



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.