

Clinical Instructor Name: \_\_\_\_\_ Clinical Site: \_\_\_\_\_ Course: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

√- when completed	Requirements Upon Agreement to Teach – Before Clinical Training Begins *Please note that some of the items below will be done concurrently*	Date Completed/ Initial
<input type="checkbox"/>	Complete all hiring/re-appointment paperwork coordinated by SON Office Manager/HRDI.	
<input type="checkbox"/>	Receive CSUF e-mail, Portal/Titan Online, TITANIUM. Once email is set-up, check frequently.	
<input type="checkbox"/>	Submit all scanned Clinical Instructor Required Document PDFs to <a href="mailto:nursingdocs@fullerton.edu">nursingdocs@fullerton.edu</a> . Clinical Faculty must be in compliance with all documents throughout the rotation.	
<input type="checkbox"/>	Attend Instructor Orientation and/or Team Meeting.	
<input type="checkbox"/>	Document Specialist gathers required Facility Required documents from students to submit electronic copies to facility per the facility deadline (4-6 weeks in most cases). Instructor will be cc'd on final submission e-mail including attached student document PDF packet and consortium Clinical Profile (including exact dates provided by course resource lead or clinical instructor).	
<input type="checkbox"/>	After being included on above email, reply to introduce yourself to the academic liaison/Educator, to inquire about instructor required trainings/documentation and to arrange the clinical start (i.e. conference rooms, trainings, orientations, security badges, etc.)	
<input type="checkbox"/>	Attend clinical instructor hospital/facility orientation or equivalent and confirm student clinical rotation guidelines and any other specifics.	
<input type="checkbox"/>	Prior to the rotation start date and on a monthly basis, Document Specialist will notify Clinical Instructor of student SON core document compliance status. Instructor will contact and follow-up with students throughout the rotation, as they are not permitted into clinical facility until compliant (proof available through Castle Branch app 24/7). The documentation must be submitted to Castle Branch in order to be in compliance.	
<input type="checkbox"/>	Submit course syllabi to the hospital representative. Make sure current course objectives are posted on each unit.	
<input type="checkbox"/>	Instruct students to meet with the RN early in the morning and share his/her responsibilities for the day and their program level (i.e. 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> semester for the ABSN student or sophomore, junior, or senior level for the EL-BSN student). Student assignments should be posted on the unit/facility, and the instructor should maintain a log of student assignments throughout the semester.	
√- when completed	Requirement – After Clinical Training Begins	Date Completed/ Initial
<input type="checkbox"/>	Complete the full shift as scheduled. If a student is absent from clinical, the absence is required to be made up in the Simulation Lab or through an instructor designated activity (Sim Lab referral form). It is the Clinical Instructor's responsibility to plan the full "make-up" for each student.	
<input type="checkbox"/>	Explain to each student the importance of looking professional and behaving professionally in each clinical site as they provide nursing care. (Dress code – student)	
<input type="checkbox"/>	All clinical instructors need to be visible on the nursing units/facility. If the clinical instructor wants to review papers, please be visible in case a student or RN needs assistance or has questions.	
<input type="checkbox"/>	Complete midterm evaluation and notify Lead Faculty and Program Coordinator of any students at risk of failing the course.	
<input type="checkbox"/>	Meet with Lead Faculty for Team Meeting as scheduled.	
√- when completed	Requirement – End of Clinical Rotation	Date Completed/ Initial
<input type="checkbox"/>	Complete final evaluation for all students and submit to Program Coordinator (Provide each student with a copy of their final clinical evaluation)	
<input type="checkbox"/>	Resource Faculty to coordinate SOQs and course evaluations.	
<input type="checkbox"/>	Instruct students to complete online Clinical Facility Evaluation on the SON website and verify compliance from each student.	
<input type="checkbox"/>	Complete Faculty Evaluation of Clinical Site and submit electronically to Program Coordinator.	
<input type="checkbox"/>	Submit a hardcopy example of student care map or any noteworthy activity with grading rubric to the Assessment Officer.	
<input type="checkbox"/>	Gather all facility name badges from every student at the end of clinical rotation and return to facility.	
<input type="checkbox"/>	<b>Submit grades through Titan Online per University schedule AND inform Program Coordinator of any failed students.</b>	
<input type="checkbox"/>	<b>Meet with Lead Faculty for end-of-semester Team Meeting as scheduled.</b>	