

## **SilkRoad RedCarpet Electronic Onboarding System APN Nursing Student Onboarding Procedure**

### **What is SilkRoad's RedCarpet?**

RedCarpet is Cleveland Clinic's new enterprise-wide Protective Services program for onboarding non-employees. RedCarpet is a web based tool that allows Cleveland Clinic to streamline and standardize the non-employee onboarding process while ensuring compliance requirements are met. **Any individual requiring or renewing a Cleveland Clinic ID badge will be required to complete a series of online tasks.**

### **How long does the process take?**

After the **SilkRoad RedCarpet Onboarding Request Form** is received, the Event Coordinator will input the individual into the electronic onboarding system. Once the individual is added; the onboarding event can be completed within 48 hours. The system moves as fast as the individual completes their tasks.

### **Onboarding Process:**

1. Submit **SilkRoad RedCarpet Onboarding Request Form** to:
  - [zahandk@ccf.org](mailto:zahandk@ccf.org) Kim Zahand- APN Nursing Event Coordinator
  - Forms should be submitted at least two weeks prior to the student's start date but no more than 4 weeks in advance.
  - Handwritten documents are not acceptable
2. After receipt of this request form, the Event Coordinator will input the individual into RedCarpet within **3 business days** unless the rotation start date is greater than 4 weeks away. These forms will be held until closer to the rotation start date.
3. Once entered, the student will receive their onboarding login and task instructions via email from: Cleveland Clinic Nonemployee Onboarding <RedCarpetMailer@silkroadtech.com
4. The Academic Director or Academic Institution Representative identified on the **SilkRoad RedCarpet Onboarding Request Form** will receive an email alert notifying them when the Academic Attestation form needs to be completed for their student. This form indicates that the student has met all requirements as outlined in the Affiliation Agreement. **A student's onboarding/start date will be delayed if this attestation is not completed. It is imperative that this be completed in a timely manner.**
5. **APN Nursing Student Onboarding Workflow:**

The following overview is our centralized workflow. Please note that onboarding workflows can vary according to discipline.

**Student Tasks (Approximately 5 hours):**

  - Update and Verify Personal Information (5 minutes)
  - Review Cleveland Clinic Policies (30 minutes)
  - Review Cleveland Clinic Mission, Vision & Values (5 minutes)
  - Sign a Confidentiality Statement and Waiver (5 minutes)
  - Complete COMET Coursework (4 hours)
  - Complete Parking Registration (5 minutes)
  - Obtain Temporary ID Badge

**Student's Academic Program Director/Academic Institution Representative Task:**

  - Complete Academic Attestation on behalf of the student being onboarded (5 minutes)
6. Upon completion of the onboarding event, the Academic Institution Representative will receive a notice of completion. Students should not be on Cleveland Clinic property until this notice has been received. This notice indicates that they have met all requirements and are now compliant with Cleveland Clinic.

## Definitions

**Academic Director/Academic Institution Representative:** The individual who is responsible for completing the electronic Academic Attestation form on behalf of their student. This form indicates that the student has met all requirements as outlined in the Affiliation Agreement.

### **Student Health Requirements:**

- A negative two-step Mantoux test (TB test) within 1 year before the started date of the clinical rotation with annual updates while in the clinical portion of their training.
- Appropriate immunizations for measles (Rubeola), mumps, German measles (Rubella), chicken pox (Varicella), Tdap booster within the last 10 years, proof of Hepatitis B immunization/immunity or signed waiver assuming the risk of exposure; and compliance with any future tests required by the Cleveland Clinic.

### **CPR/BLS:**

- Student and on-site academic clinical faculty must have a current American Heart Association Healthcare Provider Basic Life Support CPR course certification, if required by academic program.

### **Background Check:**

- Ensure that each Student has a negative fingerprint background check. (Ohio BCI&I fingerprint background check for students who have been Ohio resident in the last five (5) years. If a student has not been a resident of Ohio during the past five (5) years, the student must have a negative FBI fingerprint background check.)

### **Annual Flu Vaccine:**

- Ensure students rotating during flu season will be in compliance with the CCF Flu Program policy. If students are found to not be in compliance with the policy, the student will be dismissed from their rotation.
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**Non-Employee:** A non-employee is anyone who works on Cleveland Clinic property but does not receive a Cleveland Clinic paycheck. Non-employees include: Affiliated Medical Professionals, Agency Nurses, Construction Workers, Contractors, Observers, Students and Volunteers, etc.

**Onboarding Event:** The student onboarding event is the process in which an individual completes a series of tasks in order to obtain a Non-Employee Temporary ID badge.

**Event Coordinator:** The individual responsible for launching and overseeing the onboarding/offboarding event for any student. They are the individuals responsible for monitoring the system for their individual(s) or respective area(s).

**Compliance Requirements:** These are the minimum requirements that Cleveland Clinic must collect in order to be compliant with JCAHO regulations. If a student does not have the knowledge or requirements (background check, TB Test, etc.) during a Joint Commission survey the Cleveland Clinic is subject to fines and other repercussions up to denial of Medicare and Medicaid funding.