

Returning Instructor Checklist

Name: _____ Date: _____

School: _____ Area Assigned: _____

- Assure instructor information is included on **FVHCA Required Student/Faculty Information Form** and sent to Aurora Medical Center Education Department.
 - Information verifies contact information, license number, CBC, and health requirements.
 - Information will be used to obtain Cerner Documentation ID and password.
 - Cerner password and ID is good for one year unless otherwise indicated.

- Review AMCO Orientation annually using following site: www.aurora.org/students
 - FVHCA: OSHA/BBP/Safety and HIPAA/Compliance modules reviewed annually.
 - Review Policies on Aurora Web Page.
 - May use on-line AMCO orientation to present to clinical group on first day.

- Arrange for Cerner Documentation refresher annually.
Can be done with your clinical group or in advance when courses are offered.

- Provide schedule indicating when you would need a conference room reserved for post conference meetings. Contact 920-456-7346 to schedule conference rooms.

- Provide **at least two** of the following to the department educator: (annually)
 - A copy of the course objectives.
 - Your clinical expectations of the students.
 - Skills/tasks students can/cannot perform.
 - Skills/tasks students have already performed in other clinicals or in skills lab.

Turn in the following documents to AMCO Education Department when completed:

_____ Aurora Undergraduate Orientation checklist (Includes Badge Agreement)

_____ Returning Instructor Checklist (this form)

Note: You should collect the following forms from students for school files:

1. FVHCA: Confidentiality -HIPAA & General On-line Orientation Signature Form
2. FVHCA: General On-line Orientation Signature Form

I understand the information provided and my role and responsibility as an instructor at AMCO.

My signature below indicates completion of AMCO Returning Instructor Review.

Instructor Signature: _____ **Date:** _____

AMCO Educator or Staff Name/title: _____ **Date:** _____