Process for Clinical Experience

1. All graduate students and RN to BSN students must request clinical placement by contacting the Department of Clinical Education at (551) 996-2173.

2. Education Specialist must verify a current Affiliation Agreement and Certificate of Liability Insurance are on file in the Department of Clinical Education.

3. Education Specialist will notify the student that the following documentation is required prior to beginning their clinical experience:
   - Proof of Health clearance*
   - a. Course Objectives
   - c. NJ Nursing license
   - d. Signed preceptor agreement
   - e. Proof of negative criminal background (provided by the school)
   - f. HackensackUMC employees only: e-learning student record for current year (see #5 for specific topics required).

*Health clearance is obtained by contacting Robin Bogert, Occupational Medicine at (201) 336-8689 or rbogert@HackensackUMC.org. The following documentation is required:
   - a. Documentation of two step Mantoux on record.
   - b. Negative Mantoux test within the past twelve (12) months. For positive Mantoux test, documentation of a chest x-ray within six (6) months of positive result and documentation of annual symptom review thereafter.
   - c. Documentation of Measles (rubeola), Mumps, Rubella (MMR) and varicella (chicken pox) immunization date or positive titer.
   - d. Documentation of Hepatitis B series or proof of positive Hepatitis B surface antibody titer, or a signed waiver prior to their affiliation at the Agency is also required.

4. Once all of the aforementioned documents are obtained by the student, the student must contact the Clinical Education Department to arrange for an appointment to complete the “Graduate/Independent Student Record” and submit above documents.

5. Non-Hackensack employees are required to obtained information of the following topics (Orientation Manual):
   - a. HIPPA
   - b. National Safety Goals
   - c. Infection Control
   - d. OSHA/Fire Safety
   - e. Age Specific
   - f. Cultural Diversity
   - g. Medication Administration’
   - h. EMTALA
   - i. Environment of Care

6. After meeting with the Education Specialist, submitting all required documentation and completing the orientation topics, the student will be referred to Security to obtain parking permit and temporary identification badge.

7. After all of the above steps are completed, Education Specialist will notify the preceptor that the student has met the clinical clearance requirements and may begin their clinical experience.