurance**—nursing program provides proof

- **Click on: DOB** just enter your date of birth

- **TMS Certification 1**—this does not apply to Rose State at this time.

- **Click on: County of Residence**—enter the county you live in, example Oklahoma County, **do not enter the country you live in here.** This is used for tracking COVID pandemic areas across the state(s).

- **Click on: BLS/CPR** upload proof of that you have completed the **American Heart Association Basic Life Support course**. No others are accepted!! Current certification must be good through **May 2025** for Spring 2025 admission.

Once all documents have been uploaded, you must click **Save and Submit for approval.**

If you do not save **and** submit for approval it is not visible on the school side; therefore, the nursing program cannot approve. Items cannot expire within the current semesters (example Spring semester items must be good through May, and Fall semester must be good through December), only items that can be renewed during the semester are Influenza or COVID-19 if receiving booster dose #3.

Additional Clinical Requirements

ALL OF THE REQUIRED DOCUMENTATION LISTED ABOVE MUST BE Uploaded correctly into MyClinicalExchange, IN ORDER TO BE ENROLLED. A clinical requirement checklist is also enclosed to assist you in ensuring you have completed each requirement. Please feel free to call the Nursing Program Office at (405) 736-0337 if you have any questions about these requirements and/or documentation to provide.

Please do not call or send multiple emails when this is completed. It slows down the process, and hinders ability of nursing program to approve documentation. If you upload documents into incorrect areas, they will be rejected and it is up to you to correct the information. Only approved documentation for each category will be approved. There are approximately 150 students in the nursing program at RSC; nursing program faculty do not have time to re-enter items that should have been uploaded correctly on the first round of uploading.

If you receive a rejection notice from RSC nursing program, you will have directions of what is needed or what actions you will need to complete. Please take care of this as soon as possible.

If you upload only partial documents, you will not be able to go back in to re-upload until the nursing program has approved the first submission.