

### CHECKLIST

#### For Instructors and Teachers:

- \* Give the students a copy of this Guideline
- \* Submit the dates, times and names of the students to Grace Copeland at Volunteer Services Department **1 week prior the start date of the students scheduled rotation:**

Grace Copeland, Volunteer Services Department

Phone: 786-624-4431

Fax: 305-662-8356

E-mail: [grace.copeland@mch.com](mailto:grace.copeland@mch.com)

#### For Students:

\* Schedule an appointment and submit the following requirements at least 1 week prior to your scheduled rotation to the Volunteer Services Department (see above contact person).

- Student Orientation Test (completed, see instructions below)
- Student Application Form
- Health Checklist
- Current CPR card
- Copy of Current Immunization Record (must have the following)
  - PPD less than 6 months
  - 2 doses of Varicella Vaccine or Titers
  - 2 doses of MMR or Titers

*If unable to submit the required documents, the student will not be allowed to start his/her rotation.*

### ONLINE ORIENTATION

#### Online Orientation Instructions

1. Go to [www.mch.com](http://www.mch.com)
2. Click **Employment**
3. Go to **Education Online**  
This will take you to the Education Department Student Orientation Site
4. Click **Application Form** and print for you to be able to fill out
5. Click **Student Orientation Test** and print
6. On the same page where you found the test, click the Student Orientation Module.  
This will help you in answering the orientation test.
7. Make sure that you write your name and your school on all the pages.

#### Required Forms

The following forms are available on the same page as the Student Orientation Module:

◆ Student Application Form

◆ Health Checklist

◆ Student Orientation Test

