Cleveland Clinic

Cleveland Clinic
New Student Checklist
Cleveland Clinic Employee (New Student)
Renewal Student Checklist

New Student to Cleveland Clinic

☐ Student on-boarding will be through the Cleveland Clinic Red Carpet system when student name is received **by the school** the student will be entered into the system. An email from "Cleveland Clinic Nonemployee Onboarding" will begin the process

☐ Cleveland Clinic Red Carpet System for **New student**
- Update and Verify Your Personal Information (5 minutes)
- Review Cleveland Clinic Nursing Policies (15 minutes)
- Review Cleveland Clinic Enterprise Policies (30 minutes)
- Sign a Confidentiality Statement and Waiver (5 minutes)
- Complete EPIC Modules (5 hours)
  **This does not need to be completed in one sitting. It is broken down into modules that average 30 minutes

  The Cleveland Clinic will verify your information at this point to make sure all tasks have been completed as required- the next set of tasks will be sent to you within 48 hours- an alert email will be sent to you to notify you additional tasks are available

- Complete parking information
- Obtain student ID badge

  You may have additional on-boarding tasks or less on-boarding tasks depending on what facility you are assigned

Please note you are only entered into the onboarding system one time you will not be entered again for future rotations- you can contact parking services when you attend a different facility and they will update your parking and assign you parking at the new facility – this must be done with each rotation. 216-444-2255

Cleveland Clinic

Cleveland Clinic Employee (New Student)

- ☐ Student on-boarding will be through the <u>Cleveland Clinic Red Carpet system</u> when student name is received **by the school** the student will be entered into the system. An email from "Cleveland Clinic Nonemployee Onboarding" will begin the process
- ☐ Cleveland Clinic Red Carpet System for **New student**
    - Update and Verify Your Personal Information (5 minutes)
    - Review Cleveland Clinic Nursing Policies (15 minutes)
    - Review Cleveland Clinic Enterprise Policies (30 minutes)
    - Sign a Confidentiality Statement and Waiver (5 minutes)
    The Cleveland Clinic will verify your information at this point to make sure all tasks have been completed as required- the next set of tasks will be sent to you within 48 hours- an alert email will be sent to you to notify you additional tasks are available
    - Complete parking information (if not needed please place in notes section n/a and click save and complete)
    - Obtain student ID badge
    You may have additional on-boarding tasks or less on-boarding tasks depending on what facility you are assigned

Renewal Student to Cleveland Clinic

- ☐ Update and Verify your personal Information (5 minutes)
- ☐ Review Cleveland Clinic Nursing Policies (15 minutes)

The Cleveland Clinic will verify your information at this point to make sure all tasks have been completed as required- the next set of tasks will be sent to you within 48 hours- an alert email will be sent to you to notify you additional tasks are available

- ☐ Complete parking registration (5 minutes)
- ☐ Obtain Student ID Badge (only if you do not already have an ID Badge)

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