

Student or Instructor Name:

School:  
Course #:  
Semester/ Year:

***Student Group/ Instructor Submission Coversheet***  
**Nursing Student Groups/ Instructor 2021**

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**Students and Instructor: *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.**

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

- 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

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

- AHA – BLS Card
- Driver's License

*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 (Submit 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- Hospital Initial Assignment for California Only 2021 (0000872536)
- Flu Vaccination Program 2020-2021 Campaign to Vaccinate KP Members (0000856692) **(for all doing rotations in August through March)**
- Hester Davis Fall Prevention (0000861917)
- Care and Management of Patients with Restraints - SCAL 2021 SCAL (0000872485)
- Safe Handling of Hazardous Drugs for Non-Licensed Staff 2021 (0000872533)
- 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)
- B. Braun Infusomat Gen 2 Large Volume Infusion Pump (0000854973)

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**Please Note: *Partial submission packets will NOT be accepted and will delay the start of your clinical rotation. Clinical Coordinators must email Health & Safety Verification form (to Employee Health and Academic Liaison) & KPHC Access Data Spreadsheet (to Academic Liaison) 4 weeks prior to start date.***

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***Part IV: Skills Validation Forms (Print prior and complete on the 1<sup>st</sup> Clinical Day. Instructor(s) to teach and validate students, then submit completed forms to Academic Liaison.)***

- Scavenger Hunt
- Roche Glucometer
- IV Pump
- Restraints

**Additional requirements to be submitted by INSTRUCTORS ONLY:**

- Copy of RN License/ Expiration Date:
- Curriculum Vitae
- Course Objectives
- KP Learn Module (one time only):
  - Clinical workflows for BD Pyxis ES System v1.5 devices in Profile mode CLP-ES200-N (00817773)
  - Roche Accu-Chek Inform II Glucometer (0000852832)

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