

**Nursing Faculty Checklist for Allina Rotations**

* Complete onboarding (Onboarding as a faculty member must be completed even if you are an Allina employee).
  + School includes your name on the Preliminary Roster.
    - A faculty profile will be created for a faculty Excellian sign-on.
    - Onboarding is required for **each** new rotation/semester.
    - The A-number will not change but will be reactivated in WorkDay for each rotation.
  + Profile in TCCP Student Passport (this is done for each new rotation).
  + Background study, immunization records – work with school coordinator.
  + Complete elearns.
* Complete “Required Reading” on Student Prep website <https://www.allinahealth.org/careers/student-preparation/clinical-student-and-onsite-faculty-onboarding-requirements>
* Orientation
  + First time on this unit:
    - See Faculty Responsibilities document for description of required 8 hour orientation shift <https://www.allinahealth.org/-/media/allina-health/files/careers/student-preparation/ah--faculty-responsiblities.pdf>
    - Schedule shift with the unit leader (typically the Patient Care Supervisor) for a date to occur within 1-2 weeks of the student start date. Contact leader ASAP for scheduling.
  + Returning to this unit:
    - Contact unit leader to discuss any unit changes, or changes in expectations, as well as to make final preparations for the rotation.
* Please note:
  + Faculty will have access to locked medication rooms but will not have access to Omnicell cabinets.
  + If you or your students have access issues:
    - Contact the local Pharmacy for Omnicell access issues.
    - Contact the IS Service Desk for Excellian access issues. Call 612-262-1900 for assistance.
    - Contact site coordinator (Michele [Michele.Schultz2@allina.com](mailto:Michele.Schultz2@allina.com) or Val [Val.Kriegler@allina.com](mailto:Val.Kriegler@allina.com)) if still having issues.
  + Review the site-specific documents on the website for parking, badging and room reservation information.
  + Review the website for instructions on getting you and your students fit tested prior to the start date.
* Please return this document to [allinaacademics@allina.com](mailto:allinaacademics@allina.com) at least 1 week prior to the start date.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinical rotation site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinical rotation start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_