



General Questions:

Q. I am a student and I am interested in completing my clinical rotation at Kaiser Permanente, what do I have to do?

A. Kaiser Permanente Southern California (KPSC) requires a current affiliation agreement (contract) with your school and program. In addition, there must be capacity within the medical center for students in your field and available preceptor(s). If these requirements are met, please go to www.nursingpathways/students for a list of Medical Center Academic Liaisons.

Q. I am interested in obtaining a degree in Health Care Education and I would like to observe a Patient Education class (e.g. Center for Healthy Living: Nutrition). How do I do this?

A. Kaiser Permanente's Unpaid Student Field Experience and Training policy covers students currently enrolled in a program and/or course requiring on-site clinical experience. If you are not currently enrolled in a school program or if this observation is not a course requirement, please reach out to your Medical Center Academic Liaison to inquire if this opportunity is available in your area.

Q. I am in an online a program and I need to observe a Kaiser Permanente Health Care Professional. How do I get permission to follow this person?

A. Contact the Academic Liaison affiliated with the desired Kaiser Medical Center to determine both eligibility and capacity to support this request. Academic Liaison contact list: www.nursingpathways/students.

Q. I am a high school student and I am interested in a health care career. Are there any opportunities for me to learn and help in the hospital?

A. Contact your desired Kaiser Permanente Medical Center Volunteer Services Department and inquire about the ability and capacity for this request.

KP Employees:

Q. I am an employee of Kaiser Permanente; how do I complete my student rotation?

A. Your school and program must have a current affiliation agreement (contract) with Kaiser Permanente Southern California (KPSC). For questions about whether your program is affiliated with KPSC, please contact your Medical Center's Academic Liaison.

Q. Do I have to complete the HR forms if I am a KP employee?

A. Yes, all students are required to complete the student intake packet. KPSC requires employee records and student files to be separate.

Q. I am a current KP employee, do I need to complete the background check and drug screen?

A. As a KP employee concurrently enrolled in an affiliated Kaiser Permanente Southern California school and program, you are not required to complete a background check and drug screen. You will still need to provide proof of your immunizations.

Q. I am a current KP employee, do I need to complete all the KP Learn modules required of students?

A. If you have already completed the assigned student KP Learn module(s), you do not need to repeat the education unless it has expired. All assigned student KP Learn module(s) must show “completed” within your transcripts.

Q. I am a current KP employee, and I always refuse the flu shot. Can I refuse this vaccine as a student?

A. Kaiser Permanente (KP) does not allow students or instructors to decline any vaccinations, regardless of KP employment status.

Q. I am interested in completing my project at Kaiser Permanente Southern California (KPSC). Does it matter what school or program I attend?

A. An affiliation agreement between your school and Kaiser Permanente (KP) is required. In addition to the school, your school’s program(s) must be listed within the contract. Affiliation agreements protect KP, your school, and yourself.

Q. If my class project only requires access to data and it is not required that I interact with patients, is it still required that there be an affiliation agreement between my school and Kaiser?

A. An affiliation agreement is always required, regardless of the type of project. You will also need a decision or approval from the Kaiser Permanente Institutional Review Board (IRB).

Q. If I am planning to conduct a project (Capstone, Quality, Research) is it necessary that I have a preceptor?

A. You will need to work with the Academic Liaison and Department Manager/ or Department Administrator (DA) to identify a Medical Center KP employee for the oversight of your project. Examples of this person may be the Manager, DA, Advanced Practice Nurse, Educator, etc.

Q. Can I complete my project or be assigned to a clinical within my work unit/department?

A. KP employees and faculty who are also Students may complete their unpaid field experience and training within their assigned work unit/department and require the written approval of their direct supervisor. Such written approval must be provided to their local Medical Center AL/designee.

HR Forms:

Q. How do I know that I am completing the correct HR forms?

A. To make sure you have that correct forms, go to the www.nursingpathways/students.

Q. How current does my background check need to be?

A. Within 90 days from the start of your program. KP employees concurrently enrolled in an affiliated school and program are exempt from completing a background check.

Drug Screening:

Q. What drugs do I need to be tested for?

A. Kaiser Permanente requires all the following drugs to be tested for and listed on the results:

- *amphetamines*
- *barbiturates*
- *benzodiazepines*
- *benzoylecgonine (cocaine)*
- *marijuana*
- *meperidine (Demerol)*
- *methadone*
- *opiates*
- *oxycodone*
- *phencyclidine (angel dust)*
- *propoxyphene.*

KP employees concurrently enrolled in an affiliated school and program are exempt from completing a drug screen.

Q. How current does my drug screening need to be?

A. The drug screen must be dated 90 days from the start of your program.

Background Check:

Q. Where do I get a background check?

A. Please speak with your instructor or program administrator for background check requirements.

Q. What does my background check need to include and how do I show proof?

A. Provide the following background check documentation to your Academic Liaison:

- *Verification of legal name*
- *Verification of Social Security Number*
- *Verification of address*
- *7 years of residence/background/criminal history in residing counties*
- *Sex offender database search*
- *Felony and misdemeanor criminal record search*
- *Federal criminal record search*
- *Search through applicable professional certification or licensing agency for infractions if student holds professional license or certification*

Q. What if I have an offense on my criminal record?

A. Our guidelines require us to follow up with Kaiser Permanente Human Resources to determine whether you will be accepted.

Fit Testing/Isolation Patients:

Q. Do students/faculty take care of airborne isolation patients or get fit tested for the N-95 mask?

- *At the discretion of the Medical Center, students working in the hospital may care for patients diagnosed with airborne illnesses. As a part of their clearance for clinicals, all students caring for these patients must be fit tested.*
- *Fit testing is the responsibility of the student and Academic Institution. KP Employee Health Services is not to fit test students.*
- *Student and Academic Institution to investigate type of respirators used at Medical Center.*

Vaccinations

Q. Can I decline any of the vaccinations and sign a waiver?

A. Kaiser Permanente (KP) does not allow students or instructors to decline any vaccinations. KP employees may not decline vaccination.

Q. If I cannot or will not get the flu vaccine during the current flu season (i.e., Oct – May) can I complete a rotation on a Kaiser Permanente (KP) campus?

A. No, Kaiser Permanente requires all students and instructors to have the flu vaccine for the current flu season, regardless of KP employment status.

LA County Fire Safety Card

Q: Are students/faculty required to have annual fire safety training and certification?

A: This requirement is location specific. Please follow up with the Academic Liaison from your Medical Center.

