



**Annual Mandatory Regulatory Requirements  
GUIDELINES FOR PRECEPTOR & LEADERSHIP NURSING FACULTY**

<p><b>Faculty Requirements</b></p> <p>Visit the faculty web-site</p> <p><a href="http://www.sharp.com/instructors-students/">www.sharp.com/instructors-students/</a></p>	<p>Faculty Orientation requirements must be completed <b>two weeks</b> prior to students clinical start date. Please go to the faculty web page for detailed information.</p> <p><b>Required Annual Compliance Documents:</b></p> <ul style="list-style-type: none"> <li>• Clinical Faculty Competency Answer Sheet - <b>5 Compliance modules - Compliance Ethics: Fraud &amp; Abuse: Privacy: Information Security: Code of Conduct</b></li> <li>• Signed Code of Conduct</li> <li>• Signed &amp; witnessed Confidentiality and Non-Disclosure Agreement</li> <li>• RN License Number</li> <li>• Workplace Violence – Certificate of Completion</li> </ul> <p><b>The following must be on file at the school</b></p> <ul style="list-style-type: none"> <li>• Copy of RN License</li> <li>• Immunization Records – including annual seasonal Flu</li> <li>• <i>Background Check and Drug Screen</i></li> </ul>
<p>Send documents to: Barbara De Fulvio, Education Liaison</p> <p><a href="mailto:Barbara.defulvio@sharp.com">Barbara.defulvio@sharp.com</a></p>	
<p><i>Faculty who are also Sharp Employees</i></p>	<p><b>Sharp Employees may submit:</b></p> <ul style="list-style-type: none"> <li>• Copy of <b>Learning Center transcripts:</b></li> <li>• Signed Code of Conduct</li> <li>• Signed &amp; witnessed Confidentiality and Non-Disclosure Agreement</li> <li>• RN License Number</li> </ul>
<p><b>EMR Training is required for all students accessing charts</b></p>	<p><b>For student computer access –</b></p> <p>Access codes will be sent to instructors via email from <b>REMEDY</b> after all student compliance is completed</p> <p>Students will not be allocated PYXIS access</p>
<p><b>On Site Visits</b></p>	<p align="center"><b>BRN Regulation 1426.</b> Student Precepting:</p> <p>Faculty Role: Conducts periodic on-site meetings with student &amp; preceptor</p>
<p><b>Student Compliance</b></p>	<p align="center"><b>All student compliance forms are kept in the student's school file</b> and subject to audit for up to six years.</p> <p>Refer to <i>Guidelines for Student Regulatory Requirements</i> on the faculty web site</p>