

# 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 (Policies CM P-04/CM C-34)			
• Blood administration (Policy CM B-07)			
• Blood glucose monitoring (Policy CM P-48)			
<b>Verified By:</b>	<b>Faculty Signature:</b>	<b>Date:</b>	

### Section C: Clearance Checklist (Faculty)

Clearance	Date	Clearance	Date
Reviewed campus specific <b>Non-Employment Management Guide</b> (online)		Reviewed <b>Clinical Experience Manual – Faculty</b> (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"/>

Fax documents to: **464-6145**, Attn: **Caitlin Nye**

*or*

Mail to: Upstate University Health System  
Nursing Recruitment and Retention  
750 E. Adams St, 511 Jacobsen Hall,  
Syracuse, NY 13210