

Compliance & Credentialing Checklist

Chapter 5 — Before the Rotation Begins

Use this as a working document, adjusting to your program and clinical site's specific requirements before each rotation.

- ☐ Current background check on file with the clinical site
- ☐ Immunization records current, including any site-specific requirements beyond your program's baseline
- ☐ CPR/BLS current; ACLS current if required by the unit
- ☐ Site-specific onboarding modules completed (HIPAA, safety, EHR access request submitted)
- ☐ Personal RN license verified as active and unencumbered in the practice state
- ☐ Faculty liability/malpractice coverage confirmed in writing, including site-specific coverage if required
- ☐ Site badge, parking, and building access arranged
- ☐ EHR training/access credentials requested with adequate lead time — this consistently has the longest processing lag, so request early

From The Clinical Faculty Field Guide: Ready-to-Use Tools, Scripts, and Evidence-Based Guidance for Every Stage of the Clinical Rotation.

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