

# HIC HENRY COUNTY MIC MEDICAL CENTER

## MD/PA Student Pre-Clinical Checklist

✓	To Do
<input type="checkbox"/>	1. Ensure clinical request has been approved by the Education Coordinator at HCMC and the contract on file with HCMC is current—Check with clinical coordinator/instructor
<input type="checkbox"/>	2. Complete online orientation via TCPS Print off all certificates <ul style="list-style-type: none"> <li>• FERPA Release form</li> <li>• General Orientation</li> <li>• HC Medical Center Orientation</li> </ul>
<input type="checkbox"/>	3. Complete additional documents as needed for program—Speak to preceptor to see what is needed (see attachment) <ul style="list-style-type: none"> <li>• HCMC Confidentiality and Security Agreement (for computer access)</li> </ul>
<input type="checkbox"/>	4. Ensure all immunizations are up-to-date and documented on file with school  <b>**All students and instructors who attend clinical at HCMC from October 1<sup>st</sup> through March 31<sup>st</sup> must have a flu vaccination. No declination forms will be accepted**</b>
<input type="checkbox"/>	5. Schedule appointment time with Human Resources (HR) at HCMC to have a picture ID badge made <b>prior to first clinical day</b> .  <b>**HR can be reached at phone number 731-644-8265 or email <a href="mailto:cowen@hcmc-tn.org">cowen@hcmc-tn.org</a>. If you are attending as a group, please schedule all clinical group members at the same time if possible.</b>
<input type="checkbox"/>	6. Ensure Letter of Good Standing has been submitted to the education department prior to clinical start date. *This is provided to the education department from your school's clinical coordinator or instructor. Please contact education at 731-644-8278 or <a href="mailto:jmfaulkner@hcmc-tn.org">jmfaulkner@hcmc-tn.org</a> for questions.  <b>**If no letter of good standing, must be able to provide proof of all items that are listed on that attachment to the education department prior to starting clinical**</b>
<input type="checkbox"/>	7. Bring all TCPS documents and checklist form with you to HR to get your ID badge made. If you do not have an appointment or do not bring all of the required documents, you will not be allowed to have an ID made. Without an ID you cannot attend clinical.