



Nursing Professional Development Department

Faculty for Clinical Groups: Preparedness Checklist

- Complete assigned eLearning in HealthStream.
- Attend mandatory faculty orientation annually. Med test if new to teaching at UMass Memorial Medical Center and Glucometer training/recert.
- Attend Epic Training (2 full days) if not a UMass Memorial Health employee. (Kathleen Brule to schedule).
- Contact unit manager and educator to communicate clinical objectives and arrange for a time to orient to the unit, unless you currently work in the area (Maternity, Pediatrics, Psych).
- Verify that required clearance paperwork has been sent from the school to jane.bania@umassmemorial.org.

This includes:

- Attestation letter on school's letterhead (health clearance) for all students and faculty
- Registration form
- CCP tickets from faculty and students
- Signed Confidentiality form from faculty and students
- ID Badge/Parking form to be filled out by the student
- Request network (computer) and Epic access for students using the Group Request IS Access Form (sent by the clinical placement coordinator at the school and sent electronically to Kathleen.Brule@umassmemorial.org).
- Faculty Epic and pyxis access is requested separately. Contact: Kathleen.Brule@umassmemorial.org
- Plan for Student Orientation:

ID Badges and Parking: Once "clearance" email is sent to the school with attached badge forms with approval stamp signed by Jane Bania, contact the Parking/Access Control Office at either University Campus or Memorial Campus to schedule an appointment to bring students to obtain badges:

- **University Campus**

55 Lake Ave N, Worcester

(1st floor of UMass Chan Medical School)

Contact: Alexis.Nevalsky@umassmed.edu or Parking@umassmed.edu

Phone: 508-856-3630

- **Memorial Campus**

119 Belmont St, Worcester

Contact: Arlene.Duhamel@umassmemorial.org

Phone: 508-334-6546

The Parking/Access Control offices ask that you ensure students know they should each have \$10 cash or check to pay for their badge, and more for any applicable parking fees.

Note: *University Campus does not accept credit cards, but Memorial Campus does.*

Pre and post conferences: Be sure not to infringe on staff or visitor space. Be cognizant of patient confidentiality.

The relationships you develop on the unit with the staff, in terms of communication, follow-through, supervision of students and level of engagement will impact the students' experience. Please ask questions, communicate concerns, and make the most of the clinical experience.

Faculty should sign off to the resource/charge nurse when leaving the unit for the day and verify they have left their own contact information/cell phone number in the event of the resource/charge nurse having questions.