

STUDENT INTERNSHIP/EXTERNSHIP CHECKLIST

Please complete and submit all the following documents to the Education Department 10 business days prior to the first day of experience:

___ Completed Student Internship Application (**must be signed**)

___ Completed Orientation Packet

- Post Test from Orientation Manual
- Mandatory Training Module Certificates – **Each completion certificate must be signed**
 - **Complete the Non-clinical modules**
- General Orientation Validation Checklist
- Corporate Compliance Validation Form
- UPMC Confidentiality Agreement

___ **Pennsylvania** Criminal Background Checks

*When submitting your request for clearances, choose “Employment” as the purpose of the clearance. “Volunteer” or “Other” **will not be accepted**.

- Act 73
- Act 33
- Act 34 PA State Criminal Background Check (PATCH)

___ Written verification of a health examination

___ Proof of 2 step PPD/Mantoux Tuberculosis Screen (must be completed within 3 weeks of each other and not more than 1 year old) or QuantiFERON tb-Gold

___ Proof of Influenza Vaccination (**completed within the past 12 months**)

___ Proof of Hepatitis B Vaccination **OR** signed Declination Form

___ Proof of Rubella Titer

___ History of Varicella

___ Proof of Liability Insurance – Verify with School that CURRENT proof is on file in the Education Department of UPMC Jameson OR provide Education Department with a copy if you are covered independently.

___ Verify that a CURRENT affiliation agreement is in place with the school and UPMC (Education Dept.)

All Items should be mailed to:

UPMC Jameson

Attn: Dianne Hanna - Education Department

1211 Wilmington Avenue, New Castle, PA 16105.

If you prefer to fax your information, the fax number is **724-656-4666**. **Photos of documents will not be accepted.**

Created 09/14/18

Revised 9/19; 2/20; 5/21