



Dear Adjunct Faculty Member,

Welcome to Cleveland Clinic and thank you for serving as an Adjunct Faculty Member. We sincerely appreciate your commitment to supporting our nursing students and contributing to their clinical learning experience. Our team is here to support you every step of the way.

As an adjunct instructor, onboarding is a required process that typically includes the following components:

- Virtual Medication Safety Exam (safeMedicate)
- In-Person Skills Validation
- Completion of Online Modules via SilkRoad
- Clinical Unit Orientation

Medication Safety Exam (safeMedicate)

The SafeMedicate exam is a one-time virtual assessment designed to evaluate medication safety knowledge and dosage calculation skills.

For Cleveland Clinic caregivers, this exam is typically completed during nursing orientation. If you are unsure whether you have previously taken the exam, please contact the Student and Faculty Team for verification.

If you are required to complete the exam, please email undergraduatenuersing@ccf.org to schedule an appointment with a team member.

The exam is administered virtually and proctored by a staff member. Participants must use a computer with internet access, a webcam, microphone, and Google Chrome browser. Tablets and mobile phones are not compatible with the exam platform and cannot be used.

In-Person Skills Check Session

All non-Cleveland Clinic employees are required to attend an in-person skills check session prior to beginning their clinical teaching assignment and then annually thereafter. During this session, you will demonstrate key clinical competencies to ensure alignment with Cleveland Clinic standards of care.

Skills sessions are held in person at designated Cleveland Clinic education sites. Please register using the following link: [Adjunct Faculty Skills Validation 2026 – Fill out form](#)

Current Cleveland Clinic employees may submit existing competency documentation in place of the in-person session. Please provide a copy of your signed competency form (the form completed by your nurse educators). If you do not have a copy, please check with your nurse manager for assistance.

SilkRoad Onboarding

Once your ACEMAPP requirements have been completed and approved, you will be launched into SilkRoad, Cleveland Clinic's enterprise-wide onboarding platform.

You will receive a secure email from Cleveland Clinic Nonemployee Onboarding with instructions to begin the process. Please be sure to check your spam or junk mail folders if you do not see the email in your inbox.

Please allow up to five business days from the date you become compliant with ACEMAPP to receive your SilkRoad invitation.

SilkRoad onboarding will be completed each semester. Your initial onboarding session will include badge pickup and completion of all required onboarding activities. For subsequent semesters, you will complete a shorter renewal process to maintain your onboarding status. You will utilize the same badge for each semester, even if you change academic programs.

Step 1: Setup/Confirm your Silkroad Profile

- Log into SilkRoad and complete your personal profile.
- Review and attest to all required Cleveland Clinic policies.

Step 2: Online Modules

- Once your profile setup is complete, your required learning modules will be loaded into your SilkRoad profile (this will take up to 24 hours).
- *CC employees only:* Credit can no longer be granted for modules that you already completed as an employee. You will need to complete the compliance bundle.

Step 3: Badging

- All adjunct faculty must have a faculty badge. Employee badges may not be used for this role.
- Once you receive your badge, the Badging Department will mark your onboarding as complete, and you will be processed for faculty network and Epic access.
- This step may take up to 10 business days after your onboarding is marked complete.

Step 4: Pyxis Access (Employee Login Required)

- Pyxis submissions are processed once weekly on Tuesdays.
- To be included in the current week cycle, you must complete SilkRoad onboarding and receive Active Directory (AD) access by Friday prior to submission.
- Requests take approximately five business days to process.
- Per Ohio Board of Pharmacy regulations, current Cleveland Clinic employees must use their existing employee login for Pyxis access.
 - Your clinical unit will be added to your employee profile
 - This is the only instance in which employee credentials are used in your adjunct faculty role.

Clinical Unit Orientation

Your unit orientation will typically include:

- A meet-and-greet with the nurse manager
- A 2–4-hour shadow experience with a nurse on your assigned unit

If you need contact information for your nurse manager, please email the Student and Faculty Team, or refer to the Student & Faculty Resource Page for facility phone numbers.

Need Assistance?

We are here to help.

If you have any questions during onboarding or throughout your teaching rotation, please reach out to the Nursing Student & Faculty Team or consult the [Student & Faculty Resource Page](#) for additional resources.

Thank you again for your dedication to educating our nursing students. We look forward to partnering with you this semester.

The Nursing Student & Faculty Team
Cleveland Clinic Nursing Education

