



**Cleveland Clinic**  
**New and Renewal Faculty Checklist**  
**(Current - Cleveland Clinic Employee)**

**Cleveland Clinic Employee**

- Send Cleveland Clinic CCLC/COMET training transcripts to program manager – this is an ***annual*** requirement
- Successfully complete Meti eDose Competency Testing-(If not done previously)
  - the test is taken ***one*** time it is ***not*** annual
  - 90% score or greater is expected - if you do not achieve this score you will be expected to be remediated by your school and then retested – Failure to pass on the second attempt will prohibit the faculty from teaching at **ANY** Cleveland Clinic Facility
- Unit Orientation is required by all faculty- Faculty must contact the Nurse Manager to make arrangements for the unit orientation
  - It is expected that faculty spend a minimum of 2-4 hours on the unit to familiarize self with unit routines, personnel, and unit expectations-
  - If you have been on the unit previously you must spend 1-2 hours on unit to review new routines personnel and unit expectations not in place on previous rotation
- If you completed the Red Carpet on-boarding previously please disregard the next check box - you will only be entered into the on-boarding system ***one*** time – however your forms will be used for upcoming rotations and you will be requested to update documents when they expire
- Faculty on-boarding will be through the Cleveland Clinic Red Carpet system when faculty name is received ***by the school*** the faculty will be entered into the system. An email from “Cleveland Clinic Nonemployee Onboarding” will begin the process
- Cleveland Clinic Red Carpet System for **New Faculty**
  - Update and Verify Your Personal Information (5 minutes)
  - Review Cleveland Clinic Nursing Policies (15 minutes)
  - Sign a Confidentiality Statement and Waiver (5 minutes)
  - Upload Pyxis form for medication access (5 minutes)

- Print Student activity/assignment form (5 minutes)  
(to be posted on the unit)
- Print student/faculty checklist to be returned during first week of clinical (5 minutes)
- Upload front and back of BLS card (10 minutes)
- Upload RN license (print from OBN site) (10 minutes)
- Verify your current attendance date for faculty orientation and if you have completed a Bar Code Medication Administration Class (5 minutes)
- Print and complete Classroom Assignment form and forward as directed on form (main campus only) (10 minutes)
- Complete demographic form and upload (10 minutes)

**The Cleveland Clinic will verify your information at this point to make sure all tasks have been completed as required- the next set of tasks will be sent to you within 48 hours- an alert email will be sent to you to notify you additional tasks are available**

- Complete parking information
- Obtain Faculty ID badge

**You may have additional on-boarding tasks or less on-boarding tasks depending on what facility you are teaching**

- Rosters with ID badge information and EPIC sign on information for students will be provided to you by your School of Nursing
- Observation and shadow opportunities for your students should be arranged by you and the nurse manager or the unit

**PLEASE NOTE AS AN EMPLOYEE OF THE CLEVELAND CLINIC WHILE YOU ARE IN THE CAPACITY OF WORKING WITH STUDENTS YOU ARE EMPLOYED BY THE AFFILIATING SCHOOL OF NURSING—NEVER USE ANY OF YOUR EMPLOYEE ACCESS, SUCH AS ID BADGE, PYXIS, BGM UNIT ACCESS, DOCUMENTATION ACCESS ECT. YOU ARE PROVIDED FACULTY ACCESS FOR ALL THINGS MENTIONED.**