**Student Nurse Orientation Instructions**

Once an agreement has been established between WMC and School, accepting nursing students for clinical rotation, an email containing a list of student names, clinical dates and clinical coordinator contact information must be provided to Human Resources- [jblazosky@windbercare.org](mailto:jblazosky@windbercare.org).

Human Resources will contact the student clinical coordinator to obtain copies of required documents. **Please note: failure to provide any of the required documents ( see list below) prior to the start of the clinical, student will not be permitted to begin the clinical rotation.**

**Required documents to be sent to HR prior to the start of clinical:**

* Current liability insurance certificate (either in your name or the school’s)
* PPD verification: must have been done within 1 year of start date
* Immunization record: Rubeola, Rubella, HepB
* Flu shot verification: if rotation will be taking place between 10/1 and 3/31
* Licenses/certificates (if applicable): CPR, BLS, ACLS, etc.
* Clearances: Criminal Background, Child Abuse, FBI Fingerprint \*Clearances purpose must state **Employment**. A volunteer clearance is not acceptable\*

In addition, to the above mentioned documents, these forms must be also be completed by the student nurses at orientation and submitted to Human Resources at the end of orientation. One packet of forms per student is required.

* Emergency Contact Information
* Confidentiality Agreement for Student Nurses
* Student Internship Orientation Video & Handout Verification
* Confidentiality and Security Agreement (HR sends to MIS)
* Applicant Questionnaire