

Student Name:

School:
Course #:
Semester/ Year:

Student Packet Submission Coversheet
Individual Student Preceptorship 2021- Leadership

Complete checklist and submit electronically 1 week prior to start, in the listed order (Part 1-3), as a single PDF. Use this form as your coversheet with completed items checked off.

Visit <http://kpnursing.org/SCAL/professionaldevelopment/orientation/index.html> for these required KP forms and reading materials under Clinical Placement Orientation AND Medical Center Specific-Inpatient/Hospital-West Los Angeles.

To be submitted by Instructors/ Clinical Coordinators 4 WEEKS IN ADVANCE FROM START DATE:

- Health & Safety Verification Form (email to Academic Liaison **and** Employee Health)
- KPHC Student-Instructor Access Data Spreadsheet (for Health Connect Access and NUIDs)

Part I: From main page of website (Clinical Placement Orientation- Required KP Forms)

- Individual Preceptorship Student Prerequisite Form
- Child Abuse Reporting Requirements
- Confidentiality Agreement (3 pages)
- Drug-Free Workplace – Employee Acknowledgement (2 pages)
- Elder and Dependent Adult Abuse Reporting Requirements
- Required Readings Attestation
- Health Screening Questionnaire
- Preceptor and Student Role Agreement

Part II: Copies of the following documents (front and back)

- AHA – BLS Card
- Driver's License
- Course Objectives

The school is responsible for ensuring that the background check and 11 drug screen panel (amphetamines, benzoylcegonine, marijuana, opiates, phencyclidine, barbiturates, benzodiazepines, propoxyphene, methadone, oxycodone, and meperidine) is completed and available upon special request.

Part III: Medical Center-Specific: West Los Angeles: KP Learn Modules (Copy of Transcript)

- KP Health Connect Inpatient Training for Nursing Students-SCAL (00821855)
- Initial OSHA Clinical Safety Training for California (includes EOC and Waste) 2021 (0000872519)
- 2021 Ethics and Compliance Training for New Employees (0000869569)
- Equal Access and Effective Communication at Kaiser Permanente (0000842396)
- Safe Patient Handling Awareness (Hospital Non-Clinical CA) 2021 (0000872539)
- Abuse Assessment and Reporting (0000877546)
- WLA AMUT 2021- SCAL (Annual Mandatory Training- current year) (0000878395)
- COVID-19 Training 2021 (0000871248)
- COVID-19 Symptom Self-Check and Badge Attestation module (0000859923)
- Management of patients who are a danger to self, others, or are gravely disabled 2021 (0000872484)
- Providing Culturally and Linguistically Appropriate Services in California (0000861641)
- SCAL Medi-Cal Compliance 101 (00762585)

Please Note: *Electronic PDF is due one week prior to start of clinicals. Partial packets will NOT be accepted and will delay your start of your clinical rotation.*



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Part IV: Skills Validation Forms (To be completed on the 1st clinical day then submitted to Academic Liaison)

- Scavenger Hunt
- Individual Student Schedule Form
- Preceptor and Student Agreement Form

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