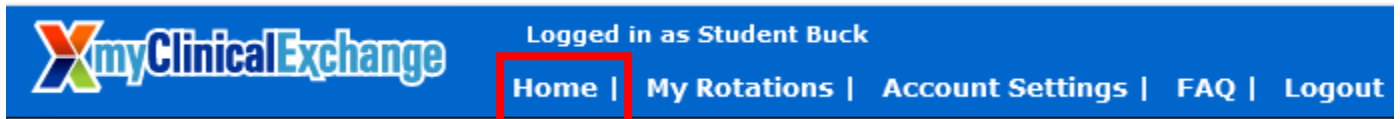


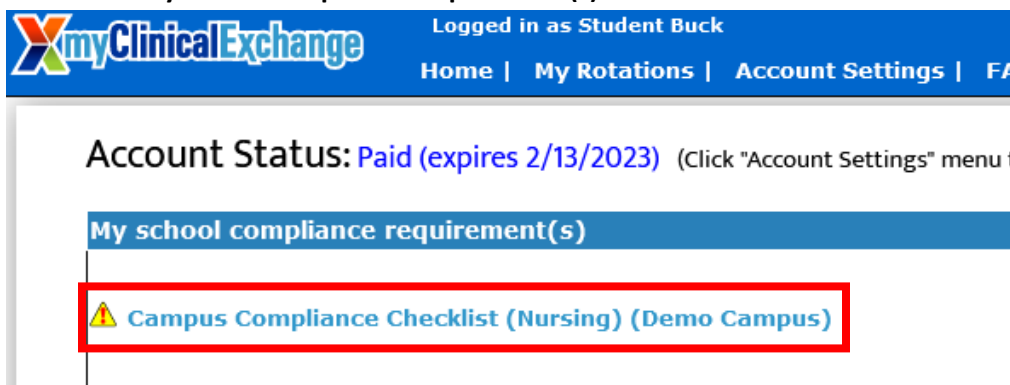
Updating my School Checklist

In order to be compliant for your clinical experience, you will need to upload information against your Campus checklist. Once submitted and approved, the data on the Campus checklist will share across to the hospital(s). This help file details how to upload and submit your information so that it can count toward your rotational compliance.

- 1.) Make sure that you are on your Homepage. If you are not, or do not know if you are, click **Home** in the blue bar to be redirected to the proper page.

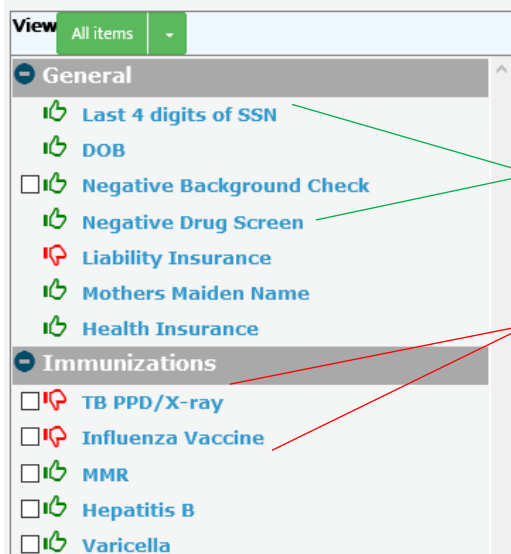


- 2.) Locate the **My school compliance requirement(s)** area.



- 3.) Click on the **Blue Checklist Title** (see above) in this area to access your Campus Checklist.
- 4.) Review the list of requirements on the left side of the page. Items will be labelled in one of two ways:

Editing Campus Compliance Checklist (Nurs)



Green Thumbs Up – The item is compliant, and no action needs to be taken at this time.

Red Thumbs Down – The item is non-compliant and requires action.

5.) Click on the name of an item to pull up its information on the right-side of the page. This area can be broken down into three sections:

TB PPD/X-ray
 Must be completed yearly. Most recent TST must have been read within 12 months. Second TST must then have been read within 365 days from the most recent TST date to be in compliance. Indicate if this is a Skin Test OR QuantiFERON OR T-Spot. In the "Value" column, enter the date you will need to be retested for your TB. This will be one year from the date your test was read. In the "Comments" column enter dates of tests and results (negative or positive)

Value	Comments	Documents
Expired on 08/31/2019		Demo.docx

New Value(Renewal Date) R

New Comments

NEW SUPPORTING DOCUMENT(S): R

Missing supporting document.

Save Next pending

- ❖ **Description** – This area lists the item’s name and provides a detailed description of what kind of information and documentation should be uploaded.
- ❖ **Data currently on file** – This area lists the current data the school and hospital can see. If no information has been previously submitted, this area will be blank.
- ❖ **New Information** – This area is where you will enter the new information to be submitted to the hospital. See steps 6-8 for details on adding new information to this area.

6.) To update your information, first enter the appropriate data into the New Value section. There are three Value types:

- ❖ **Text** – An extended Value box denotes a Text value. The specific information to be added will be listed in the **Description** section.

New Value R

- ❖ **Date** – A short text box denotes a Date value. When you hover your mouse over the “Value” box, you’ll see a prompt to enter mm/dd/yyyy. Date items require the specific date an immunization/license/clearance was received or completed.

New Value R

- ❖ **Renewal Date** – As above, when you hover your mouse over the “Value” box, you’ll see a prompt to enter mm/dd/yyyy. HOWEVER, if the New Value textbox has the **(Renewal Date)** addendum in the title, you will need to enter the FUTURE date an immunization/license/clearance will expire or require renewal.

New Value(Renewal Date) R

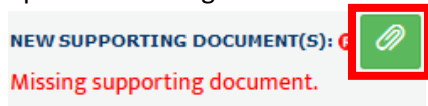
i. **Note:** If you enter a date that has already passed, mCE will give an error message and delete the expired date and require that you enter a new, **FUTURE** date. If the item has truly expired, you will need to wait until you receive a new test/vaccine and then input the data at that time.

7.) Enter any needed comments into the New Comments section.

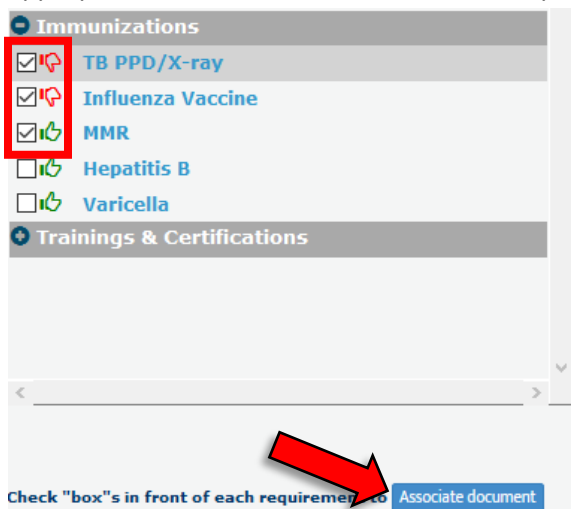
- ❖ This area is usually optional, but some Hospitals will want more information than the Value provides: be sure to read the **Description** to see if the hospital wants specific information in the New Comments area.

8.) If the item says “**NEW SUPPORTING DOCUMENT(S)**”, you may upload a supporting document in one of two ways:

- ❖ If the document only applies to this item, click the green paperclip icon to open your file browser. Navigate your computer’s files until you locate the appropriate document, select it, and click “Open” to upload the file against the item.



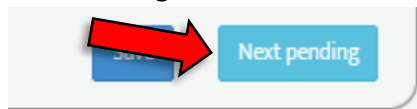
- ❖ If you have one document that needs to be associated to multiple items, check off each item’s name in the Item List and click **Associate Document**. Navigate your computer’s files until you locate the appropriate document, select it, and click “Open” to upload the file against all checked items.



9.) Once you have finished uploading information against the item, click **Save** to complete your updates.



10.) If you have additional pending items, you may select that item’s name from the list on the left or you may click **Next Pending**.



- ❖ If you need to upload a (**Renewal Date**) item that has not expired or the **Next Pending** button does not function, you will need to select the item’s name from the list rather than clicking **Next Pending**.

11.) Repeat steps 6-10 for all items that require an update.

12.) Once you have finished updating all items, double-check your edits to ensure the information is accurate. If the updates look good, you may either:

- ❖ Click **Home** to return to your homepage. This option is best if you will be updating more items in the near future and need to make sure your checklist is available for more edits.
- ❖ Click **Submit for Approval**. This option will automatically lock your checklist until your information has been reviewed by your Academic Coordinator: please make sure you do not need to add any additional information before submission.

Editing Campus Compliance Checklist (Nursing) (Demo Campus)



Submit for Approval

- i. **Note:** If an item requires a document and you upload just a Value or just a Document, the system will state there are Incomplete items and will not allow you to submit. If you see this error, look for items marked with red text stating **(incomplete data-missing value)** or **(incomplete data-missing document(s))**, then add the missing information. Once all missing items have been addressed, click **Submit for Approval** again.