

- 1. What is the Clinical Faculty Database?** The Clinical Faculty Database (CFD) is a website designed to connect nursing programs and clinical faculty candidates. It is a collaborative project of the Centralized Clinical Placement Management System and the Massachusetts Action Coalition (MAAC).
- 2. How does the Clinical Faculty Database serve nursing programs?** With the Clinical Faculty Database, nursing programs are able to post open positions, search and view candidate profiles that match their needs and manage responses through the CCP site.
- 3. How does the Clinical Faculty Database impact me as a clinical faculty candidate?** Clinical faculty candidates are able to post a profile; search and view open positions that match their credentials and submit a profile as part of an inquire or application for a specific position.
- 4. How do I access the CFD?** The Clinical Faculty Candidate's Welcome page is located at this web address: www.mass.edu/nursing/facdb
- 5. How do I use the CFD?** From the CFD Welcome page, you can search open clinical faculty positions and/or create a Clinical Faculty Profile.
- 6. Do I need to create a Clinical Faculty Profile to view open positions?** No, open positions are visible to the public. Searching open positions can be done without creating a Clinical Faculty Profile. You need a Faculty Candidate Profile to inquire about an open position.
- 7. Why do I need to create a Clinical Faculty Profile to inquire about a posted open position?** The Clinical Faculty Profile helps candidates summarize their qualifications for nursing program review and helps nursing programs communicate with you.
- 8. How do I create a Clinical Faculty Profile?** Go to: www.mass.edu/nursing/facdb and click on the "Login/Register" link in the left margin to open the Login/Register page. To create a Clinical Faculty Profile, click the "click here to register" link to open the Registration Form. Enter the requested information including an email address and password. Hit "Register" to submit the information. The Login box will open. Enter the requested email address and password to login.

Click the "Edit Profile" link to open the profile form. Complete the form.
- 9. What if I can't remember if I've registered/created an account?** Click the Login Help link at the bottom of the login form. On the Login Help page, you can enter your email address to see if you already have an account. If the system cannot find an account for you, you will need to register to get a user name and password.
- 10. What information is contained in a Clinical Faculty Profile?** The Profile collects general contact information; current employment information; education and teaching experience; teaching preferences; your availability by term and day-of-the-week shift and supports uploading a resume and posting a short bio sketch.
- 11. Who sees the Clinical Faculty Profiles?** The goal of the Clinical Faculty Database is to make it easier for nursing programs to identify clinical faculty so *all* Faculty Candidate Profiles are visible to *all* nursing programs.

- 12. So, if I'm presently teaching for a nursing program, they can see my Clinical Faculty Profile?** Yes, they can see your Clinical Faculty Profile.
- 13. Can they see if I have inquired about a posted open teaching position at a different nursing program?** No, they cannot see this information.
- 14. Can I "hide" my Clinical Faculty Profile?** Yes, there is a link to allow you to hide/un-hide your Profile. If you hide your profile, it will not be visible to any nursing programs until you un-hide it, except for nursing programs to whom you have submitted an inquiry
- 15. Do you ever share or sell the Clinical Faculty Profile information?** The Clinical Faculty Profiles are only visible to nursing programs that are members of the CCP program. Clinical Faculty Profile information is never shared or sold.
- 16. How long is a Profile good for?** Candidates can update their profiles as frequently as needed. Faculty candidates can post their availability one year into the future. A Profile whose availability is not indicated or is not current will not be displayed for current positions.
- 17. I've always been interested in teaching and presently have an Associate Degree in Nursing. I also have many years of clinical experience. Can I create a Clinical Faculty Profile?** The Massachusetts Board of Registration in Nursing regulations require that clinical faculty candidates hold either an earned master's degree in nursing or an earned doctorate degree in nursing. Under certain circumstances and a waiver process the Massachusetts Board of Registration in Nursing and the nursing program might consider a candidate with a Baccalaureate in Nursing. The minimum educational level that can be entered into the Clinical Faculty Profile is Baccalaureate.
- 18. Is there a fee for me to join or create a Clinical Faculty Profile?** No, there is no fee to view open positions, to create a Clinical Faculty Profile or to inquire about a posted open position.
- 19. I clicked the Inquire button on a posted position. What happens next?** The Clinical Faculty Database is designed to connect nursing programs and potential clinical faculty. It is not a substitute for a nursing program's employment policies and procedures so there may be additional steps in the interview and/or hiring process. The nursing program will see your inquiry and the contact information you have entered as part of your profile and will get back to you with additional instructions if they feel this is a good match.
- 20. I created a Clinical Faculty Profile several weeks ago and haven't received any calls, why?** The Clinical Faculty Database is a tool to connect nursing programs and potential faculty candidates and so is dependent upon the needs of the nursing programs. Check your profile to be sure it's clear and concise and that your availability is appropriate for upcoming terms. Search the open positions, and if you see position that you feel could be a match, send an inquiry to that nursing program.
- 21. I submitted an Inquiry about a posted position – can I change or withdraw it?** Yes. When you log in, you can see a list of your current inquiries. If you click on an inquiry you will be able to edit it or withdraw it.
- 22. I created a Clinical Faculty Profile but things have changed and I'm not able teach right now, what do I do?** You are able to edit, hide or delete your current profile as well as view, edit or withdraw inquiries to postings you have made. Login to update your information at:
www.mass.edu/nursing/facdb

- 23. I am a clinical instructor and have a user account in the Online Orientation. Are these the same thing?** No, they are completely different websites and serve completely different functions. Having an account in one does not mean that you have an account in the other.
- 24. I have a user account (user name and password) in the Online Orientation; can I use the same information to create my Clinical Faculty Profile?** Yes, you can use the same information (user name/password) since they are separate websites with separate login pages.