



Clinical Rotation Checklist for Clinical Coordinators and Instructors

1.	Confirm clinical rotation on OCLB Consortium website <ul style="list-style-type: none"> http://www.oclbcp.org/ 	<input type="checkbox"/>
2.	Obtain required UC Irvine Health forms from UCI Nursing Student website http://www.healthsciences.uci.edu/nursing/nursing-students.asp Email Susan Greco sgreco@uci.edu all of the information listed below, 3 weeks prior to the clinical rotation start date. <ul style="list-style-type: none"> Clinical Profile UC Irvine Clinical Rotation Computer Training Information Confidentiality Agreement Conference Room request form Flu Vaccination Information Form (during flu season) Flu Declination form (during flu season) Scrubex Machine Access Information Form (L&D students/instructors only) 	<input type="checkbox"/>
3.	Clinical Profile and Roster Please make sure the start and end dates of the rotation are correct. For the list of instructor and students, please use the name the student provided at registration. No nicknames please. Include everyone’s date of birth and make sure the names are spelled correctly.	<input type="checkbox"/>
4.	Computer Training Information Instructions regarding EPIC training will be provided on separate emails and will be e-learning based only. There will be no hands on computer training classes. The roster, including each students’ and instructors’ date of birth and their signed confidentiality agreement must be provided 3 weeks prior to the rotation. This is required to begin the process to obtain a log in for the student/instructor. Delays in sending this information will result in the students not having EPIC access at the start of the rotation.	<input type="checkbox"/>
5.	Confidentiality Agreement A signed confidentiality agreement must be provided by each student and instructor.	<input type="checkbox"/>
6.	Conference Room Request Form Please list the dates and times you will need rooms. I will do my best to accommodate your request based on availability.	<input type="checkbox"/>



7.	<p>Flu Vaccination Information Form</p> <p>Students and instructors who will be at UCI Health during the flu season, typically the months of November through May, will require verification they have received the flu vaccination for the current year.</p> <p>Documentation of verification that student/instructor has received flu vaccination needs to be submitted by your school to Susan Greco prior to the clinical rotation.</p> <p>Please submit the following: Name of student/instructor Date of vaccination Location where received vaccination</p> <p><u>Declination</u></p> <p>If the student/instructor declines the vaccination, he/she will still be allowed to complete their clinical hours at UCI Health, but will need to remain masked any time they are on the campus grounds. In addition, the instructor or student needs to complete and submit a signed UC Irvine Declination Form located on the OCLB Consortium website. A supply of masks may be obtained from the Occupational Health office in Building 29, Pavilion III at the medical center.</p> <p><u>Influenza vaccine tags</u></p> <p>Once the completed list of students and vaccination status has been received, flu vaccination tags will be distributed with the ID badges at orientation.</p> <p>Please contact Susan Greco with questions.</p>	<input type="checkbox"/>
8.	<p>Scrubex Machine Access Information Form</p> <p>Scrubex access is provided to students/ instructors on L&D rotations only</p> <p>Please provide the student/instructor name, gender and size. The sizes available are XS – 2XL. Tops and Pants submitted must be the same size.</p>	<input type="checkbox"/>
9.	<p>Nursing Student Clinical Rotation Orientation</p> <p>Provide the Nursing Student Clinical Rotation Orientation information to the student 1 week prior to the first day of the clinical rotation. This packet contains valuable information to be reviewed prior to the start of the rotation.</p>	<input type="checkbox"/>

Susan Greco
UC Irvine Health
Administrative Asst. II
Clinical Placement Coordinator
714-456-5975 (office)