

## WakeMed Instructor Verification Form 2026-2027 Academic Year

Complete and return to [Nursing and EMS Student Placement, nsplacement@wakemed.org](mailto:nsplacement@wakemed.org), before bringing students to the unit.

Faculty Name			
School Affiliation(s)		NA Students	Nursing Students
Cell Phone Number			
E-mail Address			

Scan and email this form to [nsplacement@wakemed.org](mailto:nsplacement@wakemed.org) after orientation is complete.

Initials	My initials below signify that I represent and agree to:		
	Email entire management team when making initial contact.		
	Meet with management EACH term prior to bringing students to the unit. Please make an appointment at least two weeks prior to the start of the term. Items to discuss include course description, objectives, schedule, number of students, pre/post conference meeting space, and departmental expectations.		
	Submit the <a href="#">Online Pyxis Tutorial</a> certificate with Pyxis Access Request Form to management if giving meds.*		
	Complete online EPIC training to obtain EPIC access prior to orienting on the unit.*		
	CIs new to WakeMed must meet with Nursing and EMS Student Placement prior to bringing students.		
	Orient to each new unit for approximately 16 hours with a staff RN selected by management. Length of orientation is determined by management, but orientation is NOT optional.		
	Date of Orientation	Hours of Orientation	Staff RN Signature- as designated by management
	Always wear my WakeMed Clinical Instructor identification and school identification badges.		
	Students must participate in unit bedside report at the beginning of the unit's shift.		
	Provide direct supervision of students.		
	<b>The completed competency checklist appropriate to the patient population (Adult, Peds, or Post-partum) must be submitted to nsplacement@wakemed.org prior to bringing students to the unit.</b> Please keep a copy as well, so that you may provide it to management upon request. CIs must be competency validated prior to performing skills with students.		
	Complete annual competency validation no later than 9/30 of each year.		
	I am a current WakeMed employee and agree not to use my WakeMed employee access or WakeMed employee ID badge when working as a Clinical Instructor.		

Clinical Instructor Signature			
Date			
<i>For CIs new to the unit or away from the unit for one year or more:</i>			
The Clinical Instructor met the orientation requirements to my unit to my satisfaction.			
Management Signature		Unit	
Date			

\*Current WakeMed employees may be exempt. Check with Nursing and EMS Student Placement, [nsplacement@wakemed.org](mailto:nsplacement@wakemed.org).