Nursing Clearance Requirements

Follow the checklist for MOU’s and Nursing Students.

Step 1
Memorandum of Understanding
Contact: GRHA Office of Learning & Organizational Development
(Bldg. #13)
Attn: Director of OLOD, Jamie Culpepper
Georgia Regional Hospital @ Atlanta 3073 Panthersville Road
Decatur GA 30034
404.212.2311
jamie.culpepper@dbhdd.ga.gov

___ Establish a MOU with our Business Office/Training Department
___ Receive Approval
___ School Nursing Administration signs MOU and sends an original copy back to GRHA Business Office

Step 2
Clearance of Students
Contact: GRHA Human Resources (Bldg. #1)
Attn: HR Manager, Mary Douglas
Georgia Regional Hospital @ Atlanta
3073 Panthersville Road
Decatur GA 30034
404.212.4617
Mary.Douglass@dbhdd.ga.gov

___ Identify ALL participating students for clinical rotations
___ Complete a background check (local, state, national, etc.) for each participating student.
___ Send background check reports only to HR Manager Mary Douglass in a sealed enveloped
   (NO ELECTRONIC or FAXED COPIES) *
___ Review & Approval of background checks by HR Manager
___ Approved names are escalated to Training & Development for Nursing Orientation

Step 3
Nursing Orientation
Contact: GRHA Training & Development
Director of T&D, Jamie Culpepper – 404.212.4750
Jamie.Culpepper@dbhdd.ga.gov

___ Placement Coordinator receive names of cleared students*
___ Select & send all contact info for a Clinical Faculty member for every 8 students
___ Clinical Faculty members will receive all information for the GRHA Nursing Orientation, Clinical
   rotation dates, times, and assigned unit(s).
___ Each student must READ & SIGN the HIPAA and Patient Rights Documents and bring to
   Nursing Orientation
___ ALL participating schools must attend the assigned GRHA Nursing Orientation

*HR does not need copies of driver’s licenses, SS Cards, or birth certificates and the school can use whichever approved agency for
background checks. The background reports must be dated within the last 30-45 days in order to receive approval.

*Training & Development will not alter the final approval list of students after receiving clearance from the Office of Human Resources.
So therefore, please make sure that all student information is submitted during Step 2.

*Training & Development will try to make accommodations in regards to unit requests, but they are not guaranteed.