Clinical Faculty Orientation (Onboarding to the Clinical Site)

Common Elements

1. Communicate faculty contact information if known to Clinical Partner contact (good within 2-4 weeks of clinical rotation)
2. Faculty and Student Passport
3. Core Orientation
4. Healthcare agency specific orientation
5. Computer training- EPIC (sign-on, documentation, etc.)
   a. Learning Management System
   b. Medication Administration System
6. Conference with Nurse Manager
   a. Specific student learning objectives
   b. Communication sheet with information
7. Conference with Placement Coordinator
   a. Expectations of Agency
   b. Faculty information form
   c. Student assignment sheet
8. Unit Orientation- time varies based on faculty, unit and type of students
   a. New faculty 40 hours; range from 6 hours to 2-3 eight hour shifts
   b. Clinical skills competency model
      i. Annual one day skills fair- 3 standards agency wide
      ii. Unit competency check-off- 2 additional unit specific; validation checklist per different service lines
      iii. Online competency modules
   c. Clinical skills competency validation
      i. Healthcare agency wide competencies i.e. restraints, glucometers, Pulse Ox, equipment
      ii. Unit specific competencies list
9. Maintain annual facility competencies required for staff
   • Note: Any faculty with an interim break of 6-12 months must repeat the process.

   EPIC updates are communicated to faculty by monthly emails and Clinical Instructors are given ½ day updates at beginning of the semester.

3/2017; revised 10/2017, reviewed 3/2019