# 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:\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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|  | 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.** |