

**Cleveland Clinic  
New Faculty Checklist**

**New Faculty to Cleveland Clinic**

- Attend Faculty Orientation – this is an **annual** requirement
- Complete competencies– Accucheck, Smartpump, Restraints, –(others may apply) **annually** at orientation
- Successfully complete Meti eDose Competency Testing
  - 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
- 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)
  - Review Cleveland Clinic Enterprise Policies (30 minutes)
  - Sign a Confidentiality Statement and Waiver (5 minutes)
  - Complete EPIC Modules (5 hours)
    - \*\*This does not need to be completed in one sitting. It is broken down into modules that average 30 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

**11.14.2014**