

## Nursing Program Check List Readiness to Start Clinicals at MMC

	<p><b>Affiliation Agreement</b>  <i>*If Nursing Program is new to MMC, please contact Elle Gronewold (<a href="mailto:Gronewold.elle@mhsil.com">Gronewold.elle@mhsil.com</a>) to start an affiliation agreement. This process usually takes 2-3 months to complete.</i></p>
	<p><b>Clinical Request Form</b> sent to <a href="mailto:Chamberlain.jill@mhsil.com">Chamberlain.jill@mhsil.com</a>  <i>*Often collected in October for Spring Semester Requests &amp; March for Summer &amp; Fall Requests</i></p>
	<p><b>Student Intake Form</b> sent to <a href="mailto:Keys.cherie@mhsil.com">Keys.cherie@mhsil.com</a>  <i>*Please send 2 weeks prior to clinical start date.</i>  <i>*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.</i></p>
	<p><b>Faculty Intake Form</b> sent to <a href="mailto:Keys.cherie@mhsil.com">Keys.cherie@mhsil.com</a>  <i>*Please send 2 weeks prior to clinical start date.</i>  <i>*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, &amp; Medication Cabinets.</i></p>
<b>Student Documentation to be Filed at School for Readily Reference if Requested by MMC</b>	
	<b>Student Professional Liability Insurance</b>
	<b>CPR certification</b>
	<b>Proof of Immunization</b> (Hepatitis B, Measles, Mumps, Rubella, Varicella or history of)
	<b>Proof of TB Screening</b>
	<b>Criminal Background Check</b>
	<b>Drug Screen Compliance</b>
	<p><b>CBL Completion</b></p> <ul style="list-style-type: none"> <li>• CBL required list will be provided to the nursing programs, along with the directions on how to access Health Stream for CBL completion.</li> <li>• Students can print certification of completion for verification.</li> </ul>
<b>MMC will Provide for Student 1<sup>st</sup> day of Clinical</b>	
	<p><b>Name Tag &amp; Parking Tag</b></p> <ul style="list-style-type: none"> <li>• Distributed during student orientation or may be picked up at MMC Human Resources after confirmation email has been sent that tags are ready.</li> <li>• Name tags and parking tags may be kept throughout academic program and then destroyed upon completion/withdrawal by the nursing program.</li> </ul>
	<p><b>Orientation for New Students to MMC</b></p> <ul style="list-style-type: none"> <li>• MMC will send out dates to nursing programs regarding orientation to MMC for new students.</li> </ul>
	<p><b>Post Conference Rooms</b>  <i>*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 <a href="mailto:chamberlain.jill@mhsil.com">chamberlain.jill@mhsil.com</a></i></p>