NEW CLINICAL INSTRUCTOR CHECKLIST:

Name: ________________________________
Clinical: ______________________________
Circle: BSN or MSN or Other _______
Contact #: _____________________________
E-mail: _______________________________

PID _____________________________
OU Email __________________________

Paperwork required as new clinical instructor for OUZ:

_______ Provide Resume/CV which includes Month/Year of work history

_______ Official transcripts must be requested and received by the OUZ Nursing Department, 1425 Newark Rd., Zanesville, OH 43701 (official OU transcripts must also be requested)

_______ Contact Budget Manager (740-588-1508 to schedule an appointment to complete all required payroll paperwork)

_______ Contact Jackie in Nursing Department at 740-588-1515 to schedule an appointment for the following:

_________ OU Orientation packet

_________ Picture Taken for ID Badge

_________ Proof of CPR, flu vaccine, chicken pox titre or vaccine

_________ BCI/FBI Fingerprint (form for billing to OUZ to use at Zane State Bookstore available in nursing office)

_________ Contact Help Desk at 588-1526 for email activation (must have PID to process); also can assist with Blackboard navigation

GENESIS INSTRUCTORS:

_______ Must complete orientation packet as well as competency form to return to Genesis. If current employee, only competency packet needed.

_______ Must complete Pyxis form to pharmacy department (only if not employed by Genesis)

_______ Must visit Genesis IT department for EPIC password as instructor. Must complete 8 hours EPIC training if not a Genesis employee.

_______ Must visit Genesis Security for ID Badge