

Guidelines for Processing Clinical NP & PA Students

- **School collects and maintains a file of the required forms and supporting documentation** (listed below and outlined on the student intern website). School ensures all requested information is complete and up to date. The registration form, IT Agreement, IT Access, Commitment to Privacy and Confidentiality, Orientation completion acknowledgement forms will be forwarded to APRegistration@sluhn.org along with the Verification form at least two (2) weeks prior to the student's first day at St. Luke's.
 - Registration forms**
 - FBI Fingerprinting original verification letter issued from the Department of Public Welfare (DPW). Those students who do not have “**No Record**” marked on the DPW's FBI report are to complete and submit to Volunteer Services the “Student Criminal Background Investigation Report” form along with the original FBI results and rap sheet which was received from the Department of Public Welfare. These documents, along with the registration form, will be reviewed by St. Luke's Human Resources department for approval.
 - PA Child Line and PA State Police Criminal History clearances. If the PA State Police Criminal History check indicates a record or the PA Child Abuse History Clearance reveals the individual was on a founded or indicated report of child abuse, those original documents must also be submitted.
 - SLUHN Child Protective Services Law Affirmation Form and Prohibitive Criminal Offenses
 - Commitment to Privacy and Confidentiality**
 - Student Volunteer Instructor Research Consent and Release Agreement**
 - Non-Employed disclosure authorization and release form**
 - IT Agreement**
 - IT Access**
 - Student Statement of Responsibility
 - Orientation Completion Acknowledgement form indicating the student has read, understands and will follow the Standards of Performance, Essentials Newsletter & Intern Orientation Guidelines**
 - 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
 - **NP Students must additionally submit the following:** Copy of Applicable RN License; Malpractice Insurance if not provided by the school and an active BLS card.
 - WARREN CAMPUS students must add these additional requirements:
 - NJ Department of Treasury (SDN)
 - NJ Consolidated Debarment Report
 - New Jersey State Police Criminal History Check (State Police Check to be done for only those students having significant likelihood of contact with children). **New Jersey State Police Criminal History Check (State Police Check to be done for only those students having significant likelihood of contact with children). Warren Hosting Managers are to give this form to the student (available from Medical Education, Warren Campus) as it is not accessible from other sources.**
- ** these items will be forwarded from the school to APRegistration@sluhn.org along with the Verification Form
- Medical Education (or at Warren, Keesha Eato), notifies the St. Luke's hosting supervisor when students are approved to begin their internship. St. Luke's hosting supervisor alerts the school or student of approval to begin internship. **Students may not start until final approval is given regardless of any arrangements/commitments made with the school or student.**
 - Hosting supervisors are to do the following on the student's first day:
 - Orient students to the department
 - Sign out student badges for access as well as pagers as necessary
 - initiates IT access request for Allscripts, if applicable.
 - St. Luke's hosting supervisors notifies APRegistration@sluhn.org of the student intern's last day and retrieves the name badge and other St. Luke's property and forwards to Medical Education (or Keesha Eato for Warren students).
 - St. Luke's hosting supervisors notifies APRegistration@sluhn.org (or Keesha Eato for Warren Students) if a NP or PA Student will continue beyond their original end date to ensure access is continued. A list of NP or PA Students currently enrolled as well as those no longer enrolled at St. Luke's will be sent on a regular basis to the Department of Medical Education and IT.