Cleveland Clinic
Center for Youth and College Education

CYCE Student Shadowing Program
Clinician Nexus – College Student Instructions

Shadowing Student Account Creation for College and Adult Learners

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

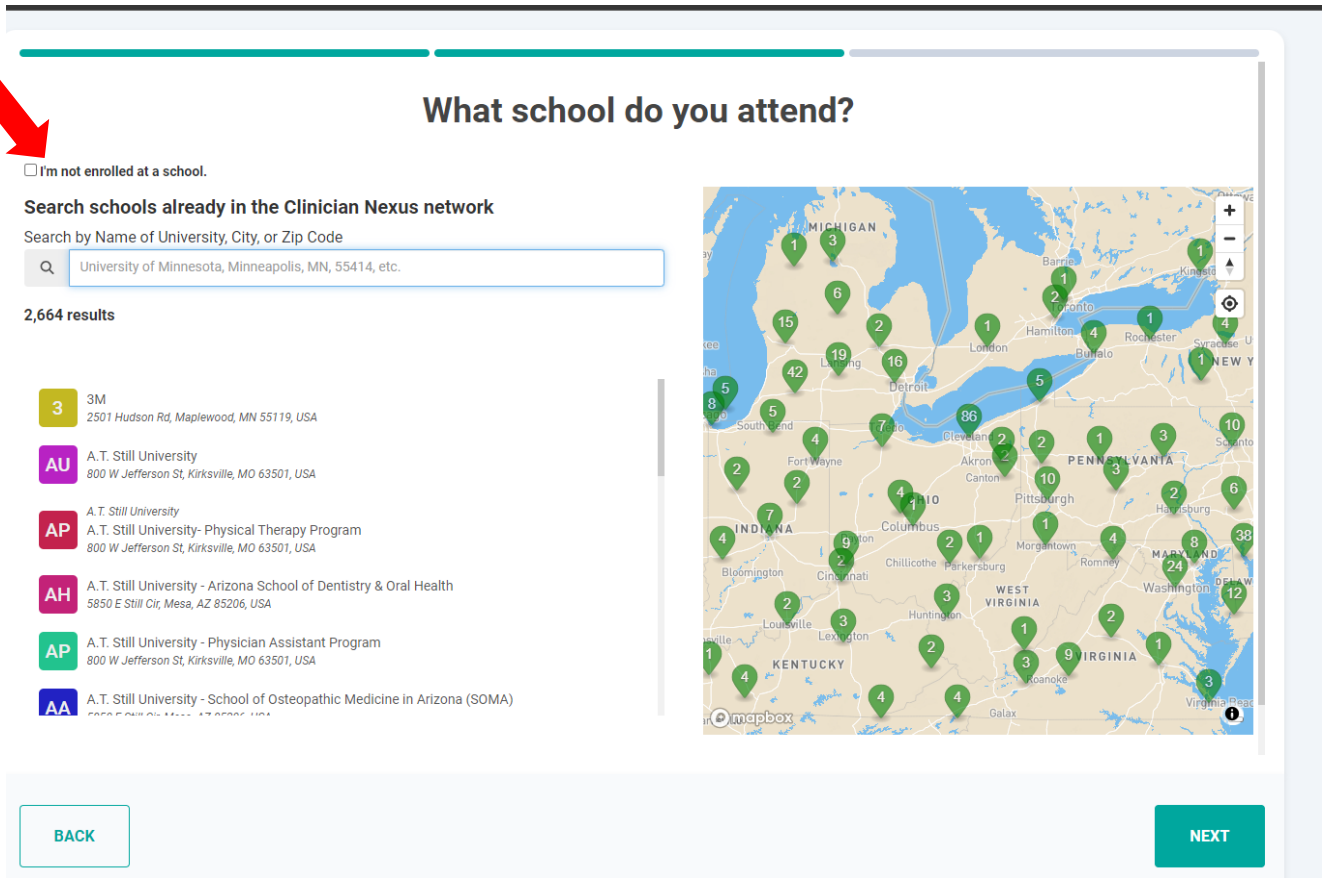
(Setting up an account is COMPLETELY FREE)

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.”

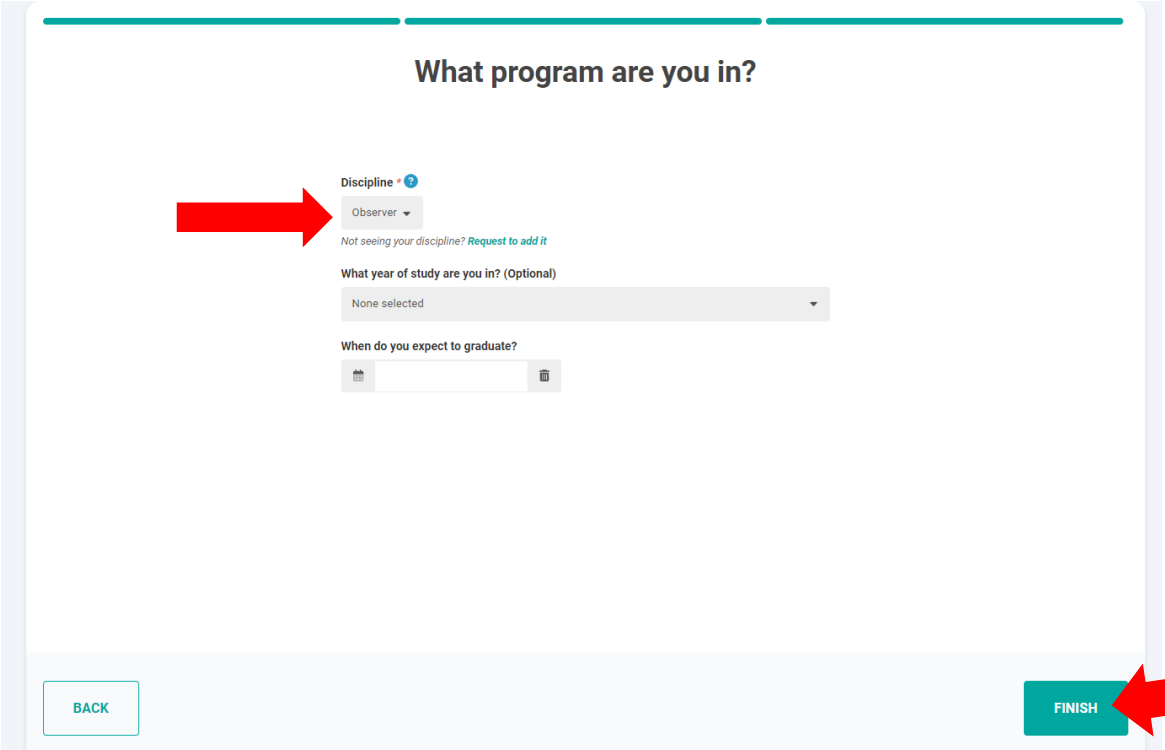
Welcome to Clinician Nexus Screen

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

4. Click on "**I'm not enrolled at a school**" at the top if you are not enrolled in school or if your school is not listed. If your school is listed, then select your school's name.

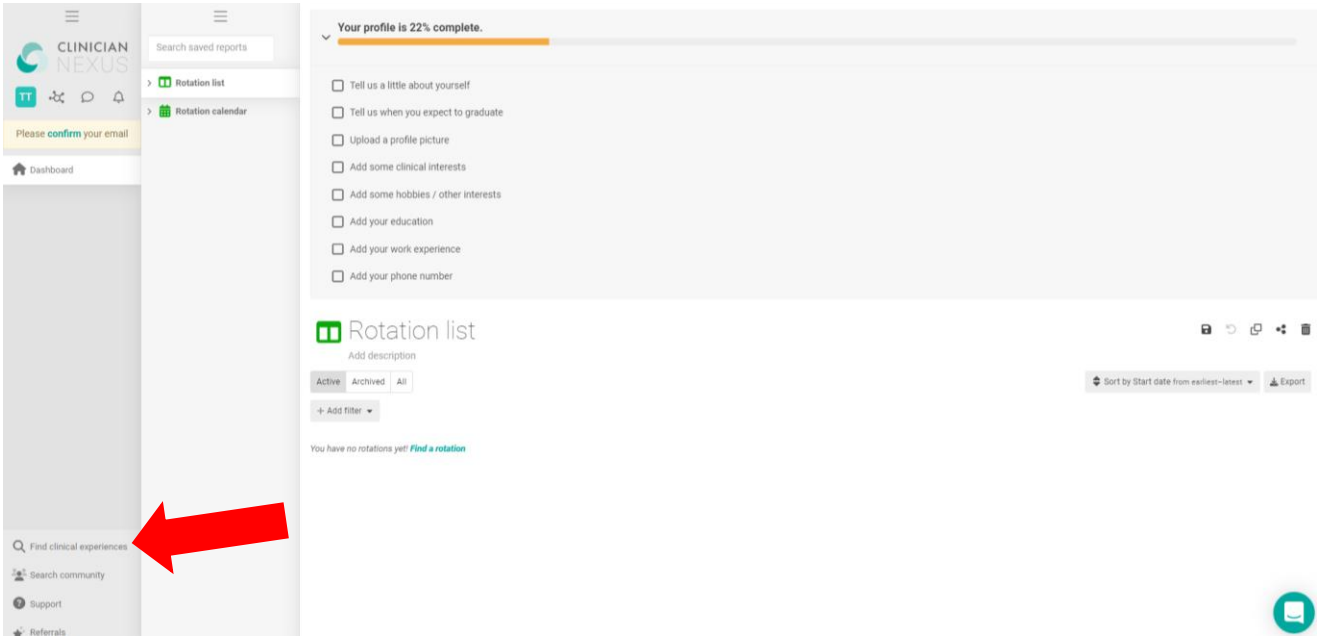


5. *Discipline:* **Select Observer**. There's no need to complete the year of study or graduation date question.



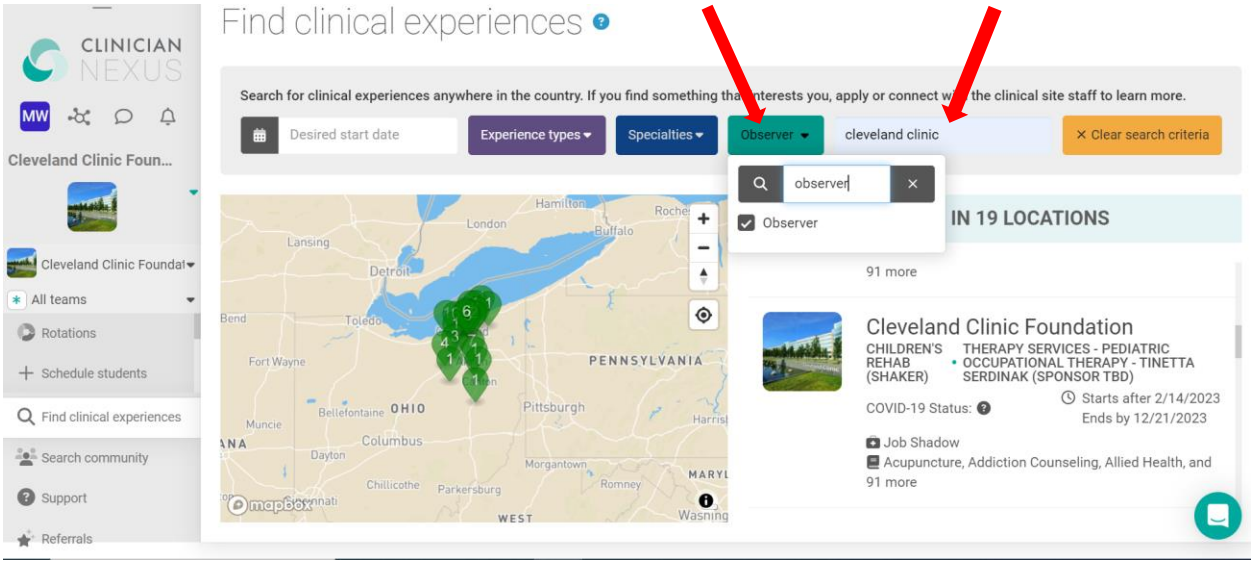
Once you select ***Finish,*** you will land on your Dashboard.

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



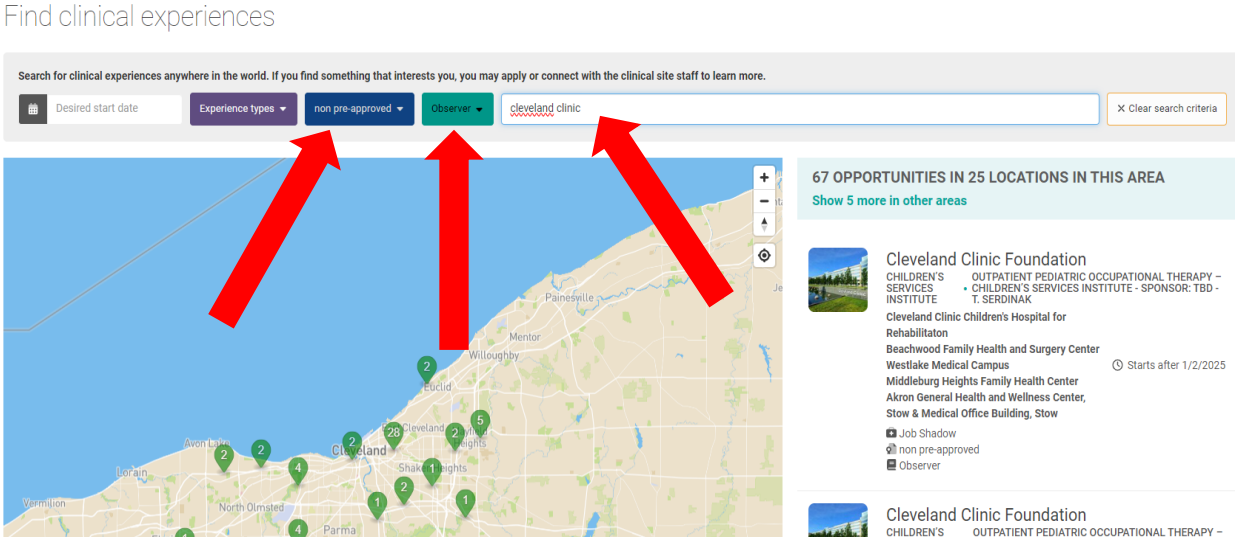
7. **SCENARIO 1:** If you know the last name of the sponsor you are shadowing and have an approval email (if it applies) follow the below instructions:

To filter, click the green button and type **Observer** 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 experience.



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 **Observer** 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 in Clinician Nexus

8. You may apply **up to 2 months** before your desired start date. The exact shadow date(s) depend on sponsor availability. Once submitted, please wait to be contacted—applications are reviewed in the order received and may take up to 10 business days, or longer during peak season (Apr–Aug). If accepted, you'll receive an email with STEP 1 instructions. Onboarding must be completed before submitting a new application. Students must complete onboarding for their initial shadowing experience before submitting another application. **Only one application is permitted at a time.**

9. Set your projected start date at least 30 days out to avoid automatic cancellation. The date you select **is not your actual start date**—your exact start date will be set after onboarding is complete and coordinated with your sponsor. 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 shadowing date(s).

Onboarding in SilkRoad RedCarpet (Not Clinician Nexus)

10. Your onboarding is completed in a different system called SilkRoad RedCarpet, **NOT** Clinician Nexus.

11. 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 (studentshadowing@ccf.org); your application will be cancelled if onboarding exceeds 30 days.

12. **DO NOT EMAIL US ANY DOCUMENTS!** All required documents will be uploaded into SilkRoad RedCarpet.

Canceling an Application

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

Hour Logging

14. 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.