

## GRAD – Non-NP NURSING STUDENT ONBOARDING PROCESS

NOTE: We require that all documentation is submitted/completed **at least 4 weeks** prior to clinical start date. We require ALL documents in step 2 to be sent together in **one email** versus multiple separate emails (which could delay onboarding process).

1. **Affiliation Agreement:** Please confirm with Nurse Affiliate or your clinical coordinator that your school and program have a fully executed Affiliation Agreement.
2. **Student/School:** The following student information should be emailed to [ContingentWorkforce@wakehealth.edu](mailto:ContingentWorkforce@wakehealth.edu) and [NurseAffiliate@wakehealth.edu](mailto:NurseAffiliate@wakehealth.edu).
  - a. Completed Non – EE spreadsheet.
  - b. 7-year Comprehensive Criminal Background Check
  - c. 12-Panel Drug screening (drugs listed on Credentialing Checklist)
  - d. Documentation of immunizations (listed on Credentialing Checklist)
  - e. Copy of your American Heart Association CPR certification card (front & back)
  - f. Proof of your Student Liability Insurance
  - g. Regulatory Education will be sent by Contingent Workforce; completion code is to be returned to them (not Nurse Affiliate). **\*must be completed for clearance\***
  - h. Signed Education Experience Agreement
  - i. CORE Education Module completed; completion certificate signed and returned
  - j. Confirmation of Respiratory Fit Testing (if applicable)
3. **Clearance:** Once cleared by Contingent Workforce, the Nurse Affiliate will send you your Welcome email. From there, you will need to complete:
  - a. **WakeOne/EMR:** Online training for the WakeOne documentation software used at WFBH. Please let us know if you will be documenting in WakeOne, if you need View-Only access, or no access at all. We have to register you for the WakeOne training classes based on your access needs.
  - b. **Badges:** Students are required to wear the WFBH student photo ID at all times while on any WFBH campus. If you are employed by WFBH, you will receive a badge cover, which is to be placed over top of your employee badge (which has the access). Non-employees will receive a full badge with general hospital access.  
**Non-employees: You will need to either send your school photo ID to Nurse Affiliate to be placed on your WFBH badge or you will need to contact the Badge Office at [BadgeOff\\_UM@wakehealth.edu](mailto:BadgeOff_UM@wakehealth.edu) to schedule an appointment to have your badge made there.**  
**\*\*Please Note:** Unless you go to the Badge Office to have your badge made (by appointment), you will still come to the Clinical Education Office to pick up your badge/badge cover after the 3-business-day period.
    - i. Once student is fully cleared, Welcome Letter will be forwarded to the school coordinator/student and the badge office. The badge office will need 3 FULL business days to prepare the badges.
    - ii. Badges are free to students. If badge is lost, replacement fee is \$10.
    - iii. **DO NOT contact the badge office for a status. The badges are available for pickup on Tuesdays and Fridays (after the 3 FULL business day period) in Nursing/Clinical Education office, WFBH-South Building 3rd floor.**

## CHECKLIST CHEATSHEET

- Affiliation Agreement
- The following documentation sent to Contingent Workforce and Nurse Affiliate:
  - Full completed Non-EE spreadsheet
  - Criminal background check
  - Drug screening
  - Documentation of immunizations listed on Credentialing Checklist
  - Copy of your American Heart Association CPR certification card (front and back)
  - Proof of Student Liability Insurance
  - Regulatory Education will be sent by Contingent Workforce; completion code is to be returned to them. **\*must be completed for clearance\***
  - Signed Education Experience Agreement
  - CORE Education module completed and certificate signed and returned
  - Confirmation of Respiratory Fit Testing (if applicable)
- Received Welcome Letter
- Registered for a WakeOne Class (if access needed)
- Sent school photo ID for WFBH badge/Scheduled appt. with Badge Office
- Picked up badge/badge cover from Clinical Education office