



School Clinical Instructor Checklist

Welcome! As a Clinical Instructor there are a few things that 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 will allow the school coordinator, the hospital coordinator and the unit manager to verify 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 Teawna Hemphill, MSN, FNP-BC, RN, Coordinator of Nursing Development and Onboarding via email at themphill1@chsbuffalo.org at least 1 week prior to beginning your clinical; failure to do so could result in delays and/or termination of your clinical.

Instructor Name: _____ (print)

School: _____ **Semester/Year:** _____

Clinical site and unit: _____ **Current CHS employee:** _____

Contact information:

Phone number: _____ **Email:** _____

*Please initial each box after completion for compliance

Requirement	Completed
1. Current Health Examination with current PPD & Flu vaccination record on file at your school.	
2. Covid-19 vaccination (if required)	
3. Review Nursing Policy and Procedures	
4. Review Self-learning packet	
5. Signed Orientation documentation form on file at school	
6. Review Technology Training material	
7. Completed Onboarding Mandatory packet/test	
8. Provided information for computer access to school coordinator <ul style="list-style-type: none"> • Assigned Epic Training & End User proficiency assessment (EUPA) • Pyxis- medication dispensing 	
9. Contact Unit manager and provide contact information	
10. Completed a day shadowing a nurse from the floor and observed medication pass	
11. Attached a list of current completed competencies for the students participating in your clinical	

**If you are a CHS employee you are not required to complete #1-6 as long as your info is on file at CHS and is up to date*