

UPSTATE

MEDICAL UNIVERSITY

Affiliating School/College of Nursing Clinical Experience Manual

Faculty and Students

Clinical Rotations and Role Transitions For RN, BSN, and MSN programs (excluding NP)

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Section I- INTRODUCTION

Welcome to Upstate Medical University and thank you for choosing us as a location for you student clinical experiences. We are committed to providing barrier-free access to our educational services and making appropriate and reasonable accommodations when requested. We strive to make this a positive experience for you and your students.

Please read through this manual carefully, as it gives details and guidance related to the clinical experiences you and your students will be having at Upstate.

Hosting students at any of our clinical sites is a multi-departmental collaboration. Please utilize your school appointed clinical coordinator for information regarding obtaining and submitting required documentation for clearances prior to starting clinical rotations. There is also a list of common contacts located at the end of this manual.

You can also contact our Nursing Recruitment Office at Upstate University Hospital (UH 1414) with any questions during normal business hours Monday through Friday (7:30am to 4pm). The main number is 315-464-4810, and we can also be reached at nrecruit@upstate.edu.

We are very excited to have you at our facility and hope that your experience here is as enriching and enjoyable as possible. If you have any questions or concerns, please do not hesitate to contact us.

Upstate Nursing Recruitment Office

A. Before You Begin

PLEASE NOTE: Links are identified as italicized, blue, underlined print (*[example](#)*). Clicking on a link will give you access to the identified section, document, form, e-mail address, or survey (if you are accessing manual from the Upstate network).

Purpose of this Manual

Welcome to Upstate Medical University and Upstate Nursing. We assure the highest quality standards in patient care and student learning by hosting, to the extent possible, clinical experiences for schools and colleges of nursing that are legally affiliated with Upstate. This manual is intended to provide our affiliated school/college of nursing coordinators, faculty, and students with the information they need related to clinical rotation and role transition policies and procedures.

NYS Law and Upstate policy requires that all affiliated school/college of nursing faculty that will be providing direct and indirect supervision of student clinical learning experiences must provide Upstate with specific credentialing on an annual basis. These documents are to be maintained by the affiliated school/college of nursing and must be provided to Upstate upon request.

Please note: Upstate reserves the right to make requirement and procedural changes as needed to ensure that the purposes and missions of the health system are met. These requirements are reviewed annually and revised as necessary for the safety of all.

Contractual Agreement for School/College of Nursing (Affiliation Agreement)

All nursing schools, programs, and agencies wishing to affiliate with Upstate for clinical learning experiences are required to have a written agreement that outlines the conditions and requirements for such affiliation. Once established, these agreements are reviewed every five years and signed by the official representative/s of both parties. The Chief Nursing Officer is the official designee for Upstate. The agreement requires Upstate to “review the curriculum content to assure adherence to current clinical practice.” From time to time, reviews and audits will be conducted to determine adherence and needed changes in either practice or education. If a change in practice or education is required, both Upstate and Affiliating Agencies will negotiate.

Terminology

Affiliating School/College of Nursing: Any educational institution with a nursing degree or nursing certification program that has a current contractual agreement in effect with Upstate Medical University. The affiliating school and its faculty and students agree to abide by the tenets set forth by the affiliation agreement.

Clinical Experience: Any learning opportunity taking place in a clinical setting related to nursing practice that is supervised by either a school’s clinical instructor or a preceptor.

Clinical Rotation: A clinical experience that takes place during a school’s semester, where a group of nursing students are assigned to provide patient care under the supervision of a clinical instructor.

Preceptor: A professional nurse employed by Upstate that is assigned by unit leadership to supervise a nursing student or a transitioning professional nurse.

Role Transition: Also known as a “capstone course” or a “preceptorship,” a clinical experience where a nursing student must complete a predetermined number of clinical hours under the supervision of a preceptor.

Unit Leadership: The nurse manager, assistant nurse manager, clinical training specialists, or clinical leader responsible for the daily operations of a nursing unit.

Affiliating School/College of Nursing Responsibilities

As an affiliating school or college of nursing, Upstate requires the following conditions to be met:

- Have representation at the annual regional grid meeting, to work cohesively and collaboratively with all other affiliating schools to determine clinical locations and hours of clinical rotations.
- Designating one representative from the school to enter student and faculty information into the Upstate Non-Employee Management System (NEMS).
- Complete all required forms, documents, and necessary training (including but not limited to EMR training and confidentiality) prior to start of clinical rotations.
- Submitting all required health clearance information for all students and faculty scheduled to come to Upstate.
- Complying with all relevant Upstate standards, rules, and regulations as outlined in the:
 - Upstate/Affiliating College Contract
 - This Clinical Experience Manual – Faculty and Student

B. Professional Standards and Expectations

Professional Standards of Conduct

An Upstate staff registered nurse must always retain the full responsibility for the care given to each patient. Nursing students may perform nursing services based upon their enrollment in a registered nursing education program and in accordance with the Nurse Practice Act.

The instructor must be fully familiar with the knowledge, ability, and skill level of the student, and be clear on what degree of supervision is necessary in each given aspect of care. Written assignments that are both posted and communicated to the co-assigned staff nurse help eliminate confusion.

Students are expected to adhere to all Upstate policies and procedures while practicing in our various clinical areas. All policies can be located through the Upstate's [intranet](#) while on campus. Students are expected to dress and act professionally in all interactions at Upstate. Unit leadership will immediately address inappropriate dress or conduct, which could lead to the student being asked to leave the clinical setting.

Prior to Beginning Clinical Rotations

All students must complete all required health clearances, payroll requirements, and EMR training prior to beginning their clinical rotations at Upstate.

Students must also review the *Affiliated School/College of Nursing Clinical Experience Manual* and sign the Attestation of Orientation for Nursing Clinical Rotations Completion Certificate.

Health Clearance

All students and faculty are required to be cleared for placement at Upstate prior to starting on any clinical unit or patient care area. Each school/college is required to submit a completed [Health Clearance Verification Form](#). This form is an attestation that the students and instructor(s) meet all requirements for student health assessment pursuant to NYS 405.3 Health Code. Students or faculty who arrive at a patient care area without health clearance, will be asked to leave until such clearance is obtained.

Respiratory Protection Program

As of July 2021, faculty and students will not be required to be fit tested for N95/PAPR use. Students in clinical rotations and role transitions may not be assigned any patient on precautions that require the use of an N95/PAPR.

EMR Training

Training on our electronic medical record is required for all students and faculty prior to beginning clinical rotations. This training is arranged via the school/college of nursing's clinical coordinator and Upstate's IMT department. New students, faculty, and individuals who have not logged into EPIC in over one year will be required to complete EPIC training. All information regarding Brightspace EPIC training will be communicated via faculty and student Upstate email addresses. Students and faculty who do not complete EPIC training education prior to the start of clinical hours will not have access to EPIC.

Medication Administration

Students may administer medications, provided they have:

- Received appropriate instruction within their nursing program
- Been declared safe and competent by their nursing program
- Been trained to the medication administration system at Upstate
- Demonstrated the necessary clinical judgment to administer medications

All clinical instructors will be trained in using the Upstate secure medication stations (Pyxis) and EMR barcode scanners. Faculty and students will use their own Upstate ID and EPIC accounts when administering medications. Only clinical instructors will be issued Pyxis access codes. Instructors and/or preceptors must withdraw medications from Pyxis for a student to administer. Students will only administer medications following the guidelines above and **in the presence of their clinical instructor or preceptor.**

Adverse Events Including Medication Errors

Any adverse patient events must be documented according to Upstate policy. If any type of error or “near miss” should occur, the student will be required to document the error utilizing the [Upstate Safety Alert event reporting system](#), with the assistance of their instructor. Medication errors, patient falls, burns, and injuries are examples of adverse events. As a reminder, you should never document in the patients EMR that an “incident report or occurrence report has been filed.”

Following any adverse event, follow-up within two weeks is required from the school/college of nursing in the form of a written statement by all involved parties, including actions taken. Statement should be completed by school personnel including involved faculty/student and returned to nrecruit@upstate.edu Upstate requires this to document how the incident was handled within the policies of the respective school or college. Patient identification information will be removed from all reporting forms to maintain patient confidentiality. All adverse events are reviewed as part of the Upstate Quality Improvement process to assure adherence to quality standards.

Injury Reports

All student, faculty, volunteer, and visitor injuries are to be reported via *the [Service - Workplace Injury Reporting](#)* form. If faculty or students are unable to access Self-Serve to complete the *Workplace Injury Reporting Form*, they may complete the [Injury Report Form](#) found in the MCN Policy Management System (F83120) and return to the student/employee health office via email at ESHealth@upstate.edu, or fax to 315-464-4390.

Any follow-up care is to be requested by the injured person, and the injured individual is responsible for any payments associated with the care provided. As faculty/students are not covered under Workers Compensation, they should not call the accident reporting system. Colleges are encouraged to ensure that every student and faculty member maintains personal insurance coverage at all times. All documents are confidential.

Attire

Students must wear the school uniform while delivering patient care at Upstate. Business casual clothing may be worn with a lab coat when preparing clinical assignments. Areas requiring scrub attire (OR, PACU, Burn Unit) will provide attire, along with changing rooms and non-secure lockers for street clothes. Worn scrubs must be left in dirty linen hampers before leaving Upstate. An Upstate ID badge must be worn at all times while a student is on campus for clinical rotations or a role transition experience.

Meals

Students and faculty may use the cafeteria services available at either Upstate hospital.

Valuables

Secured storage space is unavailable at Upstate, and students and faculty are encouraged to leave valuables at home.

Approval of Student Projects & Research

Students wishing to conduct a project or a study at SUNY Upstate which may include clinical research, quality projects, thesis or dissertation must submit their projects to the SUNY Upstate IRB Office and have a designated Principal Investigator to oversee the study. For more information visit www.upstate.edu/nursing/research/index.php.

SECTION II- OVERVIEW AND PROCESSES

A. Role Responsibilities

Responsibility of Faculty/Clinical Instructors

Prior to the Start of Clinical Rotations Faculty Must:

- Provide all required information for school clinical coordinator for submission.
- Once given information, login to upstate.edu email address (information provided by clinical coordinator/school faculty) to access EPIC training and login information.
- Complete EPIC training in Brightspace.
- Contact and meet with unit leadership.
- Discuss orientation to the unit with manager/unit leadership.
- Complete *Faculty Verification and Clearance Checklist* with unit leadership and return to nrecruit@upstate.edu. This should be completed by all faculty starting on a new unit, or annually if faculty is on the same unit each semester.
- Clinical instructors may pick up badges for themselves and clinical groups from the Downtown Campus Payroll Office in Jacobsen Hall, Room 101, between 9am- 3pm Monday – Friday. Contact the payroll office to verify badges are ready prior to pick up: 315-464-4840. At the Community Campus, ID badges may be picked up in the first floor Human Resources office, room 1104.
- Prior to, or on the first day of a clinical rotation review applicable sections of this *Clinical Experience Manual* with all students. Students and faculty must sign *Attestation of Orientation for Nursing Clinical Rotations* form. This should be completed at the beginning of every clinical rotation. Only one form per clinical group required. Faculty is responsible for submitting the form to nrecruit@upstate.edu.

Responsibility of Clinical Nursing Students

Prior to the Start of Clinical Rotations Students Must:

- Provide all required information for school clinical coordinator for submission.
- Once given information, login to upstate.edu email address (information provided by clinical coordinator/school faculty) to access EPIC training and login information.
- Complete EPIC training in Brightspace.
- Pick up Upstate ID badge if not picked up by instructor. Pick up from the Payroll Office in room 101 of Jacobsen Hall for the Downtown Campus, or the Human Resources office, room 1104 at the Community Campus.
- Review this *Clinical Experience Manual* and sign *Attestation of Orientation for Nursing Clinical Rotations* form (return to nrecruit@upstate.edu if not completed with clinical group).
- Follow all professional standards and expectations set forth by this manual.

B. Clinical Rotation

Overview

Clinical instructors should discuss student assignments with charge nurse on unit to ensure patients are appropriate for students prior to making assignments. If it is required that students review their patient(s) prior to the clinical day, the clinical instructor should discuss the best time for this to occur with unit leadership and inform students where the assignment will be posted. Students should follow the dress code provided earlier in this manual when completing this task.

Clinical Expectations

- Introduce self and role of student nurse including what tasks you will be completing.
- Be present and listen to complete report.
- Demonstrate a basic knowledge of the physiology involved in the patient's condition and have a prepared plan of care.
- Review the patient's EMR prior to giving care and discuss any questions with the nurse regarding the information.
- Take vital signs at appropriate times and document correctly. Report any abnormal values to bedside nurse.
- Complete appropriate nursing documentation for all care given, assessments performed, and medications administered. Document according to the unit specific protocol.
- Take responsibility for all patient treatments and care as ordered in the patient's EMR. If a student is unable to perform any ordered treatment, this must be communicated to the nurse responsible for the patient so they can complete the treatment.
- Medications will be administered under the direct supervision of the clinical instructor.
- Direct questions to the instructor first, seeking out the patient's nurse for any further clarification.
- When leaving the patient care unit to take any type of break, students must first inform the nurse responsible for the patients. The patient's nurse should be notified of the status of the patients prior to all breaks as well as any care that must be completed in the students' absence.
- The student must report all pertinent information including changes in the patient's condition to the instructor and to the nurse or nurses assigned to their patients. At the end of the student's shift, the student should provide a comprehensive report to the nurse or nurses responsible for each of their patients.
- Direct any problems related to staff, patients, physicians, etc., to the clinical instructor who will determine whether to discuss the issue with unit leadership.

C. Role Transition

Overview

Role transitions are designed to help students meet their course objectives in a supportive environment. Faculty assigned to facilitate the student nurse role transition experience are expected to maintain regular contact with the student nurse, as well as the unit leadership and preceptor throughout the experience. This is to ensure effective communication of student progress and problems, and to facilitate effective working relationships with unit staff.

The student nurse's preceptor will be responsible for selecting an assignment that is appropriate for both the course objectives and the student's learning needs.

Requests for Role Transitions

A representative from the student's school/college of nursing must formally submit a request for a role transition experience via the online submission process. There may be times when operational needs limit a unit's ability to accommodate a student request. When this occurs, other options will be considered, and alternate placement may be suggested.

Clinical Expectations for Role Transitions

Clinical expectations for students include:

- Students are responsible for contacting their assigned unit to coordinate a schedule for their role transition experience. The student's school faculty should be included in this communication. All scheduling arrangements should be made with the unit at least two weeks prior to the first day.
- If requested by unit, students should complete the Role Transition Skills Checklist with school faculty and return to unit contact prior to the start of their experience.
- Be present and listen to complete report.
- Understand and adhere to the extent of the skills allowed to be performed as established by the instructor and unit leadership.
- Demonstrate a basic knowledge of the physiology involved in the patient's condition and have a prepared plan of care.
- Read the patient treatment plan prior to giving care to the patients and discuss any questions with the preceptor regarding the information.
- Take vital signs at appropriate times and document accurately.
- Complete appropriate nursing documentation in the Upstate EMR for all care given, assessments performed, and medications administered.
- Document according to the unit specific protocol.
- Perform procedures while supervised by the preceptor to confirm their ability to perform the skill independently.
- All medications must be administered under the supervision of the preceptor.

- Prior to giving any medication, the student and preceptor must review the Upstate *Medication Administration Policy (CM M-03)*, *Intravenous Medication Dilution Policy (CM M-03A)*, and the *Administration of Intravenous Push Medications Policy (CM M-04)* and associated approved list of IV push medications by specialty area.
- Students are expected to be knowledgeable about all medications that their assigned patients receive (including medication actions and side effects).
- Direct all questions to the preceptor.
- The student must report in real time to the preceptor any pertinent information, including changes in patient condition.
- As a general rule, students should expect to take all breaks with the preceptor. If the student needs to leave the unit, they will inform their preceptor.
- Direct any problems they are having related to staff, patients, physicians, etc., to the preceptor who will determine whether to involve unit/hospital leadership.

Role Transition Skills Exclusion List

The following clinical skills MAY NOT be performed by the student nurse as designated by Upstate Medical University. Student Nurse may not:

- Initiate or regulate the following intravenous treatments:
 - a. Vasoactive medications
 - b. Lipids
 - c. Hyperalimentation
 - d. Chemotherapy
 - e. Epidurals
 - f. Any experimental drugs
 - g. Narcotics for PCA pumps
 - h. Any blood products
- Conduct cardiac outputs
- Access controlled medications or witness the access of controlled medications
- Carry the narcotics keys or count narcotics
- Access dialysis devices and/or implantable ports
- Manipulate peritoneal dialysis
- Tape, extubate, or manipulate endotracheal tubes
- Manipulate respiratory ventilator equipment
- Manipulate auto-infusion devices
- Manipulate dialysis devices
- Take verbal or telephone orders
- Perform procedural or conscious sedation
- Perform any skill(s), not listed, that the unit manager, trainer, or preceptor feels will not be in the best interest of the patient.

D. Current Employees

Current Upstate employees who are acting as clinical faculty must be entered into NEMS as a clinical instructor. These individuals must have dual EPIC accounts created and must use their instructor EPIC account when on campus in this role.

Current Upstate employees who are on campus as a student must be entered into NEMS if they are completing more than 36 clinical hours. If EPIC access is needed for clinical experiences, students must have dual EPIC accounts created. Students must use student EPIC account while on campus in this role.

All employee requests for completing clinical hours as a student on campus must go through the Nursing Recruitment Department.

E. Evaluation of Student Experiences

Student surveys can be used to evaluate every clinical or role transition experience. Results from the survey are anonymous and used to make improvements to the clinical experience at Upstate. Surveys can be accessed on the website:

<https://www.upstate.edu/nursing/join/students.php>

F. Required Forms and Documents

All required forms and documents for a clinical experience at Upstate can be found on the website: <https://www.upstate.edu/nursing/join/clin-instruct.php>

SECTION III- IMPORTANT INFORMATION

Parking

Please review the information below to ensure student parking is addressed prior to clinical start date. This information is applicable to all students and clinical instructors.

All students/instructors will need to register their vehicles. Please use the '[Parking Information Form](#)' to register. It is recommended to email this information to the Parking Office prior to start date so the office is prepared. Otherwise, students/instructors can provide this information on Day 1.

- Day 1: Students/instructors will need to park in the visitor parking garage from the 3rd floor and up.
- Students must first receive their Upstate ID prior to going to the parking office.
- Once an Upstate ID has been obtained, students/instructors will need to report to the Parking Office with their car registration. The Parking Office will validate their parking for this day only.
 - Downtown Campus: Located on the first floor in room 1519 (near the outpatient pharmacy).
 - Community Campus: Located in room 0213.
- Once vehicles are registered, they will receive a parking assignment and permit for their vehicle.
- All students/instructors should be parking in their assigned lots only.
- Shuttle tracking and OnDemand Requests for shuttles can be made by downloading the TransLoc application on your mobile device. See the Parking Office for details: <https://www.upstate.edu/parking/student/shuttle.php>

Frequently Asked Questions

Employee/Student Health

- **Can I use my college's health form to submit my health clearance information?**

No. The Upstate employee/student health offices will not accept health verification forms from family physicians, school health offices, or other institutional health offices. Only a completed Health Clearance Verification Form will be accepted.

- **How often do you require health verification?**

Health verification for students and instructors is good for one year.

Electronic Medical Record Training

- **Who is responsible for giving out login information to the Pyxis?**

Pyxis codes are issued by the pharmacy to clinical instructors ONLY.

- **How often do students need to attend EMR training?**

Students need to attend EMR training if they are new to Upstate, regardless of whether they are doing a clinical rotation or a role transition experience. In addition, students who have been away from Upstate for longer than one year must attend EMR training again.

- **How do I get faculty and student usernames and passwords for the EMR?**

EPIC account login information (username and initial passwords) along with Upstate email addresses, will be sent to school coordinators' UPSTATE EMAIL and will need to be shared with students and clinical instructors.

If students are having difficulties with the login they have received, they should call the helpdesk at 315-464-4115. The helpdesk is NOT for obtaining usernames and passwords.

- **What about nursing students who are also current Upstate employees?**

Students, including BSN and MSN candidates, who are current employees at Upstate in clinical roles (who have EMR access) will have a separate student access. Their username will be different, but the password will be the same as their employee password. Students will need to ensure they are using their student ID and login information for EPIC access while functioning in their student nurse role.

- **I am an Upstate employee but also teach clinicals. Can I use my EPIC account while working as a clinical instructor?**

No. Employees that are also clinical instructors/faculty will be assigned dual EPIC accounts. Faculty will need to ensure they are using their faculty ID and login information for EPIC access while functioning in their faculty role.

Payroll and Badging Process

- **What do I need to pick up my badge?**

You will need a photo ID to pick up your badge.

- **When can I pick up my badge?**

No more than one week prior to the start of your clinical rotation. It is recommended that you call payroll at 315-464-4840 prior to coming to confirm hours of operation.

- **I really like my Upstate photo. Can I keep my badge?**

No. Students and faculty are expected to return their Upstate badge to the payroll office at the end of the clinical experience or at the end of the semester.

Registration Process

- **When will the students/clinical instructors receive their ID numbers?**

ID numbers are issued to students and clinical instructors at the time ID badges are issued.

- **Do previous students/instructors keep the same non-employee ID numbers? What about Pyxis? EMR?**

Yes. ID numbers and clinical systems codes remain assigned to students and instructors for the duration of their time at Upstate. Clinical systems codes are de-activated at the end of the clinical experience and need to be re-activated by contacting the payroll office should a new clinical experience begin.

- **I instruct at separate Upstate locations. Do I need to get separate badges?**

No. You only need one Upstate badge.

- **I have been instructing clinicals at Upstate for 15 years. Do I need to go through the instructor registration process each year?**

Yes. Your access at Upstate is active for one year. If your account is not active, contact your NEMS liaison at your school/college of nursing to re-activate your NEMS account.

Miscellaneous Questions

- **I have questions about my clinical experience. Who can I call?**

Call the Nursing Recruitment and Retention Office, located in Upstate University Hospital (UH 1414), at 315-464-4810. The office is open from 7:30am to 4pm, Monday through Friday, and can also be reached at nrecruit@upstate.edu.

Contacts for other teams referenced in this manual

Employee/Student Health: 315-464-4260

Upstate IMT Help Desk: 315-464-4115

Parking Office Downtown Campus: 315-464-4801

Parking Office Community Campus: 315-492-5017

Upstate Payroll: 315-464-4840

University Police: 315-464-4000

Important Forms for Faculty/Students

A. Faculty Verification and Clearance Checklist: To be completed with clinical instructor and unit manager, assistant nurse manager, clinical training specialist, or clinical leader. Must be done prior to the start of clinical rotations. Must be completed at the start of every clinical.

*Exception: Valid for one year if clinical instructor is on the same unit for multiple clinical rotations. Can be submitted via email to nrecruit@upstate.edu, or faxed to 315.464.6145.

B. Attestation of Orientation for Nursing Clinical Rotations: Clinical instructor must review pertinent information regarding student clinical rotations/role transitions in this *Clinical Experience Manual* with clinical students prior to the start of clinical, or on the first day of clinical. All students and clinical instructor must review and sign attestation. Clinical instructor must then submit via email to nrecruit@upstate.edu or fax to 315.464.6145.

C. Parking Information Form: This form can be completed and emailed to parking@upstate.edu prior to the start of clinicals to pre-register your vehicle. Faculty and students must still report to the parking office on the first day of clinical. Please bring your car registration to the parking office on the first day of clinical to complete the registration process.

A.

UPSTATE

MEDICAL UNIVERSITY

AFFILIATING SCHOOL/COLLEGE OF NURSING

Faculty Verification and Clearance Checklist

Section A: Faculty Information (Faculty)

Name:	School/College:
Patient Care Unit:	E-mail Address:
Work Phone:	Home/Cell Phone:

Section B: Verification Checklist (Nurse Manager/Trainer/Clinical Educator)

Clinical Verification	Nurse Manager/ Trainer Initials	Faculty Initials	Date
Review objectives at pre-clinical meeting			
Provides basic patient care according to policy & procedure			
Demonstrates knowledge of documentation policy & procedure			
Demonstrates knowledge of resources (people and information)			
Is oriented to:			
<ul style="list-style-type: none"> Physical layout of unit 			
<ul style="list-style-type: none"> Roles & responsibilities of unit staff (RN, HCT, PT, OT, etc.) 			
<ul style="list-style-type: none"> Reporting mechanisms (chain of command) 			
<ul style="list-style-type: none"> Type of nursing care delivered 			
<ul style="list-style-type: none"> Medication administration and documentation Policy# CM M-03 			
<ul style="list-style-type: none"> Maintaining IV lines/therapy/ IV pumps and tubing (CADD) 			
<ul style="list-style-type: none"> Peripheral/Central line flush Policy # CM P-04/CM C-34 			
<ul style="list-style-type: none"> Blood administration Policy # CM B-07 			
<ul style="list-style-type: none"> Blood glucose monitoring Policy# CM P-48 			
Verified By:	Faculty Signature:		

Section C: Clearance Checklist (Faculty)

	Faculty Signature	Date
Reviewed Nursing Clinical Experience Manual (online)		

Email documents to nrecruit@upstate.edu or
Fax documents to: **315.464.6145**

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B.

UPSTATE

MEDICAL UNIVERSITY

AFFILIATING SCHOOL/COLLEGE OF NURSING

Attestation of Orientation for Nursing Clinical Rotations Completion Certificate

School:

Instructor:

Term:

My signature here confirms the following:

- I have read and completed the Affiliating School College of Nursing Clinical Experience Manual-Faculty and Students
- I have read and completed the required Brightspace education modules

Name	Badge #	Assigned Unit	Signature	Date

Send via email/attachment to NRecruit@upstate.edu or Fax to 315.464.6145

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C.

PARKING INFORMATION FORM

DATE: _____ NAME: _____ ID# _____

PLATE#: _____ STATE: _____ YEAR: _____

COLOR: _____ MAKE: _____ MODEL: _____

OFFICE USE ONLY

STATUS: _____ UNION: _____
EMP STU GA CSEA MC NON PEF RF UUP STU MB

STICKER: _____ P/T (.49 OR LESS): _____ F/T (.50 AND ABOVE): _____

CASH: _____ CREDIT: _____ CHECK: _____

PAYROLL DEDUCTION YES NO