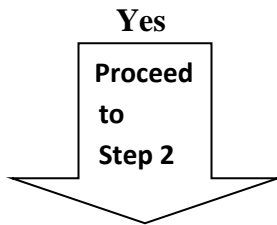


**Graduate and RN-BSN Nursing Student Credentialing Requirements for Emory Healthcare  
EUH, EUHM, EUOSH, TEC, ESA, EWWH, ESJH**

The following are credentialing requirements for nursing graduate students and RN – BSN students at Emory Healthcare locations. Students are not to begin clinical hours until the credentialing process is complete. **Please submit paper work four weeks prior to clinical start date.**

**Step 1: Affiliations Agreement**

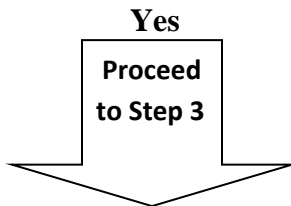
- To verify there is a current affiliation agreement between your School of Nursing and Emory Healthcare send e-mail to Nursing Education at [nursing.education@emoryhealthcare.org](mailto:nursing.education@emoryhealthcare.org)



**Provide contact information for the agreement coordinator at your School. Allow 2-4 months to complete an agreement.**

**Step 2: Preceptor Information**

- Nurse Practitioner preceptors are approved through Advanced Practice Placement Coordinator's office. Other preceptors are arranged by the School of Nursing or the individual student. Students inform your Preceptor (s) to e-mail [susan.jones@emoryhealthcare.org](mailto:susan.jones@emoryhealthcare.org) to verify the preceptor (s) will accept the student. Preceptor (s) will inform Nursing education if any ID badge access requirements, and if computer logon ID access is required.



**Contact preceptor to get an agreement e-mail or find a new preceptor.**

**Step 3: Criminal Background Check and Drug Screen**

- Students, at their own expense, must complete a Level 1 Criminal Background Check and 10 panel plus oxycodone drug screen and give Emory Healthcare access to the results. Placement eligibility is based on results of above screens. Current EHC employees are exempt from this requirement. Vendor contact information for screening:

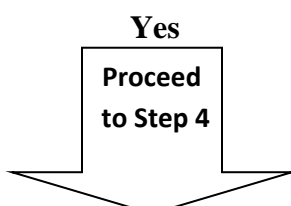
InfoMart, Inc. (770) 984-2727 phone

1582 Terrell Mill Road (770) 984-8997 fax

Marietta, GA 30067 USA [www.infomart-usa.com](http://www.infomart-usa.com)

Pre Check and Certified Background are other vendors that can be accepted.

- Flu Vaccine is required for all students. For fall clinical rotations flu vaccine documentation is required by October 31<sup>st</sup>. For spring and summer clinical rotations flu vaccine documentation is required before clinical rotations start.



**Positive background check, drug screen, or Flu vaccine not documented.**

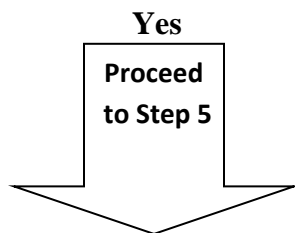
Negative Background Check  
and Drug Screening &  
Flu Vaccine documentation received.

## Step 4: Required Forms

- All forms are located on the Emory Healthcare web-site [www.emoryhealthcare.org](http://www.emoryhealthcare.org) Careers/Nursing at Emory/Nursing Students & Faculty/Student Forms
- Students complete the following required forms, combine forms into one packet and return to Emory Healthcare Nursing Clinical Affiliations Coordinator by e-mail at [susan.jones@emoryhealthcare.org](mailto:susan.jones@emoryhealthcare.org), by fax to 404-686-4905 or Orr Building, 4<sup>th</sup> floor, Emory University Hospital Midtown, **4 weeks prior to the clinical start date:**

### Required Forms & Other Requirements

1. **Faculty Checklist for Graduate and RN-BSN Nursing Students**
2. **Confidentiality Statement**
3. **Acknowledgement of HIPAA Security Awareness Training** (Review materials, complete and submit Acknowledgement form only).
4. **Computer Logon ID Request Form** (Complete all items. **Allow 4 weeks** for Logon IDs to be emailed to student).
5. **Authorization to Release Student Records**  
(Completed, signed and witnessed for each student).
6. **Student Agreement Concerning Educational Training Program** (Completed, signed and witnessed for each student).
7. **Nursing Student Parking Request** *Midtown only*  
(Completed by each student for parking at Emory University Hospital Midtown only).
8. **Health Insurance and Professional Liability Insurance** – Students are required to submit a copy of both their health insurance and professional liability insurance.



Forms are not received or correctly completed will delay the clinical rotation start date.

All forms are received and completed correctly.

## Step 5: Access and Logon Identification

- The Clinical Affiliations Coordinator will contact the student by e-mail to schedule an appointment for an Emory picture ID (EUH and EUHM only). A parking pass is issued for Emory University Hospital Midtown only.
- The Clinical Affiliations Coordinator will contact the preceptor indicating the student is cleared to begin clinical hours.

## Step 6: End of Clinical Rotation

- Should a student require additional clinical hours past the approved clinical stop date the student and the supervising EHC staff member must contact The Clinical Affiliations Coordinator at [susan.jones@emoryhealthcare.org](mailto:susan.jones@emoryhealthcare.org)