[](http://www.childrens.com/)

HOSTING DEPARTMENT CHECKLIST

You can find the complete Process for Student Services at:

<https://www.childrens.com/for-healthcare-professionals/education-training/student-affiliations#tab-4>

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| **ONCE A YEAR** | |
|  | ***Student Services*** will send out updated Student Handbooks  ***Hosting Department*** *is responsible for providing to students* |
|  | |
| **Process Starts with Hosting Department *AT LEAST 3 WEEKS PRIOR TO START DATE*** | |
|  | ***Hosting Department***will verify and/or request contract is in place and current on website  *Contract must be valid through entire rotation* |
|  | ***Hosting Department***will submit Student Request in Ultimus  *Student Request forms are only accepted from hosting department; they are not accepted from student* |
|  | ***Hosting Department*** will distribute any department information and Student Handbook to student |
|  | ***Student Services*** *only sets up basic computer access*  ***Hosting Department*** *will request and set up any training for Applications such as Epic* |
| **Once Student Services Receives the Student Request Form in Ultimus** | |
|  | ***Student Services*** will send a **Notification email** to student  ***Hosting Department*** *will be copied on all emails with students* |
|  | ***Student*** will send in all required forms and documentation to ***Student Services***  *Information provided should be complete, legible, and accurate or it may delay start date* |
|  | ***Occ Health will clear student –***  *If* ***Student*** *must resubmit anything to Occ Health, they must resubmit everything*  ***Student*** *is responsible for ensuring clearance by Occ Health in a timely manner* |
|  | ***Student*** is entered in Lawson/Cornerstone once their paperwork is complete and received clearance by Occ Health |
| **Once Student Sends Completed Paperwork back to Student Services** | |
|  | ***Student Services*** *will request basic computer/email access as applicable*  *Student Services does not request Epic for students* |
|  | ***Student*** *will receive* ***Final Step for Rotation Clearance email*** *from* ***Student Services***  *Email will include any outstanding requirements and CART directions* |
| **Once all Student Paperwork and any Required Training is Complete** | |
|  | ***Student Services*** will send Clearance email to student to begin their rotation  Hosting Department, Badge Office and Access Management are copied on email as applicable  ***Student*** *will not be permitted to begin rotation until Student Services clears them* |
|  | ***Student*** *is responsible for ensuring they receive clearance email at least one week prior to start date.*  *Rotations may be delayed or canceled if information is not returned in a timely fashion* |
| **On or Before First day of student rotation** | |
|  | ***Student*** will take their **Clearance email** to the badge office and get their badge  ***Hosting Department*** *will let student know where to be on first day of rotation* |
|  | ***Hosting Department*** will provide student orientation to department and organization |
| **End of Rotation** | |
|  | ***Hosting Department*** will have student return badge to the Badge Office |
|  | ***Hosting Department*** will provide student with Evaluation for rotation |
|  | ***Hosting Department*** will contact Student Services if student extends their rotation |
|  | ***Student Services*** will terminate student in Lawson |