

# UPSTATE

UNIVERSITY HEALTH SYSTEM

## AFFILIATING SCHOOL/COLLEGE OF NURSING

### NURSING ADMINISTRATION RESPONSIBILITY SUMMARY

- ASCERTAINS THAT THE FACULTY'S PERSONNEL FOLDER, LOCATED IN THE NURSING RECRUITMENT OFFICE, CONTAINS THE FOLLOWING UPDATED RECORDS PRIOR TO ANY CLINICAL EXPERIENCE:
  - **FACULTY CREDENTIAL & CLEARANCE RECORD [\(SG A-06\)](#):**
    - *Must be updated **Annually***
    - Completed by Nursing Recruitment Office
  - **FACULTY COMPETENCY RECORD [\(SG A-07\)](#):**
    - *Must be updated **Annually***
    - Nurse Manager completes the competency record on any nursing faculty practicing in their assigned patient care area:
    - Nurse Manager should review recent practice/policy changes with the faculty member while reviewing competencies.
- PREVENTS ANY STUDENT OR INSTRUCTOR FROM PRACTICING WITHOUT HEALTH CLEARANCE
- REVIEWS CLINICAL OBJECTIVES WITH THE AFFILIATE INSTRUCTOR.
- OVERSEES PATIENT CARE AND PROMOTES MAXIMUM STUDENT LEARNING.
- REQUESTS AFFILIATE INSTRUCTOR HAVE THEIR STUDENTS COMPLETE THE [UH STUDENT EVALUATION FORM](#) VIA THE NURSING WEBSITE.
- INCORPORATES RESULTS OF STUDENT CLINICAL EVALUATIONS IN THEIR QUALITY PROGRAM.
  - Results will be compiled by Nursing Recruitment and submitted to Nursing Administration.