

# STUDENT PACKET SUBMISSION

## Individual Students

**PLEASE NOTE:** A PingID app on your cell phone may be needed in order to access Kaiser websites from a non-Kaiser computer. Call the Kaiser Help desk for assistance: (888) 457-4872

MAIN Website-ALL STUDENTS

[https://kpnursing.org/\\_SCAL/professionaldevelopment/orientation/index.html](https://kpnursing.org/_SCAL/professionaldevelopment/orientation/index.html)

OC Website-AMBULATORY STUDENTS

[https://kpnursing.org/\\_SCAL/professionaldevelopment/orientation/OrangeCounty/ambulatory.html](https://kpnursing.org/_SCAL/professionaldevelopment/orientation/OrangeCounty/ambulatory.html)

OC Website-INPATIENT STUDENTS

[https://kpnursing.org/\\_SCAL/professionaldevelopment/orientation/OrangeCounty/inpatient.html](https://kpnursing.org/_SCAL/professionaldevelopment/orientation/OrangeCounty/inpatient.html)

Student Packets include the following COMPLETED forms, returned in this order by **Academic Partner**:

### HR & Required Forms:

- Badge Instruction Form (**From OC specific site**)
- Child Abuse Reporting Requirements
- Confidentiality Agreement (3 pages)
- Drug-Free Workplace – Employee Acknowledgement (2 pages)
- Elder and Dependent Adult Abuse Reporting Requirements
- Health Status Questionnaire
- Required Reading Attestation-Orange County (**From OC specific site**)
- Required Reading Attestation-Regional
- Scope of Practice & Syllabus (*Info provided by school; Will be submitted to preceptor by OC-Students*).
- Manager Approval Form (*Needed only if completing student rotation on unit you are employed at Kaiser*).

**KP Learn Completion Certificates:** <https://learn.kp.org/>

(Please use a PC)

- Abuse Assessment and Reporting (**0000877546**)
- COVID-19 Symptom Self Check (**0000859923**)
- COVID-19 Training (**0000871248**)
- Equal Access and Effective Communication at Kaiser Permanente (**0000842396**)
- 2021 Ethics and Compliance Training (**0000869569**)
- Orange County Annual Training & Review 2021 (**0000877633**)
- Initial OSHA Safety Training for CA - Hospital/MOB 2021 (**0000872519**)
- Management of Patients who are a Danger to Self, Others (**0000872484**)
- Prevention of Workplace Violence (**0000856933**)
- Providing Culturally and Linguistically Appropriate Services in California (**0000861641**)
- Safe Patient Handling 2021: Ambulatory- (**0000872537**) OR Inpatient- (**0000872535**)

### Copy of:

- Health & Safety Verification Form Completed and Submitted by School Placement Coordinator ONLY with complete onboarding paperwork

**ONLY complete packets submitted electronically in the order listed as a single PDF will be processed.**

**\*Health & Safety Verification Form & \*Healthconnect Access Forms are the only separate attachments we may receive.**

# DRUG SCREENING, BACKGROUND CHECK & IMMUNIZATION REMINDERS

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## Individual Students

### PLEASE NOTE:

*The **Urine Drug Screen, Background check and Proof of Immunizations** are required only in cases of an audit and must be readily available by the school placement coordinator. Proof of compliance must be indicated on the Health & Safety Verification Form by the school placement coordinator, but does not need to be submitted as part of the onboarding packet.*

*Drug Screening and Background Check must be dated within **90 days** prior to start of enrollment in school program. This will satisfy the screening requirement during **continuous** matriculation for the duration of participation at KP. If participant, (Faculty or Student), discontinues participation in the school program for more than one consecutive semester, a new background check and drug screening will be required.*

**Urine Drug Screening-** Ensure that ALL DRUGS LISTED are screened by lab.

- Amphetamines
- Barbiturates
- Benzodiazepines
- Benzoyllecgonine (Cocaine)
- Marijuana
- Meperidine (Demerol)
- Methadone
- Opiates (Oxycodone, Demerol)
- Oxycodone
- Phencyclidine (Angel Dust)
- Propoxyphene

### Background Check

- Criminal record check (felony & misdemeanor), includes past **7 years**

### Immunizations\*

- Please complete all immunization information on the Health & Safety Verification Form. Do not submit all supporting information/documentation unless asked to do so.

*\*See list of required immunizations on next page.*

# DRUG SCREENING, BACKGROUND CHECK & IMMUNIZATION REMINDERS

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## Individual Students

**Please note:** Declination forms are accepted for COVID only if documentation from a Physician or Licensed Healthcare provider (NP, PA) is received indicating medical or religious reason for declination.

**Vaccination requirements-** Indicated on Health & Safety Verification form ONLY (do not submit)

**Tuberculosis Screening (TB)**

**TUBERCULIN SKIN TEST (TST)**

TST requires 2 negative or non-reactive results dated within the previous 12 & 24 months

**Positive/Reactive TST requires:**

Documentation of positive screening test **OR** history of INH or other TB therapy **AND** written report of a negative chest x-ray within 1 year of start of current academic program **AND** completion of Annual TB Questionnaire

**-OR-**

**INTERFERON-GAMMA RELEASE ASSAYS (IGRA)**, which encompasses QuantiFERON-TB Gold (QFT) and T-SPOT. A single negative IGRA within 12 months is acceptable.

**MMR**

Positive Titer OR 2 Vaccination Dates

Vaccination is mandatory if non-immune and no vaccine record.

**Varicella**

Positive antibody titer OR 2 Vaccination dates

Vaccination is mandatory if non-immune and no vaccine record.

**Hepatitis A (Food Service/Dietary students ONLY)**

Hepatitis A antibody titer OR 2 Vaccinations, 6 months apart

**Hepatitis B**

Positive antibody titer OR 3 Vaccination dates

**Seasonal Flu**

Proof of Flu Vaccination during the current Flu Season required.

If current seasonal flu vaccine is not available (July/August), documentation must be provided as soon as the current season's flu vaccine is received.

**Tdap**

Provide Date of vaccination within last 10 years

**COVID Vaccination**

Completion of vaccination series required (Pfizer or Moderna Vaccines x2, last vaccination >14 days ago; OR J&J 1 vaccine >14 days ago)