

**REQUIRED PAPERWORK FOR STUDENTS
PRIOR TO STARTING STUDENT INTERNSHIPS AT
MEMORIAL UNIVERSITY MEDICAL CENTER**

1. Complete the following forms and return them to your school advisor or preceptor.

Your school advisor/preceptor will contact Memorial directly to verify that this information is on file with your school.

- “Student Authorization for Release of Confidential Records and Information” form signed by each student participating in the Applied Learning Experience (ALE).
- “Student Applied Learning Experience Agreement” form signed by each student participating in the ALE.
- Student Acknowledgement of Diversity, University Precautions and Emergency Codes Training”) form signed by each student participating in the ALE. The following training materials, available on the Memorial University Medical Center Internship Website, must be read in order to complete this form.
 - Diversity
 - Universal Precautions
 - Emergency Codes
- “Student Attestation of Receipt of Ethics and Compliance Training Materials” form signed by each student participating in the ALE. The following training materials, available on the Memorial University Medical Center Internship Website, must be read in order to complete this form.
 - Code of Business Practice
 - Ethics and Compliance
- All schools must attest that that they have been provided by the student proof of the following immunizations: *Negative PPD or Negative CXR; MMR or Rubella immunity by titre; Hep B or opt out, Tetanus, Varicella Vaccination or immunity if working in Pediatrics. If student is opting out of the Hep B vaccine, a declination statement must be signed.*

2. Complete a Background Check within 6 months and a Drug Screen within 45 days of starting your internship.

- Both the background check and drug screen are conducted through Professional Screening & Information (PSI) at the expense of the student (\$76).
- All students completing an Applied Learning Experience with Memorial are subject to random drug testing.

3. Visiting Medical Students Only: All visiting *medical students* must provide proof of health insurance, which covers student during the Applied Learning Experience and provides for repatriation in the event of a serious illness or death.

**FOR THE MOST UP TO DATE INFORMATION REGARDING STUDENT AFFILIATIONS,
PLEASE REFER TO :**

http://www.memorialhealth.com/meded/student_rotation.aspx