



Thank you for choosing Children's National as the site for your upcoming preceptorship! In preparation, there are several items that must be completed before you can begin. Please review the information below:

- Our orientation for students is accessible via our Internet site at www.childrensnational.org. Once on the site, search >> **Affiliate Orientation Resources**.
- Please follow the directions as noted for **Graduate Students**.
- The information below is all online, but you will still need to go to the site to access and print the documents you will need for clearance. All should be self-explanatory, but let me know if there are questions or concerns.
- Please submit **ALL** information as one packet. Incomplete information will not be accepted and will be returned.

Requirements Checklist for Graduate Nursing Students – Non-CNMC Staff

- ☐ Contact sheet (online)
- ☐ Contingent Worker Form (online) - * **ONLY** complete the Contingent Worker Information section.
You may use your home or school address for "agency" information.
DO NOT SIGN AND DO NOT DATE. Forms submitted incorrectly will be returned.
- ☐ Preceptor Acceptance Form (online)
- ☐ Nationwide sex offender registry report (Accessible @ www.nsopr.gov)
- ☐ Office of the Inspector General (OIG) Report (Accessible @ <https://exclusions.oig.hhs.gov>)
- ☐ Orientation information (online): ☐ Attestation ☐ Safety Quiz ☐ Confidentiality Agreement
- ☐ Immunization Records: Your school may provide an attestation of the following: MMR, HepB, Varicella & DPT. We will require hard-copy documentation of updated:
 - ☐ Pertussis
 - ☐ Flu
 - ☐ PPD/CXR ☐ (* PPD must have been placed within the year).
- ☐ Drug Screen Testing (within 12 months).
- ☐ License(s) for jurisdiction(s) in which you will be doing your clinical experience.
** Documentation must include date of expiration and confirmation of active status.
- ☐ Background check (this is covered with your DC license, **BUT**, if you are going to MD or VA, we will require a **NATIONWIDE** criminal background check completed within the last 12 months).
- ☐ CPR card (hard copy)
- ☐ Med test (as needed)
- ☐ ID (form provided once all of the above have been completed & received)