

Center for Youth and College Education Clinician Nexus – Student Shadowing Platform

Shadowing Student Account Creation for High School Students (age 16 and over)

Ensure that you adhere to the instructions when creating an account on Clinician Nexus and submitting your application. Follow the application guidelines and do not attempt to choose a sponsor or location within Clinician Nexus. If there is a sponsor you are interested in shadowing, their last name will be included in the title of the offering if they are listed in our system.

How to Create an Account

(Setting up an account is COMPLETELY FREE)

1. Go to [Clinician Nexus](#)
2. Click “Join for free” (if applicable) - Fill in your Name, Email, Create Password, and click the “I accept the End User License Agreement.”


Welcome to Clinician Nexus Screen

3. Click “Apply for clinical experiences as a student, resident, volunteer, etc.”


Welcome to Clinician Nexus!

What would you like to do first?

Additional roles can be added afterward if needed.



Apply for clinical experiences as a student, resident, volunteer, etc.



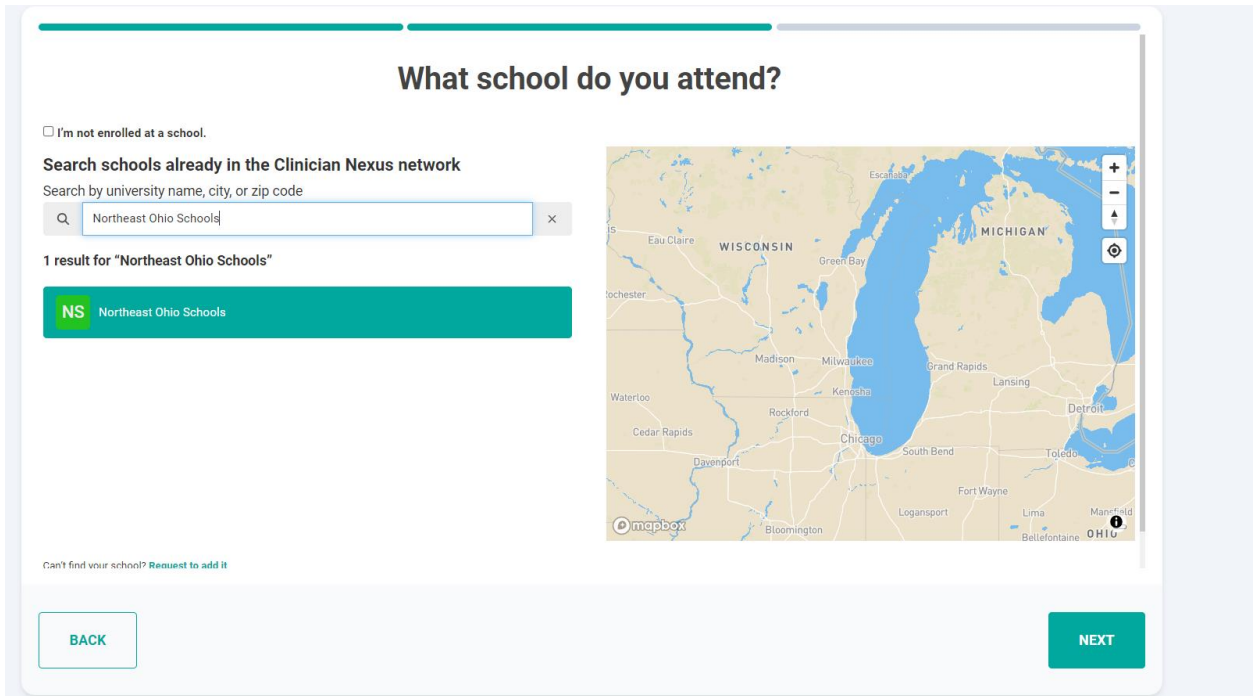
Manage clinical experiences as staff for a hospital, clinic, or care setting



Manage clinical experiences as staff for a school, university, or teaching institution

LOGOUTNEXT

4. Search 'Northeast Ohio schools' in the search bar.



What school do you attend?

I'm not enrolled at a school.

Search schools already in the Clinician Nexus network
Search by university name, city, or zip code

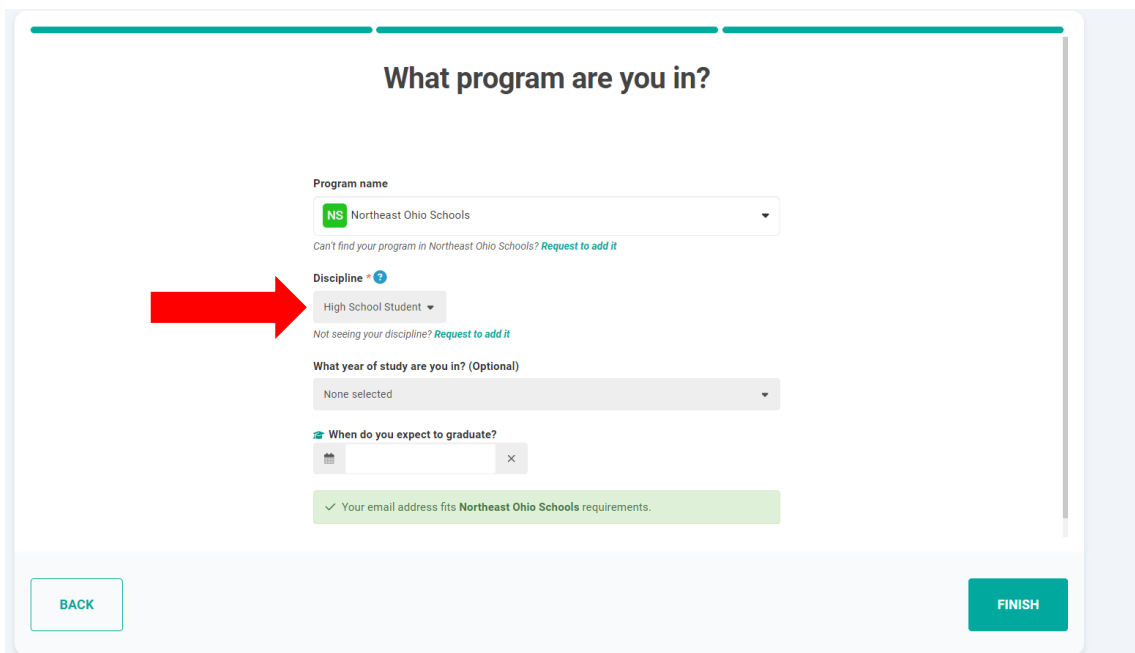
1 result for "Northeast Ohio Schools"

NS Northeast Ohio Schools

Can't find your school? [Request to add it](#)

[BACK](#) [NEXT](#)


5. Under "What Program Are You In?" Program Name is auto-filled with *Northeast Ohio Schools*, please select **HIGH SCHOOL STUDENT** under Discipline. **No need to complete year of study or graduation date question.**



What program are you in?


Program name
NS Northeast Ohio Schools

Can't find your program in Northeast Ohio Schools? [Request to add it](#)

Discipline * 
High School Student

Not seeing your discipline? [Request to add it](#)

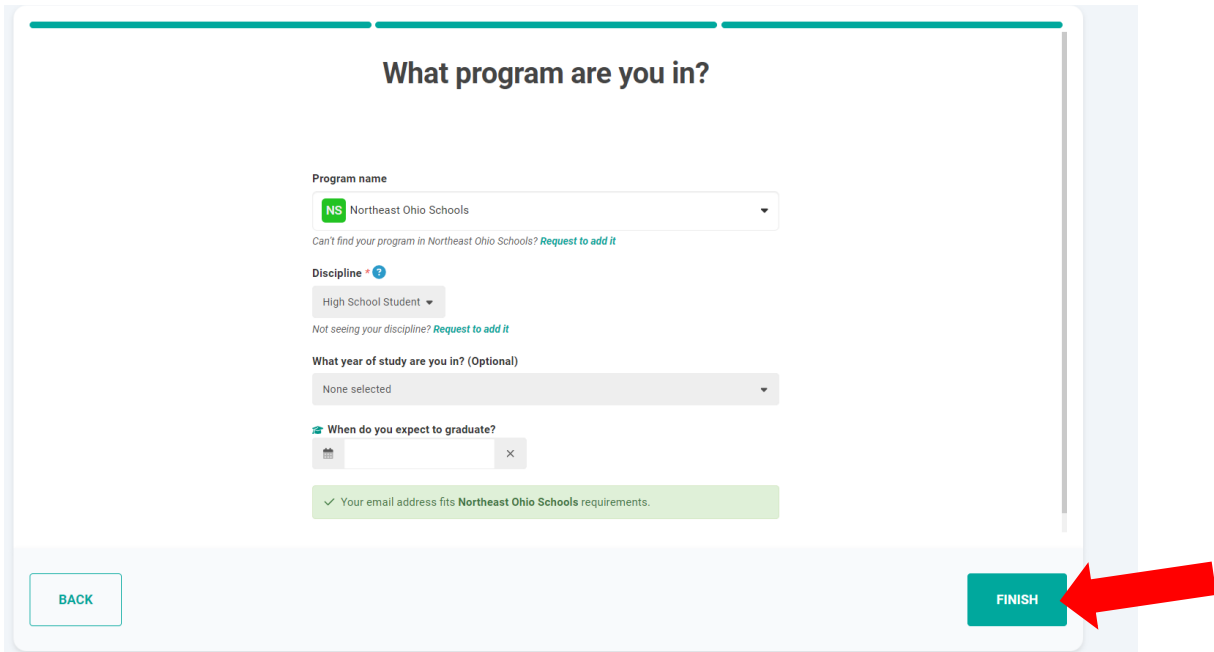
What year of study are you in? (Optional)
None selected

 When do you expect to graduate?

Your email address fits **Northeast Ohio Schools** requirements.

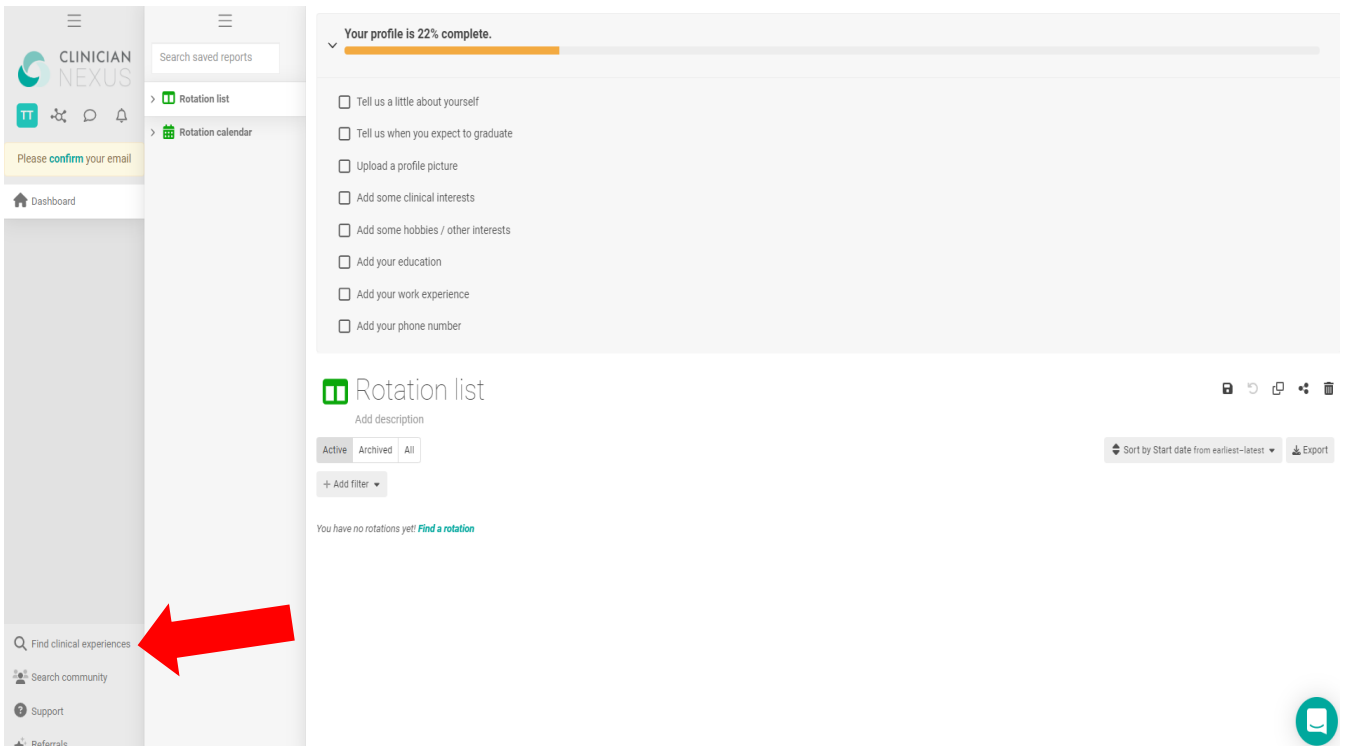
[BACK](#) [FINISH](#)

6. Once you select ***Finish*** (green button) you will land on your Dashboard



The screenshot shows a form titled "What program are you in?". It contains several fields: "Program name" with a dropdown menu showing "NS Northeast Ohio Schools"; "Discipline" with a dropdown menu showing "High School Student"; "What year of study are you in? (Optional)" with a dropdown menu showing "None selected"; and "When do you expect to graduate?" with a date picker. A green checkmark message at the bottom states "Your email address fits Northeast Ohio Schools requirements." At the bottom of the form, there are two buttons: "BACK" on the left and "FINISH" on the right. A red arrow points to the "FINISH" button.

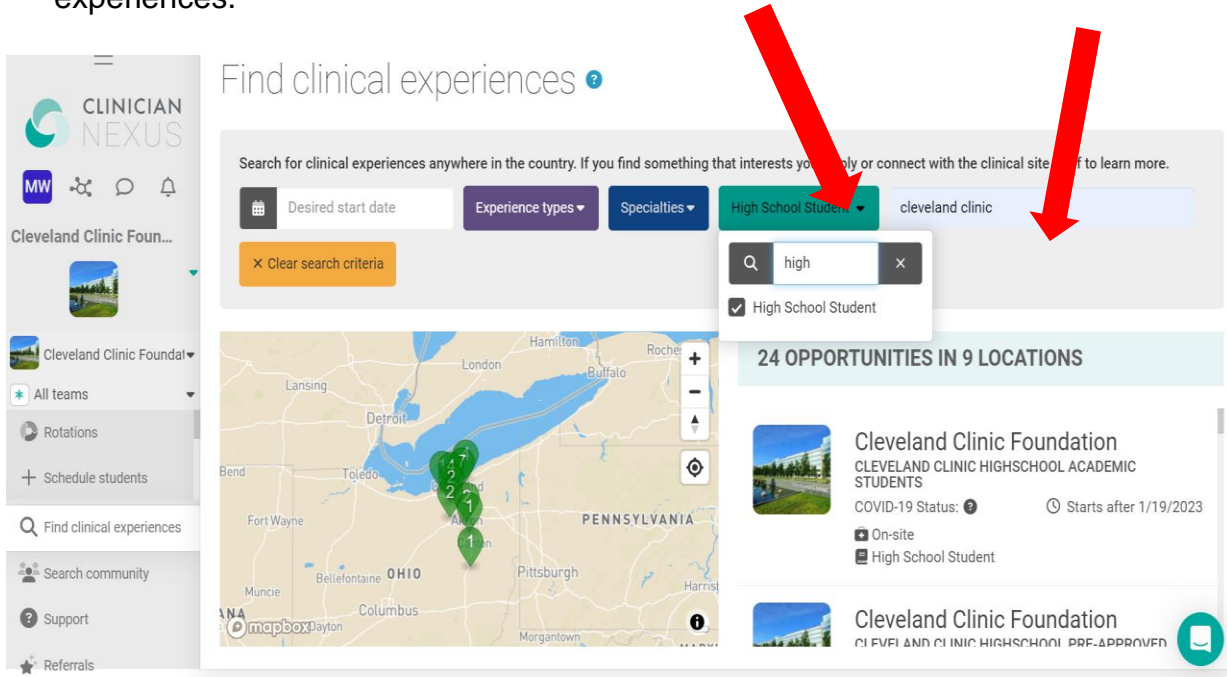
7. Click "**Find Clinical Experiences**" in the bottom left-hand corner.



The screenshot shows the CLINICIAN NEXUS dashboard. The top left navigation menu includes "CLINICIAN NEXUS", "IT", "Search saved reports", "Rotation list", "Rotation calendar", "Please confirm your email", and "Dashboard". The main content area shows a progress bar for "Your profile is 22% complete." with a list of tasks: "Tell us a little about yourself", "Tell us when you expect to graduate", "Upload a profile picture", "Add some clinical interests", "Add some hobbies / other interests", "Add your education", "Add your work experience", and "Add your phone number". Below this is the "Rotation list" section, which includes a search bar, filters for "Active", "Archived", and "All", and a "Sort by Start date from earliest-latest" dropdown. A message at the bottom of the rotation list says "You have no rotations yet! Find a rotation". At the bottom left of the dashboard, there is a button labeled "Find clinical experiences" with a red arrow pointing to it.

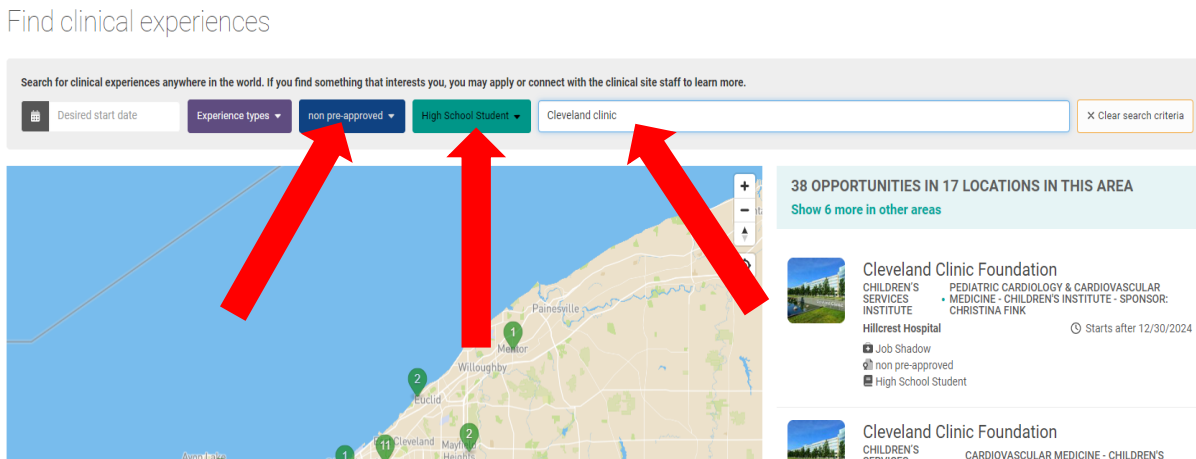
8. SCENARIO 1: If you know the last name of the sponsor you are shadowing and have an approval email (if it applies) follow the below instructions:

To filter, click the green button and type **High School** and type **Cleveland Clinic or the last name of your sponsor** in the empty text box. Current available opportunities will populate, and you will be able to apply to the appropriate experiences.



SCENARIO 2: If you do not know the name of a sponsor or have an approval email from a specific sponsor, follow the below instructions:

To filter, click the dark blue button and type **non pre-approved**, click the green button and type **high school** and type **Cleveland Clinic** in the empty text box. Current available opportunities will populate, and you will be able to apply to the appropriate experiences.



Application Submission

9. Applications can be submitted up to 2 months before your desired start date.
Note: The exact shadow times will depend on the sponsor's availability. After you submit your application, **please wait until we contact you for the next steps.** We review all applications in the order they are received, and the review process may take up to 10 business days. During peak season (May - August), application review times may exceed 10 business days. If your application is accepted, you will receive an email with STEP 1 details for further instructions. Students must complete onboarding for their initial shadowing experience before submitting another application. Only one application is permitted at a time.
10. You will be required to set your projected start date 30 days out to prevent the system from cancelling your application. If you select a shadowing rotation date, it is more than likely you will **NOT** start shadowing on that date. Your **EXACT** start date is determined after you complete onboarding and your sponsor will work with you to schedule a time that works for both of your schedules. If you see changes to a date you requested, please do not be alarmed as those dates are not what we use to determine your start date.

Onboarding in SilkRoad RedCarpet

11. Your onboarding is completed in a different system called SilkRoad RedCarpet, **NOT** Clinician Nexus.
12. Onboarding can take up to 30 days. If you meet all requirements and complete tasks promptly, it can be done in two weeks. For delays beyond your control, please communicate with us (<mailto:studentshadowing@ccf.org>); your application will be cancelled if onboarding exceeds 30 days.
13. **DO NOT EMAIL US ANY DOCUMENTS!** All required documents will be uploaded into SilkRoad RedCarpet.

Canceling an Application

14. To cancel a pending application, click on it in your profile and select 'Cancel Rotation'. If your application has been accepted, email us at <mailto:studentshadowing@ccf.org> to cancel it properly.

Hour Logging

15. If you receive a shadowing experience, you must log your hours after the completion of shadowing. Failure to complete this step can result in a delay or rejection of receiving another shadowing experience. If the Hour Logging feature is not working due to the dates not aligning, you can place the hours you received in the comment section of your profile.