Mount Sinai South Nassau

Professional Development, Practice & Research
College Affiliation- Orientation **Attendance Sheet & Document Checklist**

College: _____   Instructor: _____

Assigned Unit: _____ Rotation Start Date: ___/___/___ End Date: ___/___/___

<u>Before</u> clinical placement can begin on the unit, clinical instructors must submit all required MSSN documentation for each student/student group in an organized file folder to:
   Nadia Joseph, MSN, RN-BC Professional Development Specialist
   c/o the Nursing Education Office Main Office (P) 516-632-3926/Direct (P) 516-632-4223.
*<u>Weekend Faculty</u> - submit via the Nursing Office clearly labelled to N. Joseph.

 Please use this checklist as a cover sheet & secure to the front of a file folder ensuring all the required *signed documentation* has been collected.

Instructor		*Mandatory Self Study Education Program Packet's <u>Exam</u>* (*Scored by instructor)	*Confidentiality Statement & Sexual Harassment Attestation* Form
1.			
	Student Names (Print Legibly)		
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Important Reminder: COVID requirements, parking, & conferencing protocols must be reviewed with each student.

Please provide in your folder/packet (if applicable):
[ ] The SARF Form = (System Access Request Form) for faculty and students access. The Information Services Dept will not process unless it's pre-typed with all required information fields provided.
[ ] Faculty - ID Badge request. Fully complete all relevant details before submitting form to HR.

For on-sight computer issues contact the H.E.L.P. Desk at extension 4357. Passwords are confidential. Forgotten passwords will require reset and additional identification verification causing delays so please handle with care.

Maintain regular communications with Nadia Joseph at Nadia.Joseph@snch.org to ensure your Instructor training and student documentation is always current. (Exams are updated yearly by MSSN) Schools are responsible for updating their e-communication boards/platforms with the most current required forms. Old exams and forms will not be accepted by MSSN.