**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