

**GOVERNORS STATE UNIVERSITY
GRADUATE AND DOCTORAL NURSING PROGRAM
CLINICAL PRACTICUM CHECKLIST**

Student Name: _____

Clinical Course #: _____

Preceptor Name: _____

Contact Telephone: _____

Practicum Site: _____

Preceptor Title: _____

	DOCUMENT DESCRIPTION	Renewal Date	YES	NO	EXP DATE	COMMENTS
1.	Annual Health Physical	Annually				
2.	Resume self	As needed				
3.	Resume Preceptor-eValue	Per Clinical				
4.	Active unrestricted RN License IL or IN or Both	Per State guideline				
5.	CPR / BLS Provider Card	Upon Expiration				
6.	Annual FNP student liability insurance (2/6 mi), Other Concentrations (1/6mi)	Annually				
7.	Annual 10 Panel urine drug screen CastleBranch only	Annually				
8.	Annual Criminal Background Check CastleBranch only	Annually				
9.	Annual Flu Vaccine or declination	Annually				
10.	Tdap	Every 10 years				
11.	Annual TB screen/ Chest X-ray	Annually				
12.	Mumps, Measles, Rubella titer report	Titer				
13.	Hepatitis B Immunization	Titer				
14.	Varicella titer report	Titer				
15.	Facility Orientation(s)	Annually				
16.	Annual Blood Bourne Pathogen Training	Annually				
17.	Covid Vaccine status	Annually				
18.	GSU Covid Acknowledgement form	One Time submission				
19.	Facility Orientation Checklist	Annually or every new site				

NOTE:

1. The above documents must be presented in a **portfolio** to the clinical instructor prior to attending clinical (preferably on the first day of class).
2. The clinical practicum **portfolio** must also be presented to your clinical instructor before giving it to your clinical preceptor on the first day of clinical: objectives, nursing license, resume, proof of malpractice insurance, course syllabus, clinical evaluations, and course instructor contact information.
3. The documents must also be scanned into CastleBranch in the appropriate designated sections.
4. You **may not attend** your practicum until you have received a Clinical Clearance Letter from Director of Clinical Education of Nursing. Any clinical performed before a Clinical Clearance Letter is issued will not be counted towards your clinical practicum. **Failure to complete the checklist in a timely manner will delay the start of your practicum.**
5. The student is responsible for keeping all their required documents up-to-date in CastleBranch
6. Required clinical documents are subject to change and may include practicum site specific required documentation as well.

Required clinical documents are subject to change and may include practicum site specific required documentation as well.

