



COVER PAGE
Faculty Documentation Checklist

Name: _____

School: _____

Date: _____ Unit: _____

- 1. Clinical Instructor Profile
- 2. Without Compensation form – will be prepared and sent to you in a separate email.
- 3. Immunizations
 - a) Varicella Antibody/Statement of having disease or waiver
 - b) Hepatitis B. Vaccine X3 or waiver
 - c) Hepatitis B. Surface Antibody
 - d) PPD (within one year) or chest X-Ray Date: _____
 - e) Flu (optional) Date: _____
- 4. Copy of CPR Card (front & back) Exp. Date: _____
- 5. 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



COVER PAGE

Faculty Documentation Checklist

- 6. Faculty & Students must review the Student Nurse Education Module which includes the following Atlanta VAMC policies:
 - a) Administration of medications
 - b) Patient lifting
 - c) Restraints & Seclusion
 - d) 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:
 - a) Mandatory Training for Trainees
 - b) VHA Traumatic Brain Injury web-based course
 - c) 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)**
 - a. The Atlanta VAMC Resource Exercise
 - b. Review the Nurse Excellence Manual and Jean Watson's Theory of Caring
 - c. Enough is Enough exercise
 - d. NDNDQI Pressure Ulcer Training (**for medical–surgical clinical instructors only**)
(<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)**
 - e. 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**).
 - f. 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**)



COVER PAGE

Faculty Documentation Checklist

- g. FG DAR-(Focus goal data, assessment, response) documentation review must schedule a session with one of the clinical nurse specialist **(for in-patient clinical instructors only)**
- h. 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)**
- i. Complete Crash Cart Scavenger Hunt and AED/Defibrillator Check off sheet.
- j. Abbott Precision PXP Glucose meter check off sheet
- k. Request Omni-cell Code **(for in-patient clinical instructors only. Faculty assigned to the 4th floor are exempt).**
- l. Faculty member must schedule unit-based orientation with clinical nurse specialist or nurse manager.