

UPSTATE

UNIVERSITY HEALTH SYSTEM

AFFILIATING SCHOOL/COLLEGE OF NURSING

Faculty Verification, Clearance, and Credentialing Checklist

(Refer to **Clinical Experience Manual – Faculty** for form usage and submission instructions)

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:			
• Physical layout of unit			
• Roles & responsibilities of unit staff (RN, HCT, PT, OT, etc.)			
• Reporting mechanisms (chain of command)			
• Type of nursing care delivered			
• Medication administration and documentation Policy# CM M-03			
• Maintaining IV lines/therapy/ IV pumps and tubing (CADD)			
• Peripheral/Central line flush Policy # CM P-04/CM C-34			
• Blood administration Policy # CM B-07			
• Blood glucose monitoring Policy# CM P-48			
Verified By:	Faculty Signature:	Date:	

Section C: Clearance Checklist (Faculty)

Clearance	Date	Clearance	Date
Reviewed Non-Employment Management Guide (online)		Reviewed Clinical Experience Manual – Faculty (online)	

Section D: Credentialing Checklist (Office Use Only)

Resume/Curriculum Vitae	<input type="checkbox"/>	Photo ID	<input type="checkbox"/>
NYS RN License	<input type="checkbox"/>	CPR card within last 2 years (preferably AHA or ARC)	<input type="checkbox"/>
Faculty is an employee of UUHS	<input type="checkbox"/>	Faculty is employed on the above patient care unit	<input type="checkbox"/>

Email documents to nrecruit@upstate.edu *or*

Fax documents to: **315-464-6145**

or

Mail to: Upstate University Health System
Nursing Recruitment and Retention
750 E. Adams St, Rm 1414
Syracuse, NY 13210