

**Guidelines for Processing Allied Health Student Interns**

**St. Luke's Hosting Supervisor:**

- Review the affiliation agreement spreadsheet to determine if a contract is on file with SLUHN and the school.
- Complete the Intern Request Form for all incoming students. New agreements or agreement renewals will be automatically forwarded to Legal Services for development. St. Luke's hosting department is responsible for being the liaison between St. Luke's and the school. State Schools require special Vice President approval; Legal Services will process after approval form completed.
- Provide the student with the Intern Instruction Letter to complete required onboarding materials to return to their school for housing with key documents to be forwarded to SLUHN hosting manager.
- Create a contingent worker position in Workday.

**School collects and maintains a file of the required forms and supporting documentation** (listed below and outlined on the student intern website).

- School receives and ensures all required information is complete and up to date.
  - Registration & HIPAA Education form\*\* (including the school verification signature)
  - SLUHN Child Protective Services Law Affirmation Form and Prohibitive Criminal Offenses
  - Commitment to Privacy and Confidentiality
  - Student Statement of Responsibility & Research Acknowledgement
  - IT Agreement (all 3 pages), only if IT Access will be needed
  - Urine Drug Screen to be within 30 days of student intern's first day at St. Luke's
  - Health History to be in compliance with requested immunizations
  - Receive CDC COVID Vaccine Card\*\*
  - All 3 PA Criminal Clearances to be completed for all students: FBI Fingerprinting, PA Child Line and PA State Police Criminal History.
    - Those students who do not have "**No Record**" marked on any one of their clearances are to complete and submit to Volunteer Services the "Student Criminal Background Investigation Report" form along with the clearance certification, rap sheet and intern registration form. These documents will be reviewed by St. Luke's Human Resources department for approval.
    - WARREN CAMPUS students must complete in addition to all 3 PA State Criminal Clearances:
      - New Jersey State Police Criminal History Check (State Police Check to be done for only those students having significant likelihood of contact with children).

\*\* these items are to be forwarded from the school to the St. Luke's Hosting Manager for inclusion in workday.

After SLUHN Requirements are completed:

- School forwards Student Registration & HIPAA Forms and COVID CDC Vaccine Card to Hosting Manager.
- Hosting Manager verifies required paperwork is fully complete and submits the student's profile via Workday, as a contingent worker (see Workday Quick Reference Guide for step by step instructions).
- Volunteer Services reviews for approval and is then forwarded to Human Resources for final processing.
- Notification of approval is sent to the St. Luke's hosting supervisor via an automated Workday message and initiate IT Access via Service Now. St. Luke's hosting supervisor alerts the school or student of approval to begin internship.

**Interns may not start without final approval regardless of any arrangements/commitments made with the school or student.**

- Hosting supervisors are to do the following on the student's first day:
  - review the orientation checklist (to be uploaded in the student's "personal" tab in Workday),
  - completes the HR Badge request form and sends the student to their entity HR for printing,
  - monitors and approves intern time sheets bi-weekly in Kronos,
- St. Luke's hosting supervisors will retrieve the name badge and other St. Luke's property and terminate the student in Workday.