California State University, Fullerton   School of Nursing   Clinical Instructor Check-Off List of Job Requirements

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
☐	Complete all new hire/re-appointment paperwork coordinated by SON Office Manager/HRDI.	
☐	Receive CSUF e-mail, Portal/Titan Online, Canvas. Once CSUF email is set-up, check frequently.	
☐	Submit all Clinical Instructor Required Documentation to your Castle Branch account. Clinical Faculty must comply with all documents throughout the rotation.	
☐	Attend Instructor Orientation and/or Team Meeting/ Lead Faculty.	
☐	Document Specialist gathers required Facility Required documents from students to submit electronic copies to the facility per the facility deadline (4-6 weeks in most cases). The instructor will be cc'd on the final submission e-mail including all student document PDF packets and Clinical Profile (including exact dates provided by the course resource lead or clinical instructor).	
☐	**Clinical Faculty assigned to a Providence site (St. Jude, St. Joseph, Mission Hospital) will need to create a separate CB Bridges account through Castle Branch. All facility required documentation and training required in your role as an instructor will be completed through CB Bridges.	
☐	After being included in the above email, **reply to introduce yourself** to the academic liaison/Educator, inquire about instructor-required trainings/documentation, and arrange the clinical start (i.e. conference rooms, trainings, orientations, security badges, etc.)	
☐	Attend clinical instructor hospital orientation or equivalent and confirm student clinical rotation guidelines and any other specifics.	
☐	Before the rotation start date, the Document Specialist will notify the Clinical Instructor of student SON core document compliance status. The instructor will contact and follow up with students throughout the rotation, as they are not permitted into a clinical facility until compliant (proof available through Castle Branch app 24/7). The documentation must be submitted to Castle Branch and approved by their medical transcribers.	
☐	Submit course syllabi to the hospital representative. Make sure current course objectives are posted on each unit.	
☐	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. 1st, 2nd, or 3rd semester for the ABSN student or sophomore, junior, or senior level for the EL-BSN student). Student assignments should be posted on the unit, and the instructor should maintain a log of student assignments throughout the semester.	
√- when completed	Requirement – After Clinical Training Begins	Date Completed/ Initial
☐	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.	
☐	Explain to each student the importance of looking professional and behaving professionally in each clinical site as they provide nursing care. (Dress code – student)	
☐	All clinical instructors need to be visible in the nursing units. If the clinical instructor wants to review papers, please be visible in case a student or RN needs assistance or has questions.	
☐	Complete midterm evaluation and notify Resource Faculty and Pre-licensure Coordinator of any students at risk of failing the course.	
☐	Meet with Resource Faculty for Team Meeting as scheduled.	
√- when completed	Requirement – End of Clinical Rotation	Date Completed/ Initial
☐	Complete final evaluation for all students and submit to Pre-Licensure Coordinator (Provide each student with a copy of their final clinical evaluation)	
☐	Resource Faculty to coordinate SOQs and course evaluation in lectures.	
☐	Instruct students to complete online Clinical Facility Evaluation on the SON website and verify compliance from each student.	
☐	Complete Faculty Evaluation of Clinical Site and submit electronically to Pre-Licensure Coordinator.	
☐	Submit a hardcopy example of student care map or any noteworthy activity with grading rubric to the Assessment Officer.	
☐	Gather all facility name badges from every student at the end of clinical rotation and return to facility.	
☐	**Submit grades through Titan Online per University schedule AND inform Pre-licensure Coordinator of any failed students.**	
☐	**Meet with Resource Faculty for end-of-semester Team Meeting as scheduled.**	