



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.