



***San Diego Nursing-Service Education Consortium***  
**Faculty/Student Requirements**

**Policy:**

1. All participating schools and agencies agree to adhere to a standardized process for faculty/student orientation.
2. Program Coordinator will provide the agency with a HealthConnect form with the list of student names no later than 21 days before the clinical rotation.
3. Prior to the clinical experience, the school will verify that the following documents are on file for all instructors and their assigned students:
  - a) Background check and drug screen through American Data Bank
  - b) Corporate Compliance Form - available in Complio
  - c) Confidentiality Agreement Form – available in Complio
  - d) Drug-free Workplace Acknowledgment – available in Complio
  - e) Child Abuse Reporting Requirements Form – available in Complio
  - f) Elder and Dependent Adult Abuse Reporting Requirements Form – available in Complio
  - g) Health Connect Confidentiality and Nondisclosure Agreement – available in Complio
  - h) Break the Glass – available in Complio
  - i) KPLearn Modules (listed in Complio):
    1. Annual OSHA Clinical Safety Training for California
    2. National Patient Safety Goals
    3. Slip, Trip and Fall Prevention
    4. Abuse Assessment and Reporting
    5. Age Specific Competencies
    6. Pain Management
    7. Management of patients who are a danger to self, others, or are gravely disabled
    8. What is Workplace Violence Prevention
    9. Equal Access and Effective Communication at Kaiser Permanente
    10. COVID-19 Training
    11. COVID-19 Symptom Self-Check and Badge Attestation
    12. Language Assistance for SD Ambulatory Staff
    13. Ethics and Compliance Training
    14. KPHealthConnect Training (students in ambulatory settings required to take an in-person training)
  - j) Current AHA CPR/BLS Provider Card with AED (AHA only accepted)
  - k) Liability Insurance - carried in accordance with the affiliation agreement, i.e. Workers Compensation for faculty and students
    1. Comprehensive general liability not less than \$1,000,000.00 per occurrence and \$3,000,000.00 annual aggregate
  - l) Current immunizations or titers, which include:
    1. Tdap
    2. Measles (Rubeola) or titer
    3. Mumps or titer



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4. Rubella or titer
  5. Varicella or titer
  6. Hepatitis B or titer
  7. Tuberculin Skin Test (TST): Negative TB Skin or negative Quantiferon test. If positive TB Skin Test a chest x-ray and health questionnaire is required.
- m) Influenza vaccination required October 1 – March 31 (declinations are not accepted)
4. The following documents will be utilized to orient students (available on Consortium website): <http://www.sdnsec.org/KaiserPermanente/KaiserPermanenteRN.asp>)
1. Kaiser Permanente Mission, Vision, Values, and Philosophy
  2. Bar Code Medication Administration (BCMA) – Inpatient
  3. Medication Administration Record (MAR) – Ambulatory
  4. Tubing Misconnections
  5. Bloodborne Pathogens Guidelines
  6. Emergency Codes Poster
  7. Regional Safety Guidelines
  8. TeamSTEPPS Pocket Guide
  9. Nurse Knowledge Exchange (NKE) Plus
  10. Professional Practice Model
  11. Student Dress Code
5. The following forms will be submitted for each clinical group when picking up badges (badges will not be released without the forms). Available on the Consortium website - <http://www.sdnsec.org/KaiserPermanente/KaiserPermanenteRN.asp>.
1. Student Orientation Record (completed and submitted by School - available in the Consortium Site)
  2. Faculty Orientation Record – available in the Consortium Site
  3. Facility Specific Student Orientation – available in the Consortium Site
6. Faculty and students will complete an orientation prior to the first clinical day.
1. Faculty will complete their orientation prior to the student orientation
  2. Resource information for student orientation can be found on the Consortium Website
  3. Faculty will document student orientation on the Facility Specific Student Orientation form and at the end of the clinical orientation day, return the completed form to Education & Consulting Services