



STUDENT PACKET INSTRUCTIONS

Student Required Document Submission: Student Responsibilities

- All student packets must be submitted via email with the required online KP Learn training modules completion certificates attached within a week prior to the start date in a single PDF file.

Please submit student packets BPK_Ambulatory_Academic_Liaison@kp.org

- You will receive an email response for next steps to the email provided.
- Final clearances are scheduled by appointment only.
- Students need to complete **FINAL CLEARANCE** before reporting to clinical rotation site/department. It is the student's responsibility to submit student packets to the Academic Liaison to receive an email notification for a final clearance. **NO EXCEPTIONS!**
- **Student Badges are given at FINAL CLEARANCE appointments only.**

Thank you in advance,

Staff Education & Development



STUDENT/FACULTY BALDWIN PARK MEDICAL CENTER CHECKLIST

Applications must be submitted 8 weeks prior to start date.

Please complete all the required forms and reading under **Individual Preceptorship Student** on the main page of Nursing Professional Development website.

<https://kpnursing.org/SCAL/professionaldevelopment/orientation/index.html>

KPSC School Agreement Contract must be in place for a program to request for clinical rotation

Part 1

Faculty Requirements for Clinical Rotation/Preceptorship Approval

School Program Coordinator Required Forms:

- Complete & **Submit** – Clinical Rotation/Preceptorship [Request Form](#)
(An Academic Liaison will reply to each request)
- NUID Request Form (Full SSN, DOB, school email address required for NUID generation.)
- Complete Health and Safety Verification form
Email completed form to **employee-health-services-bpk@kp.org**, and
cc: BPk_Ambulatory_Academic_Liaison@kp.org
Please include title the subject: **(PHI) Student Clearance**.
- Complete Badge ID Form

Part 2

Student Packets must be **COMPLETED** with the following forms:

(Forms, documents and certificates must be submitted as a single PDF file.)

(Do not include with Part 1 documents)

Student Required Forms under Individual Preceptorship tab:

- Required Forms
- KP Learn Required Courses

Additional Medical Center-Specific KP Learn

- Prevention of Workplace Violence
- MRKM American Disabilities Act ADA Alternative Format (Update)
- Transgender Sensitivity Training-SCAL
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html> (Must watch Demonstration of Donning and Doffing video)

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

(Will need NUID to access KPLearn Modules. All modules should be for the current year. Please search using title of Training if course ID does not work). **National Help Desk:** Call 1-888-457-4872