# Annual Mandatory Regulatory Requirements
## GROUPS NURSING FACULTY GUIDELINES

### Faculty Requirements

All instructors must attend a Faculty Orientation Class **annually** & complete on line competencies.

**To register:**
- [http://www.sharp.com/instructors-students/](http://www.sharp.com/instructors-students/)
- call 1-800-82-SHARP

Faculty Orientation class and forms must be completed **two weeks** prior to bringing students to the unit: Please go to the faculty web page for detailed information click [http://www.sharp.com/instructors-students/](http://www.sharp.com/instructors-students/)

### Annual Compliance Documents: filed at Sharp

- Clinical Faculty Competency Answer Sheet
- Signed Code of Conduct
- Signed Confidentiality and Non-Disclosure Agreement
- Signed Expectations & Protocols
- RN License Number
- Faculty Unit Orientation Checklist (one time for each unit)
- Accu-Chek Competency
- Cerner Certificate of Completion or Verification Form (on-line tutorial: one time only)
- Bar-Coding Class (3-hours-one time only) contact cerner.training@sharp.com
- Work Place Violence – Certificate of Completion

### The following must be on file at the school

- Copy of RN License & BLS card
- Immunization Records - Flu
- **Background Check and Drug Screen**

### Sharp Employees may submit:

- Copy of **Learning Center transcripts**: additional **Faculty** Educational Modules (not completed on learning center) may be required
- May not teach on the same unit on which they work

### Cerner Documentation Training

Students and Instructors must complete **on-line** training with Verification prior to accessing patient charts

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<th>For computer access -</th>
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<tr>
<td>Access codes will be sent to instructors via email from <strong>REMEDY</strong> after all faculty &amp; student compliance is completed – For questions: contact Lucy Simpson: <strong><a href="mailto:Lucy.Simpson@sharp.com">Lucy.Simpson@sharp.com</a></strong> 858-499-5364</td>
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### PYXIS: Bar-Coding – see Faculty Guidelines for classes on web

Access to PYXIS is provided to faculty only
- Same requirements as for Computer access (above )
- Access codes will be sent to instructors via email from REMEDY
- Students will not be allocated access to PYXIS

### Meeting Space – pre-post conference

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<th>Memorial</th>
<th><a href="mailto:SMHRMSCH@sharp.com">SMHRMSCH@sharp.com</a></th>
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### Faculty Unit Orientation Contacts

See Educator Contact List in Faculty Orientation packet or call the unit

### Questions or Concerns

Contact: Barbara De Fulvio, RN, Education Liaison  858-499-5244  Barbara.defulvio@sharp.com