



## GSAA STUDENT PLACEMENT – CHECKLIST/COVER SHEET

Kaiser requires that you submit a e completed application with all supporting documents as listed below in PDF Format only. **All documents are to be CLEAR and LEGIBLE for Employee Health Services to Read.**

*[Kaiser requires that you have a valid Social Security Number. Otherwise, choose another site]*

**SEND PDF FILE OF PAPERWORK LISTED BELOW to: [grinda.x.millner@kp.org](mailto:grinda.x.millner@kp.org)**

**(Before making your PDF file, please have the school coordinator verify all supporting documents.)**

➤ **We cannot accept any documents sent as a “JPG”, “Screen Shot” or “TIFF”.**

**Type in email subject line: FIRST NAME LAST NAME – Student Placement Application**

**SCAN IN THIS ORDER: [If any documents are missing, not signed and dated your clinical rotation will be cancelled.]**

1. Student Placement Request and Information Sheet (1 page)
2. Affiliated School Checklist for Students (2 pages)

### IMMUNIZATION HEALTH RECORDS REQUIREMENTS

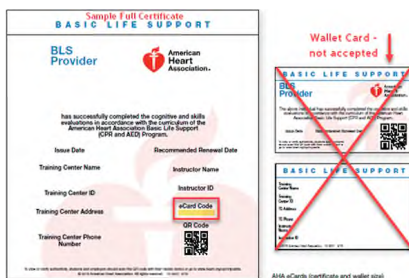
3. 2-Step TB Skin Test (PPD) – *(within last 2-years)*
  - o Results must be negative; if positive, you must provide proof of a Chest X-ray
    - **OR**
4. TB Blood Test (PPD) Quantiferon – *(within 1-year)*
5. Measles, Mumps, and Rubella (MMR) Titer
6. Varicella (Chickenpox) Titer
7. Hepatitis B Titer *(series of 3 doses)*
8. Tetanus, Diphtheria & Pertussis (TDAP) *(within last 10-years)*
9. FLU Vaccination *(required for current calendar year)*

### PLEASE READ, SIGN, AND DATE ALL ATTESTATIONS

10. TB Symptom Questionnaire
11. Influenza Consent Form
12. Hepatitis B Vaccine Consent Form
13. TDAP Declination Form
14. Attestation Packet (13 pages)

### MANDATORY ADDITIONAL PAPERWORK TO BE SUBMITTED WITH APPLICATION

15. Background Check Clearance *(Actual Report or Letter from School)*
16. Drug Screen Clearance *(Actual Report or Letter from School)*
17. American Heart Association BLS CPR Certificate (and/or) Professional License



**\*Kaiser will conduct its own review of the application. If any items are missing, your rotation is cancelled.**

### PLEASE REMEMBER!! FINAL STEPS AFTER YOU TURNED IN ALL YOUR COMPLETED PAPERWORK:

1. You still will need to complete all the required KP Learn Online Modules & Manual Tests for which I will send in a separate email with instructions.
2. **Once KAISER has cleared you for placement** – *only then will the manager be notified.*