



School of Nursing

Facility Specific Requirements

Check-Off Sheet

For: Vanderbilt Medical Center

Print this sheet, sign & date, and return with your documents.

Important Note: Scan and e-mail/upload your completed documents, per your faculty's request (i.e. hard copy, e-mail, dropbox). Keep all of your originals until the end of the semester.

- *****Closely Review Student Guide to Clinicals document, especially due dates*****
- Student Orientation Completed
- Printed Orientation Certificate to send with paperwork
- Printed and signed Vanderbilt Confidentiality Agreement
- TCPS General Orientation
- Claim VUnetID by specified date (December 15 for clinical starting on/before February 3; January 17 for clinical starting after February 3)
- Complete eStar Training by specified date(December 31 for clinical starting on/before February 3; January 26 for clinical starting after February 3)
- Print eStar Certificate (see instruction sheet)
- Photo Upload by specified date (December 31 for clinical starting on/before February 3; January 26 for clinical starting after February 3)
- Complio Account Current/Compliant
- Parking Permit Requirements read and permit obtained or alternate plan in place (i.e. carpooling, walking from Belmont, etc.)

- If at Vanderbilt Psych Hospital (VPH) watched video

I have reviewed all instructions and materials, as well as verified and completed all requirements listed above, that are required by the facility I will be attending.

Name (print): _____

Signature: _____

Date Submitted: _____

