

ADJUNCT FACULTY ONBOARDING REQUIREMENTS

First Time Faculty and Current CC Employee	Returning Faculty and Current CC Employee	First Time Faculty/Non-CC Employee	Returning Faculty/Non-CC Employee
<p><input checked="" type="checkbox"/> safeMedicate Email undergraduenursing@ccf.org to verify if you have previously taken safeMedicate. If needed, register at: safeMedicate Exam</p> <p><input checked="" type="checkbox"/> Yearly Skills Validation Email your annual hands-on competency form to undergraduenursing@ccf.org or if in an area that does not complete competencies, attend a skills session by scheduling at: CCF Skills Sessions</p>	<p><input checked="" type="checkbox"/> Yearly Skills Validation Email your annual hands-on competency form to undergraduenursing@ccf.org or if in an area that does not complete competencies, attend a skills session by scheduling at: CCF Skills Sessions</p>	<p><input checked="" type="checkbox"/> safeMedicate This is a mandatory medication safety exam that all instructors need to take regardless of specialty or whether they intend to pass meds. Please complete prior to your first clinical day. Register at: safeMedicate Exam</p> <p><input checked="" type="checkbox"/> Skills Validation Annual, in person, hands-on skills session. Please register for a session at your convenience prior to your first clinical day. CCF Skills Sessions</p>	<p><input checked="" type="checkbox"/> Skills Validation Annual, in person, hands-on skills session. Please register for a session at your convenience prior to your first clinical day. CCF Skills Sessions</p>
<p><input checked="" type="checkbox"/> Silk Road/Red Carpet* Complete Silk Road/Red Carpet Non-Employee Onboarding on-line *(as adjunct you are working in non-employee role). This takes 2-3 business days to complete. *Email elearning@ccf.org to transfer employee modules (not all will transfer)</p> <p><input checked="" type="checkbox"/> Faculty ID Badge Pick up faculty ID badge from Main or CCAC; may not use employee CCF badge during clinical</p> <p><input checked="" type="checkbox"/> Unit Orientation Schedule a 2-4-hour on-site unit orientation with the Nurse Manager prior to the first clinical day if new to the unit. Email undergraduenursing@ccf.org for Nurse Manager name/contact info</p>	<p><input checked="" type="checkbox"/> Silk Road/Red Carpet* Complete Silk Road/Red Carpet Non-Employee Onboarding on-line *(as adjunct you are working in non-employee role). This takes 1-2 business days to renew. Badge will be renewed during onboarding. *Email elearning@ccf.org to transfer employee modules (not all will transfer)</p> <p><input checked="" type="checkbox"/> Unit Orientation Schedule a 2-4-hour on-site unit orientation with the Nurse Manager prior to the first clinical day if new to the unit. Email undergraduenursing@ccf.org for Nurse Manager name/contact info</p>	<p><input checked="" type="checkbox"/> Unit Orientation Schedule a 2-4-hour on-site unit orientation with the Nurse Manager prior to the first clinical day if new to the unit. Email undergraduenursing@ccf.org for Nurse Manager name/contact info</p> <p><input checked="" type="checkbox"/> Silk Road/Red Carpet* Complete Silk Road/Red Carpet Non-Employee Onboarding on-line. This takes 2-3 business days to complete.</p> <p><input checked="" type="checkbox"/> Faculty ID Badge This is the last step in the onboarding process. Onboarding will not close until this is completed. You will keep this badge for all future clinicals.</p>	<p><input checked="" type="checkbox"/> Unit Orientation Schedule a 2-4-hour on-site unit orientation with the Nurse Manager prior to the first clinical day if new to the unit. Email undergraduenursing@ccf.org for Nurse Manager name/contact info</p> <p><input checked="" type="checkbox"/> Silk Road/Red Carpet* Complete Silk Road/Red Carpet Cleveland Clinic Non-Employee Onboarding online (takes 1-2 BUSINESS Days to renew). Badge will be renewed during onboarding.</p>

New faculty - Complete each of the 5 steps prior to the first clinical day

Returning faculty - Complete each of the 3 steps prior to the first clinical day