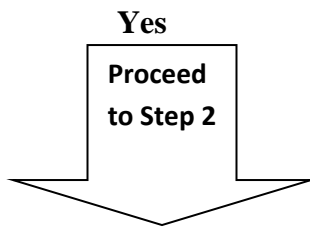


## Undergraduate Nursing Student Credentialing Requirements for Emory Healthcare EUH, EUHM, EUOSH, TEC, EWWH, ESJH

The following are credentialing requirements for **Undergraduate Nursing 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

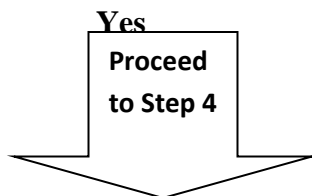
- To verify there is a current affiliation agreement between your School of Nursing and Emory Healthcare send e-mail to Nursing Education at [nursing.education@emoryhealthcare.org](mailto:nursing.education@emoryhealthcare.org)



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

### Step 2: Criminal Background Check and Drug Screen

- Students are required to obtain a Criminal Background Check and Drug Screen completed by AdvantageStudents and grant permission for **Emory Healthcare** to review the results. The results must be posted on the AdvantageStudents website **4weeks prior to the clinical start date.** Results must be cleared by a designated Emory Healthcare staff member prior to starting the clinical rotation. Pre Check and Certified Background are other vendors that will 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.**

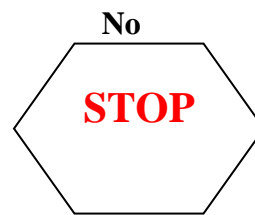
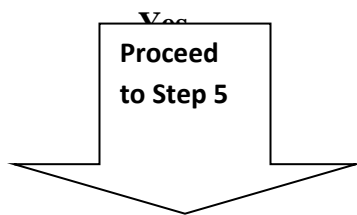
**Negative Background Check and Drug Screening & Flu Vaccine documentation received.**

### Step 3: Required Forms

- The School of Nursing submits the required documentation to Emory Hospitals Nursing Education via Fax: 404-686-4905 or email: [nursing.education@emoryhealthcare.org](mailto:nursing.education@emoryhealthcare.org) **4 weeks prior to the clinical start date.**
- 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
- Documents should be submitted as one packet with a completed Faculty Checklist as a cover sheet. Documents will not be accepted if submitted by individual students.

- All forms must be completed, signed and witnessed for each student.

| <b>Required Forms &amp; Other Requirements</b>   |
|--|
| <b>1. Faculty Checklist for Undergraduate Nursing Student Clinical Affiliation</b><br>Faculty or other school representative submits the completed form for each rotation. <b>ID Badge and Parking Appointment request</b> is one appointment date for your entire group .   |
| <b>2. Confidentiality Statement</b> <i>Do not fax to EHC Access Management.</i>  |
| <b>3. Acknowledgement of HIPAA Security Awareness Training</b> (Review materials, complete and submit Acknowledgement form only). <i>Do not fax to EHC Access Management</i>   |
| <b>4. Computer Logon ID Request Form</b> (Complete all items. Allow <b>4 weeks</b> for Logon IDs to be emailed to faculty).  |
| <b>5. Authorization to Release Student Records</b>   |
| <b>6. Student Agreement Concerning Educational Training Program</b>  |
| <b>7. Nursing Student Parking Request</b> <i>Midtown only</i><br>(Completed by each student for parking at Emory University Hospital Midtown only).  |
| <b>8. Other Requirements:</b><br><b>Online Modules:</b> Students are required to complete the modules included in the on-line Faculty/Student Orientation. Go to: <a href="http://www.emoryhealthcare.org">www.emoryhealthcare.org</a> , Careers/Nursing at Emory/Nursing Students & Faculty/Orientation<br><b>Health Insurance:</b> Students are required to submit a copy of their health insurance. |



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

**All forms are received and completed correctly.**

### **Step 4: Access and Logon Identification**

- Nursing Education will contact the faculty by e-mail to confirm the appointment for an Emory picture ID and parking pass (Emory University Hospital and Emory University Hospital Midtown only).
- The Clinical Affiliations Coordinator will e-mail the preceptors name and contact information **1 week prior** to the clinical rotation start date.

### **Step 5: End of Clinical Rotation**

- Faculty will e-mail Nursing Education when the clinical rotation is completed at [nursing.education@emoryhealthcare.org](mailto:nursing.education@emoryhealthcare.org)