



Welcome to all of our instructors! We are so glad you are bringing students to one (or more) of our facilities for a portion of their education. Everyone, including students, must wear their school picture ID at all times while on campus. Anyone without a badge will be sent home immediately. There are several pages of information for each student to complete, but there is not a quiz associated with the content – only an attestation. Please make sure all students have information completed, including an uploaded driver's license, prior to placing the student in PlacementPro. As an instructor, you must also have all requirements entered into TCPS if you will be physically present at any of our locations. Routine audits of information will be completed on an ongoing basis to insure compliance.

For any student that has unusual feedback on the criminal background check or drug screen, please contact Gina Kinkaid at gkinkaid@covhlth.com immediately. Gina is the primary contact for questions in this area. If you have general questions about a Covenant rotation, your facility site coordinator should be able to help you. If not, please consult with Liz Colbert at lcolbert@covhlth.com.

It is critical that you enter the **rotation start date** for your student, and NOT the semester start date. This is the only way that we are able to prioritize student clearance so that students may begin their rotations. Please work with TCPS if you are unsure how to do this. If you have questions about “how” to do something in TCPS, please contact TCPS. It is unlikely we will be able to help you because the screen layout is completely different than what you see or how you enter information.

Many of you know that we are changing our clinical documentation system throughout 2018 and early 2019. There may be additional education required if you or your students chart in the patient record. Please work with your location contact if this applies to you. This may affect the process to gain access to the documentation system.

We hope you have a great semester! Welcome to Covenant!