

School Clinical Instructor Checklist

Welcome! As a clinical instructor there are a few things you must do prior to starting your clinical rotation at Catholic Health. These requirements can be found on our web page at <http://www.chsbuffalo.org/education/clinical/school/nursing> .

This checklist list will allow the school coordinator, the hospital coordinator and the unit manager to verify that that all requirements have been met and that you are familiar and comfortable with the Catholic Health System.

Please make sure that this form is completed and returned/ to Jean Wood, MSN, RN, Coordinator of Nursing Development and Onboarding via email at jwood1@chsbuffalo.org at least 1 week prior to beginning your clinical, failure to do so could result in a delay or termination of your clinical.

Instructor Name: _____

School: _____ Semester /Year _____

Clinical Site and Unit: _____ Current CHS Employee? Y N

Contact Number: _____

**Please place your initials in the completed column once you have completed the requirement.*

Requirement	Completed
1. Current Health Examination with current PPD and Flu records on file at your school	
2. Review Nursing Policy and Procedures	
3. Review Self Learning Packet	
4. Signed Orientation Documentation form on file at school	
5. Review Technology Training Material	
6. Completed Onboarding Mandatory Packet/Test	
7. Provided information for Computer Access to Coordinator	
<ul style="list-style-type: none"> Assigned Epic Training & End User Proficiency Assessment Pyxis – medication dispensing 	
8. Contacted Unit Manager and provide contact information	
9. Completed a day shadowing a nurse from the floor and observed medication pass	
10. Attached a list of current completed competencies for the students participating in your clinical	

**If you are a current Catholic Health employee you are not required to complete # 1-6 as long as your information on file at Catholic Health is up to date.*

Signature

Date