I. HEALTH SCREENING:
1) Complete Drug Screen at one of the identified service vendors. Results of 9-Panel Drug screen results must be received in JFK Human Resources PRIOR to attending Student On-boarding session.
   NOTE: Results may take anywhere from 2-3 days to 1-2 weeks.

2) See Attached Explanation of Required Health Screen/Immunizations documentation.

II. HUMAN RESOURCES:
The following must be completed 30 days prior to 1st day of clinical rotation on JFK campus

1) Complete Background Check via HireRight, Inc.
   Note: Background clearance can take 2-3 days to 2-3 weeks.
   You must be cleared by Hire Right PRIOR to attending a Student On-boarding session.

2) Complete Contract/Student Personnel Packet
   a. Pre-Employment Requirement Process Sheet
   b. Confidentiality Statement
   c. Smoke-Free Work Place

III. STUDENT RECORDS FOR ON-BOARDING SESSION DATE - VIA SCHOOL CONTACT

IV. SCHOOL CONTACT FORWARDS TO HOSPITAL LIST OF STUDENTS FOR ON-BOARDING SESSION 5 DAYS PRIOR TO SESSION DATE

V. DURING ON-BOARDING SESSION:
1) Present Completed Contract/Student Personnel Packet
2) Present a picture ID.
   Acceptable forms of ID include:
   Driver’s license with picture – current
   Passport – current
   Military ID – current
3) Present Social Security Card
4) Provide current CPR Card
5) Present ALL required documents/records as noted in the Required Health Screen/Immunization Student Standard Sheet. Failure to have all the appropriate documents will lead to not being cleared for rotation.
6) Pay $25.00 N95 Medical Questionnaire Review and Mask Fitting Fee
   (Exact Amount in Cash; or Money Order)
7) Have Medical Questionnaire Reviewed and Complete N95 Mask fitting
   (N95 mask fitting is a "skin to mask" fit. Students with facial hair that impedes fitting may be required to shave)

VI. CLEARANCE TO BEGIN ROTATION:
Once student clears the background, drug screening, submit the appropriate completed forms and requested health and immunization documents, and complete a mask questionnaire and mask fitting, student will be CLEARED FOR ROTATION at JFK and directed to obtain a JFK Student Badge/N95 Card. It is the student’s responsibility to provide a copy of the clearance to their school.

You will not be cleared for clinical rotation under the following instances:
You did not clear the background screen
You did not pass the drug screening
You do not have ALL the required Health Screening/Immunization documents on the date of the On-Boarding Session.
You do not have a valid CPR card
You do not have a current Picture ID; You do not have a SSN card.