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
  - Yes
  - Proceed to Step 2
  - No
  - STOP
  - 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 4 weeks 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 31st. For spring and summer clinical rotations flu vaccine documentation is required before clinical rotations start.
  - Yes
  - Proceed to Step 4
  - No
  - STOP
  - Positive background check, drug screen, or Flu vaccine not documented.

**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 4 weeks prior to the clinical start date.
- All forms are located on the Emory Healthcare web-site 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.

### Required Forms & Other Requirements

| 1. Faculty Checklist for Undergraduate Nursing Student Clinical Affiliation |
| Faculty or other school representative submits the completed form for each rotation. **ID Badge and Parking Appointment request** is one appointment date for your entire group. |

| 2. Confidentiality Statement | **Do not fax to EHC Access Management.** |

| 3. Acknowledgement of HIPAA Security Awareness Training | (Review materials, complete and submit Acknowledgement form only). **Do not fax to EHC Access Management** |

| 4. Computer Logon ID Request Form | (Complete all items. **Allow 4 weeks** for Logon IDs to be emailed to faculty). |

| 5. Authorization to Release Student Records |

| 6. Student Agreement Concerning Educational Training Program |

| 7. Nursing Student Parking Request | **Midtown only** |
| Completed by each student for parking at Emory University Hospital Midtown only. |

| 8. Other Requirements: |
| **Online Modules**: Students are required to complete the modules included in the on-line Faculty/Student Orientation. Go to: [www.emoryhealthcare.org](http://www.emoryhealthcare.org), Careers/Nursing at Emory/Nursing Students & Faculty/Orientation |

| **Health Insurance**: Students are required to submit a copy of their health insurance. |

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### 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)

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All forms are received and completed correctly.

**STOP**

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

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