



## Student Checklist for File Completion

GENERAL INFORMATION	
School / Program Name:	
Name:	
Start Date:	
Anticipated End Date (if known):	
Job Title:	
Email Address:	
Supervisor/Manager:	
Emergency Contact Name and Phone No.	

**Instructions:** Prior to assignment with McLaren Greater Lansing, all students must complete the checklist below with their affiliated school. The school is responsible for ensuring that all students are compliant with McLaren Greater Lansing's policies, procedures, and regulatory standards.

Additional content for the items below can be found at <https://www.mclaren.org/main/orientation-mclaren-greater-lansing>

CHECKLIST-	
<input type="checkbox"/>	<b>New Hire Orientation and Environment of Care Program:</b> Read, sign acknowledgement, and return to school
<input type="checkbox"/>	<b>Standards of Conduct:</b> Read, sign acknowledgement, and return to school
<input type="checkbox"/>	<b>Software Code of Ethics:</b> Read, sign acknowledgement, and return to school
<input type="checkbox"/>	<b>Patient Rights and Responsibilities:</b> Read
<input type="checkbox"/>	<b>Access and Confidentiality Agreement:</b> Read, sign, return to school
<input type="checkbox"/>	<b>Contract Staff and Student:</b> Read, sign, return to school
<input type="checkbox"/>	<b>Proof of Negative TB test</b> (within last 12 months). Labor in patient care areas will be required to show proof of annual negative PPD skin test <i>or</i> negative Chest X-ray for converters. Return to school
<input type="checkbox"/>	<b>Proof of Immunizations:</b> Return to school <b>Required:</b> <ul style="list-style-type: none"> <li>• COVID-19 vaccination</li> <li>• Flu vaccination within last 12 months.</li> </ul>

	<ul style="list-style-type: none"> <li>• 2 MMR vaccines or positive titers (labs) for Rubella, Rubeola, and Mumps</li> <li>• 2 Varicella vaccines (Chickenpox) or positive titer for Varicella, or positive history of having the Chickenpox disease.</li> <li>• Tdap (within 10 yrs.)</li> </ul> <p><b>Suggested:</b></p> <ul style="list-style-type: none"> <li>• Hepatitis B vaccine</li> <li>• Influenza vaccines (within last 12 months).</li> </ul> <p><i>Individuals who request an exemption (medical contraindication or religious accommodation) must complete a Declination Statement.</i></p>
<input type="checkbox"/>	<p><b>Vehicle Registration Form:</b> Complete and return to McLaren Greater Lansing's Human Resources. License plate number must be included to be processed.</p>
<input type="checkbox"/>	<p><b>Criminal Background Check:</b> School completes a criminal background check as required by law and regulation and hospital policy in compliance with Joint Commission Standards. Provides proof of check upon request to Human Resources.</p>

**I attest I have completed the above checklist:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Representative

\_\_\_\_\_  
Date

**Return all documents to McLaren Greater Lansing's Human Resources Department with Driver's License or legal photo ID to receive your McLaren Greater Lansing identification badge on or before your first day on assignment.**