Instructor-Led Rotations Orientation
(Onboarding to the Clinical Site)

1. Communicate faculty contact information to Agency Coordinator (within 2-4 weeks of clinical rotation if possible)

2. Faculty Passport requirements including:
   a. Core Orientation
   b. Healthcare agency on-site orientation

3. Communication with Placement Coordinator
   a. Agency Expectations
   b. Agency faculty information form
   c. Student assignment process

4. Computer training- EPIC (log-on, documentation, etc.)
   a. Learning Management System
   b. Medication Administration System

5. Communication with Nurse Manager (s)
   a. Specific student learning objectives
   b. Communication sheet with information which may be uploaded into Rotation Manager profile

6. Unit Orientation- time varies based on faculty need and unit
   a. Online competency modules
   b. Clinical skills validation

7. 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.