# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| **[ ]** **[ ]**  | 1. Clinical Instructor Profile
2. Without Compensation form – will be prepared and sent to you in a separate email.
 |
| **[ ]** **[ ]**  | 1. Immunizations
2. Varicella Antibody/Statement of having disease or waiver
3. Hepatitis B. Vaccine X3 or waiver
4. Hepatitis B. Surface Antibody
5. PPD (within one year) or chest X-Ray Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Flu (optional) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Copy of CPR Card (front & back) Exp. Date:\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
|  |  |
| **[ ]**  | 1. Information for ID Badge:Information required to obtain Personal Identification Badge:
* Sex\_\_\_\_\_\_\_
* Height\_\_\_\_\_\_\_\_\_\_
* Weight\_\_\_\_\_\_\_\_\_\_
* Eye Color\_\_\_\_\_\_\_\_
* Hair color\_\_\_\_\_\_\_\_\_\_
* Place of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Race: American Indian or Alaska Native Asian or Pacific Islander Black non-Hispanic Hispanic White non-Hispanic **Please bring two forms of identification for the ID Badge processing to include:** **A Picture ID to include: State issued Driver’s License, U.S. Passport, or Military ID card** **A Non-Picture ID or Acceptable Picture ID not issued by Fed or State Government ID to** **include: Social Security Card, Certified Birth Certificate, or State Voter Registration Card** |
| **[ ]**  | 6. Faculty & Students must review the Student Nurse Education Module which includes the following Atlanta VAMC policies**:**1. Administration of medications
2. Patient lifting
3. Restraints & Seclusion
4. Code 99

 |
| **[ ]**  | 7. **After reviewing the Student Nurse Education Module, please complete the test questions and submit with documentation** to Nivia Crawford or AVAMC Nurse Educator |
| **[ ]**  | 8. Complete the following VA Talent Management System (TMS) training:1. Mandatory Training for Trainees
2. VHA Traumatic Brain Injury web-based course
3. Safe Patient & Handling video

 **(Please note instructions for self-registration in TMS and how to complete the TMS**  **training is sent as a separate email attachment.)** **Print completion certificates and submit to VA Nurse Educator two weeks prior to on-site** **orientation along with the VISN 7 Request for Computer Access Codes forms**  |
| **[ ]**  |  9. Schedule on-site orientation with Nurse Educator which will include the following training:**(Please initial and date each training requirements once completed)** |
|  | 1. **The Atlanta VAMC Resource Exercise**
2. **Review the Nurse Excellence Manual and Jean Watson’s Theory of Caring**
3. **Enough is Enough exercise**
4. **NDNDQI Pressure Ulcer Training ( for medical–surgical clinical instructors only ) (**[**https://www.nursingquality.org/NDNQIPressureUlcerTraining/Default.aspx**](https://www.nursingquality.org/NDNQIPressureUlcerTraining/Default.aspx)

**\*\*This Web-Based Training Session Does Not Have a Book mark Feature. Once You Start, You should not Log Off until you have completed each module within the training session. (Print completion certificate and submit to VA Nurse Educator)**1. **Complete the med-surgical Basic Knowledge Assessment Test (BKAT) Test**

 **(must schedule a time to take test with VA Nurse Educator) (for medical-surgical instructors only).**1. **Upon successful completion of the BKAT test, Pyxis Code will be requested by VA Nurse Educator (for in-patient clinical instructors only. Faculty assigned to the 4th floor are exempt)**
2. **FGDAR-(Focus goal data, assessment, response) documentation review must schedule a session with one of the clinical nurse specialist (for in-patient clinical instructors only)**
3. **BCMA (Bar code medication administration training) must schedule a session with the BCMA coordinator. (for in-patient clinical instructors only. Faculty assigned to 4th floor are exempt)**
4. **Complete Crash Cart Scavenger Hunt and AED/Defibrillator Check off sheet.**
5. **Abbott Precision PXP Glucose meter check off sheet**
6. **Request Omni-cell Code (for in-patient clinical instructors only. Faculty assigned to the 4th floor are exempt).**
7. **Faculty member must schedule unit-based orientation with clinical nurse specialist**

 **or nurse manager.**  |