Affiliation Agreement
*If Nursing Program is new to MMC, please contact Elle Gronewold (Gronewold.elle@mhsil.com) to start an affiliation agreement. This process usually takes 2-3 months to complete.

Clinical Request Form sent to Chamberlain.jill@mhsil.com
*Often collected in October for Spring Semester Requests & March for Summer & Fall Requests

Student Intake Form sent to Keys.cherie@mhsil.com
*Please send 2 weeks prior to clinical start date.
*This form will be used in order for students to be uploaded into MMC systems to gain access to Omni Cell, Citrix, Power Chart, and Health Stream.

Faculty Intake Form sent to Keys.cherie@mhsil.com
*Please send 2 weeks prior to clinical start date.
*This form will be used in order for students to be uploaded into MMC systems to gain access to Omni Cell, Citrix, Power Chart, Health Stream, Accucheck, Pyxis, & Medication Cabinets.

Student Documentation to be Filed at School for Readily Reference if Requested by MMC

Student Professional Liability Insurance

CPR certification

Proof of Immunization (Hepatitis B, Measles, Mumps, Rubella, Varicella or history of)

Proof of TB Screening

Criminal Background Check

Drug Screen Compliance

CBL Completion
- CBL required list will be provided to the nursing programs, along with the directions on how to access Health Stream for CBL completion.
- Students can print certification of completion for verification.

MMC will Provide for Student 1st day of Clinical

Name Tag & Parking Tag
- Distributed during student orientation or may be picked up at MMC Human Resources after confirmation email has been sent that tags are ready.
- Name tags and parking tags may be kept throughout academic program and then destroyed upon completion/withdrawal by the nursing program.

Orientation for New Students to MMC
- MMC will send out dates to nursing programs regarding orientation to MMC for new students.

Post Conference Rooms
*If you are in need of a post-conference room, please talk to the unit manager. Availability and reservation varies by unit. If you need further assistance, please contact chamberlain.jill@mhsil.com