

## ***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. 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 - Complete on KP Learn Website - <http://learn.kp.org/>
  - c. Confidentiality Agreement Form - Available on Consortium Website - <http://www.sdnsec.org/KaiserPermanente/KaiserPermanenteRN.asp>
  - d. Current CPR/BLS Provider Card with AED
  - e. Elder and Dependent Adult Abuse Reporting Requirements Form – Available on Consortium Website
  - f. Child Abuse Reporting Requirements Form - Available on Consortium Website
  - g. Annual Safety and Environment of Care Training - Complete on KP Learn Website
  - h. Prevention of Workplace Violence - Complete on KP Learn Website
  - i. Health Connect Confidentiality and Nondisclosure Agreement - Available on Consortium Website
  - j. Drug-free Workplace Acknowledgment - Available on Consortium Website
  - 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
    - 4) Rubella or titer
    - 5) Varicella or titer
    - 6) Hepatitis B or titer (or signed declination in file on campus)
    - 7) Tuberculin Skin Test (TST) or chest x-ray
  - m. Influenza vaccination or declination on file before October 1st, annually
3. The following documents (available on consortium website) will be utilized to orient students:
  - a. Kaiser Permanente Mission, Vision, Values, and Philosophy
  - b. Bar Code Medication Administration (BCMA) – Inpatient
  - c. Medication Administration Record (MAR) – Ambulatory
  - d. Tubing Misconnections
  - e. Bloodborne Pathogens Guidelines
  - f. Emergency Codes Poster
  - g. Regional Safety Guidelines
  - h. TeamSTEPPS Pocket Guide

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- i. Faculty/Student Requirements
  - j. Nurse Knowledge Exchange (NKE) Plus
  - k. Professional Practice Model
  - l. Student Dress Code
4. Faculty and students will complete the following self-learning modules and post-tests (to be kept on file at school for auditing purposes):
- a. Age-specific Competency and Post Test (ALL)
  - b. Language Assistance and Post Test (ALL)
    - 1) Ambulatory (For those in clinics)
    - 2) Inpatient (For those in hospitals)
  - c. Pain Management and Post Test (ALL)
  - d. Patient Safety Goals and Post Test
    - 1) Ambulatory (For those in clinics)
    - 2) Inpatient (For those in hospitals)
  - e. Safe Use of Restraints and Post Test (Inpatient only)
5. The following forms will be submitted for each clinical group:
- a. Student Orientation Record (completed and submitted by School Coordinator/Director); Kaiser Permanente may validate compliance with these requirements by auditing student files
  - b. Faculty Orientation Record
  - c. Facility Specific Student Orientation
6. Faculty will provide the agency with a list of student names and contact information no later than 14-21 days before the clinical rotation.
7. Faculty and students will complete an orientation prior to the first clinical day.
- a. Faculty will complete their orientation prior to the student orientation
  - b. Resource information for student orientation can be found on the Consortium Website
  - c. 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  
10990 San Diego Mission Road, Suite 100,  
San Diego, CA 92108  
(619) 641-4133