

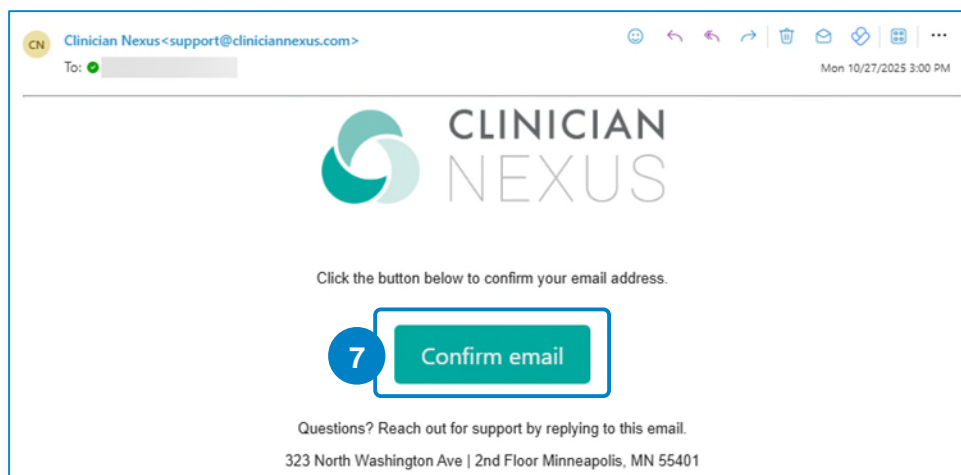
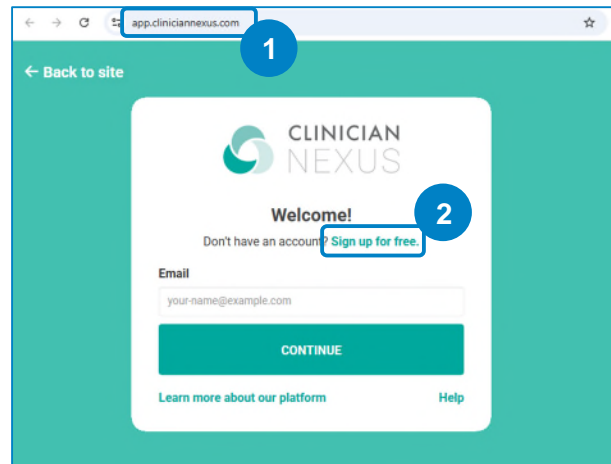
Administrative Fellowship Application Job Aid

Thank you for your interest in Cleveland Clinic
Administrative Fellowship.

? Questions? Contact AdminFellows@CCF.org

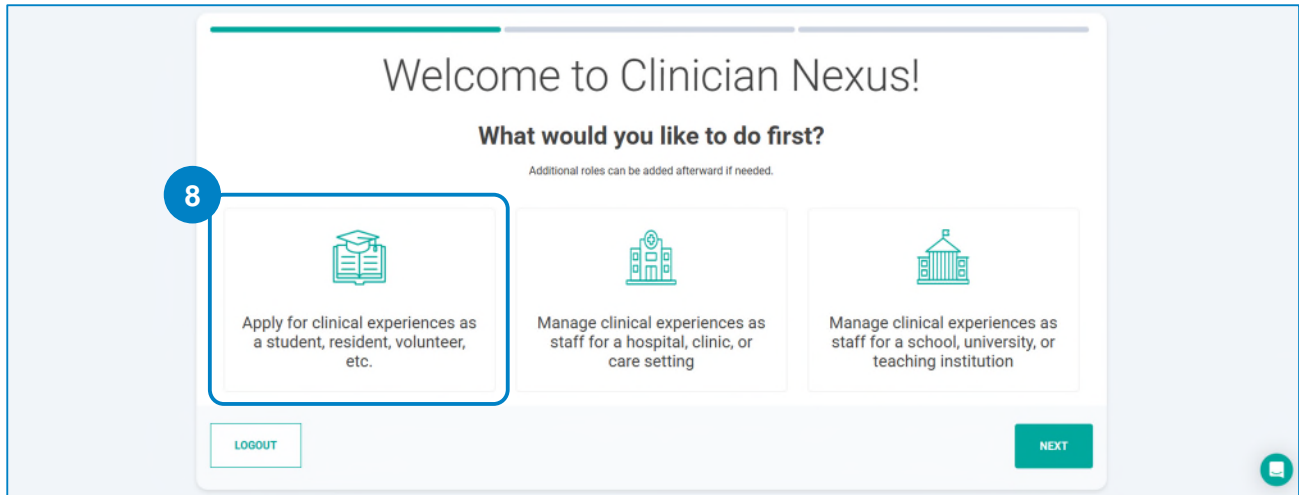
First, create an account with Clinician Nexus. Here's how:

1. Click this link or copy and paste it into your web browser.
<https://app.cliniciannexus.com/>
2. On the Clinician Nexus welcome page, click the **Sign up for free** hyperlink.
3. Enter your **first** and **last** name and **email address**.
4. Create and confirm a **password** according to the requirements.
5. Check the box to accept the **End User License Agreement**.
6. Click the **[SIGN UP]** button.
7. Check your email for a message from Clinician Nexus. Click the **[Confirm email]** button.

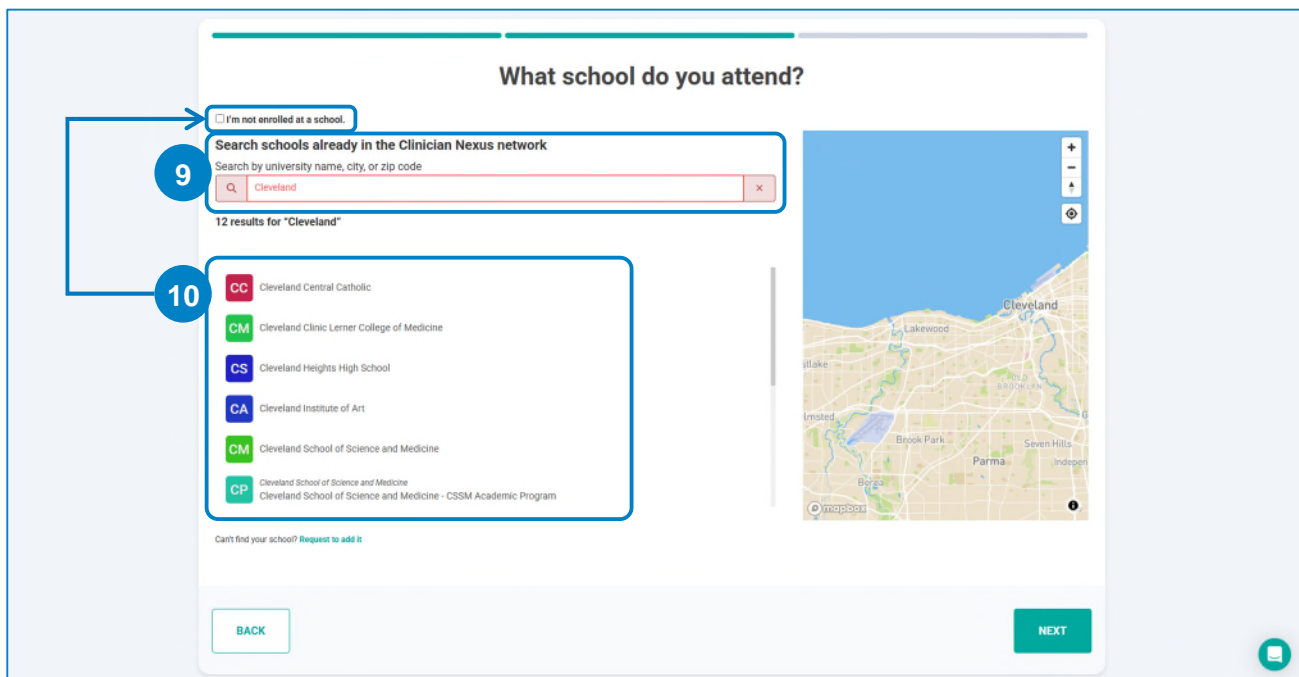


The **Clinician Nexus** website will appear in a new window.

8. Click the box that reads **Apply for clinical experiences as a student, resident, volunteer, etc.**



9. On the following screen, begin entering the name of your school in the **Search** field.
10. Select your school from the list when it appears. If your school isn't listed, check the box for **I'm not enrolled at a school**.



11. On the following screen, click the **Discipline** field.
12. Enter “**Observer**” in the Search field and click **Observer** from the list.
13. The year of study and date of expected graduation fields are *not* required. Click the **[FINISH]** button.

The screenshot shows a form titled "What program are you in?". It includes a "Program name" dropdown menu with "NSJ Northeast Ohio / Florida High Schools" selected. Below it is a "Discipline" dropdown menu with "Observer" selected. A search box for "Observer" is open, showing a list of results with "Observer" selected. A "When do you expect to graduate? (Optional)" field is present but empty. A green message box at the bottom states "Your email address fits Northeast Ohio / Florida High Schools requirements." At the bottom of the form are "BACK" and "FINISH" buttons. Callouts 11, 12, and 13 point to the Discipline dropdown, the search box, and the FINISH button respectively.

If you confirmed your email address (Step 7), your dashboard will appear.

The screenshot shows the Clinician Nexus dashboard. On the left is a sidebar with navigation options: Rotations, My steps, Document library, Find clinical experiences, Search community, Support, and Referrals. The main content area is titled "My views" and includes a search bar, a sort dropdown set to "Name from A-Z", and a "Rotation list" section. The "Rotation list" section shows a search bar and a message: "You have no rotations yet! Find a rotation". At the top right of the dashboard, a progress indicator shows "Your profile is 11% complete." with a list of tasks to complete, such as "Tell us a little about yourself", "Tell us what year of study you're in", "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".

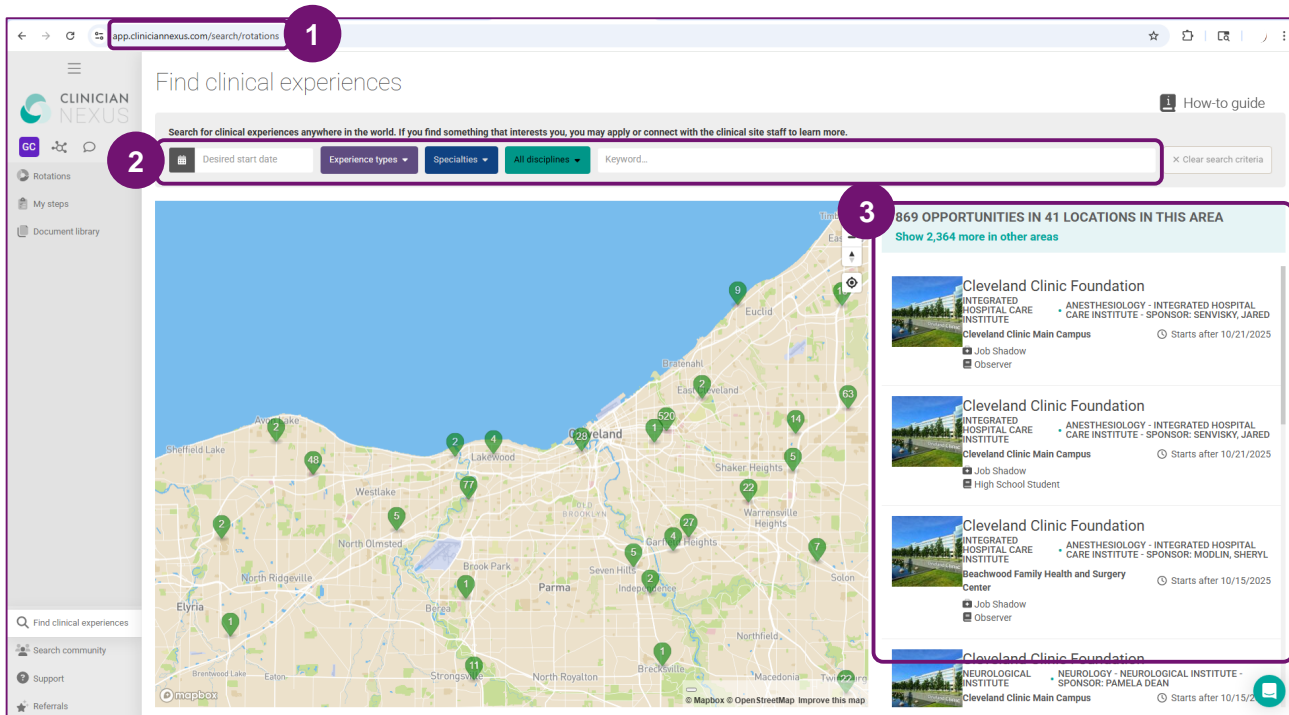
After you create your account, complete an application. Here's how:

1. Click this link or copy and paste it into your web browser.

<https://app.cliniciannexus.com/search/rotations/120240>

Enter **June 1, 2027** as your desired start date. In the **Keyword search**, enter "Administrative Fellowship."

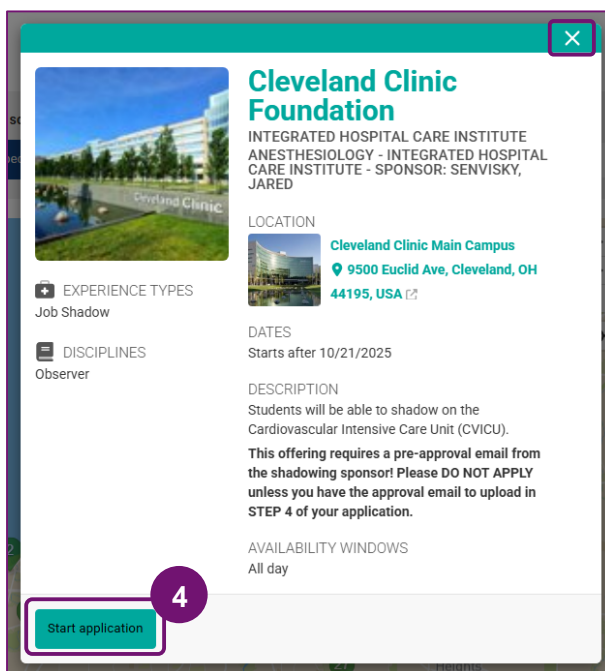
2. Select the opportunity when it appears in the right-hand menu.



The screenshot shows the Clinician Nexus search interface. A purple circle with the number '1' highlights the browser address bar. A purple circle with the number '2' highlights the search filters, including 'Desired start date', 'Experience types', 'Specialties', and 'All disciplines'. A purple circle with the number '3' highlights a list of opportunities on the right-hand side. The list includes three entries for 'Cleveland Clinic Foundation' with details such as 'INTEGRATED HOSPITAL CARE INSTITUTE', 'ANESTHESIOLOGY - INTEGRATED HOSPITAL CARE INSTITUTE - SPONSOR: SENVISKY, JARED', and 'Starts after 10/21/2025'. The map on the left shows various Cleveland neighborhoods with numbered markers.

A pop-up window will appear with additional information.

4. Click the **[Start application]** button.



The screenshot shows a pop-up window for a Cleveland Clinic Foundation opportunity. The window has a close button in the top right corner. It features a photo of the Cleveland Clinic building. The text includes: 'Cleveland Clinic Foundation', 'INTEGRATED HOSPITAL CARE INSTITUTE', 'ANESTHESIOLOGY - INTEGRATED HOSPITAL CARE INSTITUTE - SPONSOR: SENVISKY, JARED', 'LOCATION: Cleveland Clinic Main Campus, 9500 Euclid Ave, Cleveland, OH 44195, USA', 'EXPERIENCE TYPES: Job Shadow', 'DISCIPLINES: Observer', 'DATES: Starts after 10/21/2025', 'DESCRIPTION: Students will be able to shadow on the Cardiovascular Intensive Care Unit (CVICU). This offering requires a pre-approval email from the shadowing sponsor! Please DO NOT APPLY unless you have the approval email to upload in STEP 4 of your application.', 'AVAILABILITY WINDOWS: All day', and a 'Start application' button at the bottom. A purple circle with the number '4' highlights the 'Start application' button.

The online application appears.

6. In the **Schedule** field, enter your available dates. This should be June 1, 2027 – May 31, 2028. *(Again, these are approximate).*

7. In the **Learning objectives** field, enter “to apply for this internship.”

The screenshot shows the online application interface. At the top, it says "Unsubmitted Your application is not yet visible to the clinical site. Once all application requirements are completed, it can be submitted to the clinical site for consideration." Below this, there's a header for "Cleveland Clinic Foundation" and "Integrated Hospital Care Institute". The main content area has a "Schedule" section with a date range input field, and a "Learning objectives" section with a text input field. A purple circle with the number "6" is placed over the "Schedule" section, and another purple circle with the number "7" is placed over the "Learning objectives" section. On the right side, there's an "Activity" panel with a comment input field and a notification from "GC" dated "Today at 9:13 PM" stating "added rotation."

8. Scroll down the screen to the **Application steps**. Click the **[Open form]** buttons and enter your responses to the questions on the pop-up boxes. Continue to scroll down until you complete all application steps.

9. Once you complete the application, click the **[Save and submit request]** button.

The screenshot shows the "Application steps" section of the online application. It lists several steps that are currently "Incomplete":
1. LEARNERS, PLEASE COMPLETE THIS FORM FIRST BEFORE COMPLETING APPLICATION STEPS 1-6 (7) BELOW.
1. Master Personal Information Form
2. Master Pre-Survey
3. Master Attestations and Consent
Each step has an "Open form" button. A purple circle with the number "8" is placed over the "Open form" buttons, and a purple circle with the number "9" is placed over the "Save and submit request" button at the bottom right. The "Save and submit request" button is highlighted with a red border. At the bottom left, there is a "Back" button. At the bottom right, there is a "Cancel rotation" button and a chat icon. The "Activity" panel on the right is also visible, showing the same notification as in the previous screenshot.

? Questions? Contact adminfellows@ccf.org