

**Hennepin Healthcare Checklist for Nursing Instructors**

*The following checklist is to assist you in preparation for bringing pre-licensure nursing students to Hennepin Healthcare for clinical experience.*

**Please ensure the below listed items have been completed prior to bringing students to Hennepin Healthcare for clinical experience:**

**\_\_\_\_\_ Background Clearance –** Students have obtained background clearance and are

eligible to have direct contact with customers/patients. Fingerprints and a photograph are now required to obtain Minnesota background clearance. Email electronic copy of DHS form to [rose.wahlberg@hcmed.org](mailto:rose.wahlberg@hcmed.org)

**\_\_\_\_\_ Nursing Student Access form has been completed** – **4 weeks prior to clinical start date** –Form is available on TCCP website.

**\_\_\_\_\_ Health Requirements – Immunizations** – Please see immunization document on TCCP website.

**\_\_\_\_\_ Required Orientation for Students and Instructors to Hennepin Healthcare** – Students and instructors have completed the required online orientation at least 5 business days prior to their clinical start date.

**\_\_\_\_\_ Contact has been made with Hennepin Healthcare Clinical Care Supervisor (CCS) two weeks prior to clinical start date-**See TCCP website for Hennepin Healthcare contact list**.**

**\_\_\_\_\_ Complete the Safety Checklist for Instructors with unit Clinical Care Supervisor (CCS) prior to bringing students to Hennepin Healthcare -**Return form to Rose Wahlberg in Nursing Administration, O3.330 when you pick up student badges.

**\_\_\_\_\_ Welcome to Nursing at Hennepin Healthcare** – Please review document and go over with students prior to starting clinical at Hennepin Healthcare HCMC. Welcome to Nursing document is available on TCCP website.

**\_\_\_\_\_ Hennepin Healthcare Instructor ID Badge -**- Photo ID badges are required. Please see Parking and ID document on TCCP website for more information.

**\_\_\_\_\_ Hennepin Healthcare Temporary Student ID Badge -** Badges are available for pickup in the Nursing Administration Offices, O3.330

**\_\_\_\_\_ Parking Information** – Please see parking and ID document on TCCP website for more information.