

Faculty

New Faculty

Faculty new to CaroMont Health are required to complete the following prior to bringing students to CaroMont Health:

- Upload all necessary documentation to your institution's record tracking platform (e.g. Castlebranch, Record Tracker, etc.).
- Complete the online hospital orientation through [AHEC](#).
- Attend RN Orientation at CaroMont Health.
- Meet with unit representative, receive unit orientation and complete the Instructor Checklist. You must bring your student list, course objectives/expectations, list of skills and documentation students will complete and dates/hours.
- Review Undergraduate Nursing Student Procedure for Clinical Experience policy.
- Submit the Faculty Education Experience Agreement.

Current Faculty

Faculty who have brought students to CaroMont Health within the past year must:

- Maintain necessary documentation in your institution's record tracking platform (e.g. CastleBranch, Record Tracker, etc.).
- Complete the online hospital orientation through [AHEC](#) annually.
- Meet with unit representative prior to bringing students to CaroMont Health. If it has been more than one year since bringing students to a specific unit or if you are bringing students to a new unit, you must receive unit orientation and complete the Instructor Checklist. You must bring your student list, course objectives/expectations, list of skills and documentation students will complete and dates/hours.

Important Documents and Forms

- [Undergraduate Nursing Student Procedure for Clinical Experience](#)
- [Faculty Education Experience Agreement](#)
- [Instructor Checklist](#)
- [Student Checklist](#)
- [Student Assignment Sheet](#)
- [Important Numbers](#)