**New RN Instructor Clearance Process**

* The school/instructor will provide
	+ Background Check
	+ Drug Screen
	+ Clinical Immunization and Screening Requirements
	+ BLS completion
* Instructor will complete the following and provide documents to Clinical Education
	+ Completion of the Facility Orientation Guide with post-test
	+ Completion of the Non-Employee Confidentiality Agreement
	+ Completion of Epic online training prior to Epic access if students are documenting in the system
* Instructor will complete an On-Site Instructor Orientation (may be completed up to 90 days in advance of the first class date)
	+ Includes at minimum 1 8-hour shift with a staff member on an acute care unit
	+ Completion of the New RN Instructor Checklist
	+ Orientation to the hospital layout
* If students will be completing med passes with the instructor, the instructor will need to:
	+ Complete the RN Med Test
	+ Complete medication storage system training (Pyxis)
	+ Completion of the EPIC training to document medication administration
	+ Complete a 2nd 8-hour shift with a staff member to validate medication administration competency