California State University, Fullerton

School of Nursing (SON)

Clinical Faculty Check-Off List of Job Requirements

Clinical Faculty Name: _____   Clinical Site: _____   Course: _____ Term: _____ Year: _____

√ - when completed	Requirements Upon Agreement to Teach – Before Term Begins Please note that some of the items below will be done concurrently	Responsible Party or Contact	Timing
☐	Complete all new hire/re-appointment paperwork coordinated by SON HR Analyst/HRIE using Lolita Hartono's email as a checklist	SON HR Analyst/ HRIE	Upon hire
☐	Receive CSUF e-mail, Portal/Titan Online, Canvas. Once CSUF email is set-up, check at least daily. Please reply within 24-48 hrs, as needed	SON HR Analyst/ HRIE	Upon hire
☐	Attend New Lecturer Orientation through Faculty Development Center, if available. If not, complete self-paced Canvas orientation course.	FDC	Upon hire
☐	Once the Welcome Email has been received from Nursing Scheduling, follow up with the team members identified within the email, as needed.	Clinical Faculty	Upon hire
☐	New Clinical Faculty will receive a Castle Branch Orientation email to create an account and upload all required *core* documents to ensure compliance throughout the entirety of the clinical rotation.	Clinical Placement Team / Document Specialist	Upon hire
☐	New *and continuing* Clinical Faculty will upload all required *core* documentation to the Castle Branch account. Clinical Faculty must comply with all document compliance throughout the clinical rotation(s). Faculty will not be allowed to work at the clinical site with expired documents.	Clinical Faculty	Before Clinical Rotation Begins & Ongoing
☐	Depending on the facility, Clinical Faculty may be required to upload additional documentation to *another* designated platform. All facility-specific documentation and training required in your role as Clinical Faculty must be completed through that platform, if applicable, in person or via email based on the request of the clinical facility.	Clinical Faculty	Before Clinical Rotation Begins
☐	Document Specialist gathers facility-specific documents from students to submit to the facility, following their deadline (4-6 weeks prior to the start of the rotation in most cases). The Clinical Faculty will be copied on all communication with the facility regarding the students onboarding.	Clinical Placement Team / Document Specialist	Before Clinical Training Begins
☐	After being included in the above facility email, Clinical Faculty should reply to introduce yourself to the facility academic liaison/educator, inquire about clinical faculty-required trainings/documentation, and arrange the clinical start (orientation, badges, parking, pre-& post conference rooms, etc.). Please copy Clinical Placement & Program Coordinator(s) on these emails.	Clinical Faculty	Before Clinical Training Begins
☐	Clinical Faculty is responsible for submitting all required onboarding and clearance documentation directly to the facility. Please cc Clinical Placement and Program Coordinator when submitting your documents. NOTE: This process may require multiple steps	Clinical Faculty	Before Clinical Training Begins

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√- when completed	Requirements	Responsible Party	Timing
☐	Attend Clinical Faculty hospital orientation or equivalent and confirm student clinical rotation guidelines and any other specifics. Please include Clinical Placement and Program Coordinator in correspondence with the facility regarding onboarding and clearance to start the rotation.	Clinical Faculty	Before Clinical Training Begins
☐	Before the rotation start date, the Document Specialist will notify the Clinical Faculty of student SON core document compliance status. The Clinical Faculty will contact and follow up with students and will confirm that no students attend clinical unless they are in compliance with all core and facility-specific documents.	Clinical Placement Team / Clinical Faculty	Before Clinical Training Begins
☐	Submit course information (e.g., student learning objectives & student rotation schedule) to the hospital representative, no later than the first day of clinical. Make sure current course objectives are provided to each unit (on first day).	Clinical Faculty	Before Clinical Training Begins
☐	Develop a student rotation schedule and provide it to the hospital representative(s) on the first day of clinical. Maintain record of student room and nurse assignments each clinical day.	Clinical Faculty	Before Clinical Training Begins
☐	Meet with Resource Faculty for beginning-of-semester Team Meeting, as scheduled.	Clinical Faculty / Resource Faculty	Before Clinical Training Begins
√- when completed	**Requirements – After Clinical Training Begins/Throughout Clinical Rotation**	**Responsible Party**	**Timing**
☐	Instruct students to meet with the Clinical Faculty at the start of clinical day and share daily goals. Instruct students to meet with their bedside RN at the beginning of the shift and share his/her responsibilities for the day and their program level.	Clinical Faculty	Throughout Clinical Rotation
☐	Complete the full clinical day, as scheduled. Review and enforce the student attendance and tardy policies (found in the BSN Handbook). Student absences from clinical must be made up in Simulation Lab or via faculty designated activity. Complete Performance Enrichment Clinical Makeup and communicate with Sim Lab Lead, as needed.	Clinical Faculty	Throughout Clinical Rotation
☐	Review and enforce the CSUF Dress Code (found in the BSN Handbook), ensuring student compliance in professional dress and behavior at all times in the clinical setting.	Clinical Faculty	Throughout Clinical Rotation
☐	Ensure student compliance with Castle Branch and any other facility-specific documentation weekly. Contact and follow up with students and confirm that no students attend clinical unless they are in compliance with all core and facility-specific documents.	Clinical Faculty	Throughout Clinical Rotation
☐	All Clinical Faculty must be *visible*, *active*, and *constantly engaged* within the nursing units throughout the duration of the clinical day to be available to students and RNs as needed.	Clinical Faculty	Throughout Clinical Rotation
☐	Prior to any medication administration, validate with Resource Faculty that all students have passed their dosage calculation exam (taken in didactic). Clinical Faculty must follow the Medication Preparation and Administration Policy for Pre-Licensure Students at all times.	Clinical Faculty / Resource Faculty	Throughout Clinical Rotation

√ - when completed		Responsible Party	Timing
☐	Complete Midterm Evaluations and provide each student with a copy. Notify Resource Faculty and Program Coordinator of any students at risk of failing and complete a Learning Contract. Send the Learning Contract to Program Coordinator.	Clinical Faculty	Throughout Clinical Rotation
☐	Track students' clinical hours on tool provided by Program Coordinator or Resource Faculty.	Clinical Faculty	Throughout Clinical Rotation
√ - when completed	**Requirements – End of Clinical Rotation**	**Responsible Party**	**Timing**
☐	Complete Final Evaluations for all students, provide each student a copy, and submit to Program Coordinator.	Clinical Faculty	End of Clinical Rotation
☐	If applicable, complete Learning Contracts, provide student with a copy, and submit to Program Coordinator.	Clinical Faculty	End of Clinical Rotation
☐	Notify Program Coordinator immediately of any student who does not pass the course.	Clinical Faculty	End of Clinical Rotation
☐	Complete clinical hours tracking tool.	Clinical Faculty	End of Clinical Rotation
☐	Encourage students to complete faculty and course SOQs coordinated by CSUF and SON staff.	Clinical Faculty	End of Clinical Rotation
☐	Instruct students to complete Clinical Facility Evaluation on the SON website and verify compliance.	Clinical Faculty	End of Clinical Rotation
☐	Complete Faculty Evaluation of Clinical Site on SON website under Faculty Resources.	Clinical Faculty	End of Clinical Rotation
☐	Prior to the last clinical day, contact the facility liaison to determine the requirements for the last day of clinical and the procedure for returning facility badges.	Clinical Faculty	End of Clinical Rotation
☐	On the last clinical day, please thank the nurses on the clinical units and the facility liaison. Cards and small tokens of appreciation from the students are sometimes given and greatly appreciated by the facilities. Follow facility procedure for returning badges and completing end-of-clinical requirements.	Clinical Faculty	End of Clinical Rotation
☐	Submit grades through the Titan Online - Faculty Homepage per University Academic Calendar	Clinical Faculty	End of Clinical Rotation
☐	Meet with Resource Faculty for end-of-semester Team Meeting, as scheduled.	Clinical Faculty / Resource Faculty	End of Clinical Rotation