Instructions: Complete and submit the following documents.

**Step 1:**

- Complete the Clinical Faculty Data sheet
  Applicable only if faculty is supervising students on-site. This is required to access your on-line Computer Based Learning (CBL) orientation. You will be notified when your login is active to complete your NetLearning orientation CBLs.

**Step 2:**

- On-Line Orientation (NetLearning CBLs)
- Northside Hospital Health History Form
- Acknowledgement and Release Form
- Background Check & Drug Screen (11 Panel is Required)
  - AdvantageStudents (preferred vendor - www.advantagestudents.com)
- Confidentiality/Security Agreement
- Validation of Current Licensure (if appropriate)
- Healthcare Provider Basic Life Support Program – BLS (if required)
- Professional Liability Insurance (school and/or personal policy coverage)
  - All policies must indicate minimum of $1,000,000 coverage and specify whom the certificate of insurance covers.
  - If your school does not provide liability insurance, submit individual liability insurance certificate. Policy must be a minimum of $1,000,000 coverage.

**Step 3:**

- Schedule Clinical Faculty Orientation (On-Site)
- Schedule Patient Care/Nursing Orientation (On-Site)
- Medication Administration Class (Admin Rx), (if appropriate - see Hospital Placement Coordinator)
- Department/Unit Orientation Checklist
  Faculty member should schedule unit orientation with Northside Hospital Placement Coordinator or designee the same day as their Clinical Faculty Orientation.
- Faculty Skills Checklist
  Complete skills checklist and take with you during Department/Unit Orientation.

**Step 4:**

Your school designated representative will upload the following for course appropriate to area in CredentialLink:

- Syllabus and Course Objectives
- Student Skills Checklist

Return completed documents to your school contact
FACULTY/CLINICAL INSTRUCTOR CREDENTIALING CHECKLIST

Step 1:

☐ Complete the Clinical Faculty Data sheet
   Applicable only if faculty is supervising students on-site.

Step 2:

☐ Northside Hospital Health History Form
   (Top portion of Page 1 then go to Page 2 and sign)

☐ Employee Participating in Clinical Training Program Form

☐ Healthcare Provider Basic Life Support Program – BLS (if required)

☐ Professional Liability Insurance (school and/or personal policy coverage)
   - All policies must indicate minimum of $1,000,000 coverage and specify whom the certificate of insurance covers.
   - If your school does not provide liability insurance, submit individual liability insurance certificate. Policy must be a minimum of $1,000,000 coverage.

Step 3:

☐ Schedule Clinical Faculty Orientation (On-Site)

☐ Department/Unit Orientation Checklist
   Faculty member should schedule unit orientation with Placement Coordinator or designee the same day as their Clinical Faculty Orientation.

☐ Faculty Skills Checklist
   Complete skills checklist and take with you during Department/Unit Orientation.

Step 4:

Your school designated representative will upload the following for course appropriate to area in CredentialLink:

☐ Syllabus and Course Objectives

☐ Student Skills Checklist

Return completed documents to your school contact