

# HFH Nursing Clinical Faculty Check List

## 30 days prior to first day

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- ☐ Review the **Faculty Orientation** and **Pharmacology Study Guide** (available in ACEMAPP)
- ☐ Contact NPD&E to register/schedule the following:
  - ☐ Pharmacology Exam (New Faculty Only). *Note: If you are unsuccessful in completing the exam(s) you will be required to re-take the exam(s) after 24 hours but within one week after the first attempt.*
  - ☐ Glucometer check-off (must be completed annually) *Note: If you are unsuccessful in completing the check-off you will be required to re-take it after 24 hours but within one week after the first attempt.*
  - ☐ Faculty 12-hr EPIC class (New Faculty Only) ***Note: EPIC Clinic Doc class is required for EPIC IPD RN access***
- ☐ Compare your school student roster to HFH/ACEMAPP student roster and resolve discrepancies (students not in ACEMAPP system are not allowed to attend).
- ☐ Verify EPIC class date/time for Student Orientation. *Note: EPIC student class is virtual for fall 2021*
- ☐ Send photo of self to NPD&E for photo ID badge (returning faculty do not need to resubmit photo) *Note: You are required to have a badge to access the Pyxis machine and Glucometer.*
- ☐ Contact NPD&E to schedule an appointment to drop off completed form and pick up badges.

## On the First Day

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- ☐ Attend Student EPIC class with student(s) - this is a requirement for all faculty.
- ☐ Print and complete the following:
  - ☐ **RN Clinical Instructor Information Form** (print and submit to NPD&E).
- ☐ Review Missing Person or Child/Infant abduction Emergency Alert. (OB Faculty and students only)
- ☐ Collect \$10 deposit from each student and from self for badges (must attend EPIC class and Orientation first) *Note: Students cannot attend clinical without a badge. Replacement badge is available for an additional fee. Badge processing is 5 business days. See HFH New Faculty Badge Process for details.*
- ☐ Verify all students have downloaded and completed the HFHS Employee Health Screening App

## On the Last Day

- ☐ Collect badge, clip and badge buddy from each student. *Note: Students cannot return badges individually. Please return badges collectively.*
- ☐ Return all badges to NPD&E and return deposit to students (schedule a date/time with NPD&E for returns). *Note: Deposits will be forfeited for lost, damaged or unreturned badges.*

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_

Affiliated School: \_\_\_\_\_