STUDENT PACKET SUBMISSION
Nursing Clinical Groups & Faculty

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

OC Website-INPATIENT STUDENTS
https://kpnursing.org/_SCAL/professionaldevelopment/orientation/OrangeCounty/inpatient.html

Student Packets include the following COMPLETED forms, returned in this order:
From KP-OC Student website: Group/Cohort Students Badge Form **(From OC specific page).**

- ❑ Badge Instruction Form **(From OC specific page)**
- ❑ 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
- ❑ Manager Approval Form (Needed only if completing student rotation on unit you are employed at Kaiser)
- ❑ Required Reading Attestation - Orange County **(From OC Specific site)**
- ❑ Required Reading Attestation - Regional
- ❑ Scope of Practice (Info provided by school, will be submitted to Department Managers by OC-Students).

KP Learn Completion Certificates https://learn.kp.org/
(Please use 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)**
- ❑ KP HealthConnect Inpatient Training for Nursing Students **(00821855)**
- ❑ 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)**
- ❑ Roche Accu-Chek Inform II Glucometer **(0000852832)**
- ❑ 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
- ❑ Copy of Licensure *If Applicable (ex: RN License).*

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.*

STUDENT PACKET SUBMISSION
Nursing Clinical Groups & Instructors

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
(Not required if currently a KP employee).

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

Background Check
(Not required if currently a KP employee).
- ❑ Criminal record check (felony & misdemeanor), includes past **7 years**

To be completed by <u>ALL</u> FACULTY:
- ❑ Health and Safety Verification Excel Spreadsheet
- ❑ CPMKPHC Student-Instructor Access Data Spreadsheet (HealthConnect Access)
- ❑ KP Learn Module: Pyxis MedStation ES System Tutorials (**00817773**)
- ❑ Copy of Nursing License
- ❑ Instructor competencies

STUDENT PACKET SUBMISSION
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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.*

Immunizations: *Listed on Health & Safety Verification Form Only, do not submit documentation unless asked to do so*

1. **Submit Health & Safety Verification Form to OC-Students@kp.org within 2 weeks of start date**

❑ **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)