Nursing Credentialing Application Process

Instructions

ALL first-time Clinical Instructor applicants MUST submit #1-8:

The Application Process is a two-stage process. Submission of the application and transfer of the completed documents highlighted below into the secure Center for Nursing Excellence Dropbox.

Stage One

1. Application: Complete the application through the secure Teams Form. Submission of a complete application is required.

Stage Two

Completion of the following items and submission into the Center for Nursing Excellence Dropbox. Once the Center for Nursing Excellence receives all items required in Stage One and Two, this will initiate the review process.

2. Copy of Malpractice Insurance Policy showing individual coverage limits of at least $1 million and expiration date.

3. Current resume/CV.

4. Two (2) signed professional reference letters: If a Mass General Brigham employee, preferably one from your immediate supervisor.

5. A copy of a government-issued photo ID (driver's license, passport, etc.).

6. A copy of your current Massachusetts Nursing license

7. A copy of your current BLS certification

Non-BWH employees must also submit #8.

8. Submission of the following immunizations:

Compliance with these health requirements must be fulfilled or attested before the extended worker begins their engagement. All extended workers must comply with:

- The seasonal Flu vaccine if working during flu season (typically September through March annually)
- Tuberculosis (TB) screening

- Immunity to Measles, Mumps and Rubella

The following additional requirements are strongly recommended, but not required:

- Immunity to Varicella (Chicken Pox)
- Immunity to Hepatitis B Note:
- Tdap vaccine Please refer to the attached grid for requirements by role.

***If you are a Non-Mass General Brigham Employee**, you may be required to attend the 1-2-day Epic Training classes before you can access the Brigham patient eCare charts to co-sign your students' notes. This should be completed before your clinical group's start date.

NOTE: Please do not submit your application documents separately. Transfer all the above documents into the secure Center for Nursing Excellence Dropbox.

Important Information About the Process

All application items for new instructors are due to the CNE no less than six weeks before the clinical group's start date. When you have completed all required items, don't hesitate to contact at BWHNursingCredentialing@partners.org with any questions.

Once approved through the CNE, your application will be forwarded to the Office of Sponsored Staff and Volunteer Services (OSSVS) for processing.

- The extended workforce team will create (or edit) your PeopleSoft account to assign your role as a Clinical Instructor.
- Approximately two weeks before you start, you will receive a 'Welcome' email from BWH Clinical Students (extended workforce team) notifying you that your account is ready with instructions for the next steps.
- You will then be assigned your Clinical Instructor Orientation module in HealthStream by the CNE.
- The Security Office has also been notified of your approved application. Once you have completed your HealthStream/eCare courses, you can obtain your Brigham/SoN Clinical Instructor ID—map to the Brigham ID Badge Office.
- Renewal of your credential privileges is due annually on your birthday.

Upon completion of the CNE Clinical Instructor Orientation, you must contact the clinical leadership on your assigned unit to introduce yourself and coordinate your unit-based orientation.

If you have any further questions, don't hesitate to contact us at BWHNursingCredentialing@partners.org.