

GRAD/FNP/DNP STUDENT ONBOARDING PROCESS

NOTE: We require that all documentation is submitted/completed **at least 4 weeks** prior to clinical start date. We require ALL documents in step 3 to be sent together in **one email** versus multiple separate emails (which could delay onboarding process).

1. **Employee Status:** As an organization that is associated with a medical school and physician's assistant program, we accommodate many learners. Unfortunately, our employees who are in APRN programs have not received the same assistance with preceptor placement. As we think it is very important to retain our employees who will soon graduate from these APRN programs, we are now prioritizing our employees for placement with WFBH preceptors. All our WFBH preceptors will be preserved for WFBH employees or Wake students.
2. **Affiliation Agreement:** Please confirm with Nurse Affiliate or your clinical coordinator that your school and program have a fully executed Affiliation Agreement.
3. **Student/School:** The following student information should be emailed to ContingentWorkforce@wakehealth.edu and NurseAffiliate@wakehealth.edu.
 - a. Completed Non – EE spreadsheet.
 - b. 7-year Comprehensive Criminal Background Check
 - c. 12-Panel Drug screening (drugs listed on Credentialing Checklist)
 - d. Documentation of immunizations (listed on Credentialing Checklist)
 - e. Copy of your American Heart Association CPR certification card (front & back)
 - f. Proof of your NP Student Liability Insurance
 - g. Regulatory Education will be sent by Contingent Workforce; completion code is to be returned to them (not Nurse Affiliate). ***must be completed for clearance***
 - h. Signed Education Experience Agreement
 - i. CORE Education Module completed; signed certificate returned
 - j. If applicable, confirmation of Respiratory Fit Testing
4. **Clearance:** Once cleared by Contingent Workforce, the Nurse Affiliate will send you your Welcome email. From there, you will need to complete:
 - a. **WakeOne/EMR:** Please contact nurseaffiliate@wakehealth.edu to get registered for the WakeOne Training Class(es). We will need the following info:
 - i. Will you be documenting in the patient's medical record?
 1. If so, you will need to be registered for two WakeOne classes, which are usually held two consecutive days at the High Point Training Center (we will send you available dates once you indicate that you will need access)
 2. If not, you will need to let us know if you need view-only access (you can view patient records, but can't document) or no access
 - b. **Preceptor Placement:** You are required to go through Beth Tysinger, the Preceptor Placement Coordinator, to find a preceptor.
 - c. **Badges:** Students are required to wear the WFBH student photo ID at all times while on any WFBH campus. If you are employed by WFBH, you will receive a badge cover, which is to be placed over top of your employee badge (which has the access). Non-employees will receive a full badge with general hospital access.
Non-employees: You will need to either send your school photo ID to Nurse

Affiliate to be placed on your WFBH badge or you will need to contact the Badge Office at BadgeOff_UM@wakehealth.edu to schedule an appointment to have your badge made there.

****Please Note:** Unless you go to the Badge Office to have your badge made (by appointment), you will still come to the Clinical Education Office to pick up your badge/badge cover after the 3-business-day period.

- i. Once the students are fully cleared, Welcome Letters will be forwarded to the school coordinator/student and the badge office. The badge office will have 3 FULL business days to prepare the badges.
- ii. Badges are free to students. If badge is lost, replacement fee is \$10.
- iii. **DO NOT contact the badge office for a status. The badges are available for pickup on Tuesdays and Fridays (after the 3 day period) in Nursing/Clinical Education office, WFBMC-South Building 3rd floor.**

CHECKLIST CHEATSHEET

- Affiliation agreement
- The following sent to Contingent Workforce and Nurse Affiliate
 - Complete Non-EE form
 - Criminal background check
 - Drug screening
 - Documentation of immunizations listed on [Credentialing Checklist](#)
 - Copy of your AHA CPR certification card, both front and back
 - A copy of your NP Student Liability Insurance
 - Regulatory Education will be sent by Contingent Workforce, completion code is to be returned. Includes confidentiality agreement. (**must be completed for clearance**)
 - Signed Education Experience Agreement
 - CORE Education module completed and certificate signed and returned
 - Confirmation of Respiratory Fit Testing (if applicable)
- Received Welcome Letter
- Registered for a WakeOne Class (if access needed)
- Contacted the Preceptor Placement Coordinator
- Sent in school photo ID for WFBH badge/Scheduled appt. with Badge Office
- Picked up badge from Clinical Education office