

INPATIENT SCHOOL AFFILIATES CHECKLIST 2018



Please read the following instructions very carefully:

STEP ONE

Applies to Inpatient Clinical Placements only

Send to:

Deanna Suarez, Nursing Staffing Office

Deanna.R.Suarez@kp.org

CC: SB-Students@kp.org

DEADLINE:

1 Month before start date

Submit the **Common Provider Master (CPM)** form to gain access to KP HealthConnect and KP Learn and obtain a National User Identification (NUID) number. *Please notify Deanna if student/faculty is already a KP employee.*

STEP TWO

Send to:

Employee Health Department

EmployeeHealth-SouthBay@kp.org

CC: SB-Students@kp.org

DEADLINE:

1 Month before start date

Submit the **Student Health Screen Requirements Form & Interval Health Evaluation Questionnaire**. Also include any required supplemental documentation.

STEP THREE

Once cleared by Employee Health Department

Send to:

**Nursing Education & Professional Development
Department**

SB-Students@kp.org

DEADLINE:

3 Weeks before start date

For **student groups**, the **Instructor** should scan and submit a single PDF file of the following **MANDATORY FORMS** (see page 2) to SB-Students@kp.org for all students in the rotation.

For **individual students**, you must scan and submit a single PDF file of the following **MANDATORY FORMS** (see page 2) to SB-Students@kp.org for your rotation or internship.

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PACKETS should include the following **COMPLETED** forms (in the following order below):

1. Individual Student Orientation Verification Form (2 pages) – **DO NOT INCLUDE SUPPLEMENTAL PAPERWORK**
2. Form 2860 - Child Abuse Reporting Requirements (1 page)
3. Form 2950 - Elder and Dependent Abuse Reporting Requirements (1 page)
4. Form 2870 - Confidentiality Agreement (3 pages)
5. Form 2862 - Drug-free Workplace Employee Acknowledgement (2 pages)
6. Compliance/HIPAA Security Program Form (1 page)
7. KP HealthConnect™ Confidentiality and Non-Disclosure Agreement (1 page)
8. MCW #1128 - Dress Code Attestation Form (1 page)
9. Drug Screen (10 Panel)
10. Background Check
11. Copy of BLS Card (front & back)
12. Completion of and transcripts of the KP Learn Modules below:
 - Click the link <http://learn.kp.org/> to complete the mandatory online modules
 - Log on with your NUID and MyHR password

KP Learn Module Course	Time
Ethics and Compliance Introduction: Building a Culture of Trust (current year)	1 hr
Safety Training: CA – Hospital/MOB – Initial/Comprehensive – OSHA/Safety	45 min
Prevention of Workplace Violence	1 hr
Safe Patient Handling (Hospital Initial Assignment CA only - current year)	1 hr
Interacting with people with disabilities	30 min
Mobility and Ambulation – SCAL	30 min
High Alert Medication Program (HAMP) Independent double check workflow (current year)	10 min
Pain assessment and management – SCAL	45 min

KP HealthConnect Training Module

KP Learn Module Course	Class ID	Time
KP HealthConnect Inpatient Training for Nursing Students	00765490	4 hrs

If an Instructor is accompanying students in the units, they must include their own packet and the additional forms below (placed on top of the INSTRUCTOR's packet) with the student packets:

1. Faculty Verification Form (3 pages)
2. Nursing License Verification page (via Breeze)

Please Note: *Partial packets, forms out of order, or outdated forms WILL NOT BE ACCEPTED and will **DELAY** your start date.*

STEP FOUR

Once cleared by Nursing Education & Professional Development Department

Schedule an appointment with:

Ana Olmedo, KP South Bay Security Department
Parking Lot 1, 1st Floor
Ana.X.Olmedo@kp.org

DEADLINE:

**On or before start date after
submission of checklist**

Instructors for student groups: Email Security with the list of student names, start and end date of rotation, and unit(s) the group will be rotating in and make an appointment to obtain KP badges. Office is open: M-F 8-12pm and 1-3:30pm.