

PRE-CLINICAL ROTATION CHECKLIST

INSTRUCTIONS:			
Turn in documents as PDFs, or .CSV when appropriate. Send electronically to QMC Clinical Coordinator, at <a href="mailto:clinicalaffiliations@queens.org">clinicalaffiliations@queens.org</a> . Please include <b>college/university</b> , <b>academic term</b> , <b>course faculty name</b> , <b>course number</b> , and <b>placement ID</b> when available in all correspondence. All blank forms and templates are available on the QMC Clinical Affiliations Google Site, <a href="https://sites.google.com/view/qmcclinicalaffiliations/home">https://sites.google.com/view/qmcclinicalaffiliations/home</a>			
(✓) ITEM			
30 DAYS – THESE ITEMS TO BE COMPLETED NO LATER THAN 30 DAYS PRIOR TO THE START OF ANY CLINICAL ROTATION			
1		<a href="#">CareLink Access</a>	<ul style="list-style-type: none"> <li>Academic Coordinator to complete <i>QMC CareLink Access Request Template.xlsx</i></li> <li>Detailed instructions on how to fill out the template can be found on <a href="#">QMC CareLink Access process.pdf</a></li> <li>Send completed template to QMC Clinical Coordinator</li> </ul>
2		CareLink Training	<ul style="list-style-type: none"> <li>Academic Coordinator will schedule CareLink training for students who have not previously attended CareLink training at QMC or require a change such as nursing student -&gt; advanced practice nursing student</li> <li>Send e-mail to <a href="mailto:CLClassreg@queens.org">CLClassreg@queens.org</a> to request training dates</li> </ul>
7 DAYS - ITEMS TO BE COMPLETED NO LATER THAN 7 DAYS PRIOR TO THE START OF ANY CLINICAL ROTATION			
3		Schedule Faculty Orientation	<ul style="list-style-type: none"> <li>Faculty will schedule <i>and</i> complete faculty orientation on assigned unit</li> <li>Contact managers several weeks in advance to schedule meeting and discuss details of orientation</li> <li>Academic Coordinator has access to managers' most current contact information via <a href="#">Centralized Computer Placement System (CCPS)</a></li> </ul>
4		<a href="#">Faculty Orientation Checklist</a>	<ul style="list-style-type: none"> <li>Every academic term faculty will complete Faculty Orientation to Unit.pdf checklist</li> <li>Send completed checklist to QMC Clinical Coordinator</li> </ul>
5		<a href="#">Student Orientation</a>	<ul style="list-style-type: none"> <li>Students will review Student Orientation – orientation is updated every academic term – students should review prior to start of each academic term</li> <li>Link to Google Slide presentation Student Orientation can be found on google site <a href="https://sites.google.com/view/qmcclinicalaffiliations/home">https://sites.google.com/view/qmcclinicalaffiliations/home</a></li> </ul>
6		<a href="#">Attestation Letter</a>	<ul style="list-style-type: none"> <li>Academic Coordinator will submit attestation letter with imbedded or attached roster</li> <li>A sample letter, <i>QMC Attestation Letter Sample.pdf</i>, is available on google site <a href="https://sites.google.com/view/qmcclinicalaffiliations/home">https://sites.google.com/view/qmcclinicalaffiliations/home</a></li> <li>Send completed letter to QMC Clinical Coordinator</li> </ul>
7		<a href="#">Confidentiality Agreement</a>	<ul style="list-style-type: none"> <li>Students will complete <i>QMC Confidentiality Agreement.pdf</i></li> <li>Send completed form to QMC Clinical Coordinator</li> </ul>
8		<a href="#">Supplement on Safety</a>	<ul style="list-style-type: none"> <li>Students will complete <i>QMC Supplement on Safety.pdf</i></li> </ul>
9		<a href="#">Review Supplement on Safety</a>	<ul style="list-style-type: none"> <li>Faculty will review correct answers found in <i>QMC Supplement on Safety Answer Key.pdf</i> with student</li> <li>Students may self-correct quizzes during faculty review</li> </ul>
10		<a href="#">Corporate Compliance Training</a>	<ul style="list-style-type: none"> <li>Academic Coordinator will complete QMC Corp Compliance Form to Add Non-Employees.xlsx template to obtain log-in/passwords for students whose clinical hours will exceed 160 hours for the calendar year</li> <li>Send completed template to <a href="mailto:dchow-ajifu@queens.org">dchow-ajifu@queens.org</a></li> </ul>