

Faculty Checklist

(Faculty worksheet only; **not to be submitted to HCH**)

Course: _____

Semester: _____ Year: _____

Clinical Rotation Areas/Units: _____

Student Rotation: Individual ____ Group ____

Action	Completed
Student Information Sheet (Typewritten only) -Email to: Wyndie. Morrill @holy-cross.com & Crystal.Soto@holy-cross.com -Send AT LEAST two weeks prior to rotation start date.	
Clinical Rotation Program Objectives -Email to: Crystal.Soto @holy-cross.com	
HOLY CROSS ON-LINE ORIENTATION-HEALTHSTREAM Must be completed before rotation and submission of SIS sheet. (Annually by school year)	
Hospital Information Systems/ACCESS Sign On Request Form - (4 pages) completed by each student* and dropped off at the Learning Center in the designated file box at the desk OR SCANNED FOR THE ENTIRE CLASS to Wyndie.Morrill@holy-cross.com	
Badge Access Authorization Form - one form for each clinical group -to Wyndie Morrill for pick-up - one form for each faculty member to Security for picture badge ALL STUDENT BADGES ARE TO BE RETURNED AFTER ROTATION	
Meditech EMR Training Classes -Faculty who will be bringing groups of students must contact Wyndie Morrill at 954-267-7793 for schedule of Meditech EMR Training classes. (Held monthly) -Faculty assigned to precepting senior level students Do Not need EMR training classes. -Email: Wyndie.Morrill@holy-cross.com **Current faculty with Meditech access, contact Wyndie prior to clinical rotation in order to be re-activated in the system.	
Preceptor Availability -Contact Crystal Soto at 954-958-4826 -Email: Crystal.Soto @holy-cross.com	