I. **Required Documentation for Clinical Rotations**

a. To be Filed with:

   Christy Letchworth  
   ANP/FNP Administrative Associate  
   3185 Health Science Building  
   Greenville, NC 27858-4353  
   FAX: 252-744-6541  
   Email: letchworthc@ecu.edu

   **Do not send to the clinical placement coordinator as this will only delay your process. This MUST be completed before attendance at the clinical skills orientation and before beginning any clinical rotation.**

1. Proof of unrestricted nursing license
2. Immunization Record
3. **Annual HIPAA Training** available @ [www.ecu.edu/hiss](http://www.ecu.edu/hiss)
   - Click on HiPAA information
   - Click on Privacy training
   - Go to Section II, Part B
   - Click on 2009 ECU HipAA Privacy Training Link
   - At the ECU HipAA slide you can advance the slides 2 ways
     - Click the down ↓ button on bottom right corner, or
     - you may go to the options on the left side of screen and click on the pages icon and click each individual slide
   - Go thru all slides & quiz
   - Quiz will have answers
   - At the end there is a certification page
   - Print out this page
   - **You will have to write in the necessary information and send to:**

   Christy Letchworth  
   ANP/FNP Administrative Associate  
   3185 Health Science Building  
   Greenville, NC 27858-4353  
   FAX: 252-744-6541  
   Email: letchworthc@ecu.edu
4. **Annual OSHA/Blood Born Pathogen Training** go to [www.ecu.edu/prospectivehealth/](http://www.ecu.edu/prospectivehealth/)

   - Under training & education
   - Click on OSHA Blood Borne Pathogens & TB Training Module.
   - At the next screen, scroll down, and under Student Blood Borne Pathogens Training,
   - Click on BB Pathogens & Tuberculosis. This is the slide show.
   - Click Open
   - After completing the slide show, exit out of the slide show
   - Click on BB Pathogens and TB Quiz.
   - Click Open

   **Print the test, take the test, and Turn in to**
   Ms. Christy Letchworth
   Administrative Support Associate, ANP/FNP
   Concentrations
   Office: 3185 Health Sciences Building
   Phone: 744-6422
   Email: letchworthc@ecu.edu

4. **Professional Liability Insurance**
   a. Please note that students must have documented professional liability insurance *before* beginning any clinical rotation.
   b. Processing time can take up to two weeks. Students may not begin clinical rotations until liability coverage is documented.
   c. May purchase own
   d. ECU College of Nursing has negotiated a rate for professional liability coverage of $2,000,000 per occurrence and $4,000,000 per aggregate which can be purchased for $15.75/semester that will only cover you in your student role while in an approved clinical site
   e. Must be renewed each semester & sent to:
      Ms. Christy Letchworth
      Administrative Support Associate, ANP/FNP
      Concentrations
      Office: 3185 Health Sciences Building
      Phone: 744-6422
      Email: letchworthc@ecu.edu
   i. **Certified Check/MO $19/semester**
   ii. name as registered at ECU
   iii. Concentration Dir. Name: Bobby Lowery
   iv. Identify semester (s) for coverage