*Required Documentation Check List for Nursing Clinical Rotations 2019-2020*

<https://kpnursing.org/_SCAL/professionaldevelopment/orientation/index.html>

School: \_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_ Unit/Rotation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor MUST Complete:**

* 1. Faculty Prerequisite Form (2 pages)
* 2. KP Learn Module: Clinical workflows for BD Pyxis (Class ID 00817773)
* 3. Clinical Objectives & Schedule of Students Hospital Rotations (Unit Assignments)

**Instructors and Students MUST Complete Unpaid Field Experience Forms**

**(Required Kaiser Permanente Forms) after completing Required Readings:**

* 1. Child Abuse Reporting Requirements

**Incomplete packets will delay start date of clinical rotation**

**\*Completed Paperwork is due 2 weeks in advance**

* 2. Confidentiality Agreement
* 3. Drug Free Work Place
* 4. Elder and Dependent Adult Abuse Reporting Requirements

 **After completing KP Learn Training Sign the following:**

* 6. Health Connect Confidentiality and Non-Disclosure Agreement
* 7. Compliance/HIPAA Security Program Attestation

**Instructors and Students KP Learn Modules**:

\*Just send copy of certificate if you have already completed the module for the current year

* 8. Compliance – Ethics and Compliance Introduction: Building a Culture of Trust 2019

 (00804725)

* 9. Compliance – Annual Ethics and Compliance Training (00815409)
* 10. Prevention of Work Place Violence (00736908)
* 11. Safety Training: CA- Hospital/MOB/Initial/Comprehensive OSHA/Safety/EOC/Waste/PWV

 2019 (00804319)

* 12. Safe Patient Handling 2019 (Only if providing patient care) INPATIENT Students (00804643)
* 13. 2019 Fontana-Ontario Annual SOS (00815510)
* 14. 2019 Disability Training Refresher (00802582)
* 15. KP HealthConnect Inpatient Training for Nursing Students

**Chapters 1-12:**

Course Name: KP HealthConnect Inpatient Training for Nursing Students - SCAL

 Class ID: 00765490

 **Chapter 13:**

 Course Name: KP HealthConnect Inpatient Training for NICU and L&D Nursing Students - SCAL

 Class ID: 00765493

 9-19