

UNDERGRAD 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 and 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. Clinical CORE education completion certificate must be 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:** Please let us know if the students will be documenting in the patient record. If so, email nurseaffiliate@wakehealth.edu to get registered for an online WakeOne training class.
 - b. **Badges:** Faculty 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 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 student. 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
 - Completed CORE Education Module; signed completion certificate returned
 - Confirmation of Respiratory Fit Testing (if applicable)
- Received Welcome Letter
- Registered for a WakeOne Class (if access needed)
- Sent in school photo ID for WFBH badge/Scheduled Appt. with Badge Office
- Picked up badge/badge cover from Clinical Education office