

UPMC Horizon

STUDENT INTERNSHIP / EXTERNSHIP CHECKLIST

- ____ Student Internship application
 - ____ Orientation manual post-test
 - ____ General orientation validation checklist, ***initialed as stated in the instructions***
 - ____ Mandatory Training Modules, ***please print all certificates and return with your signature on each***
 - There are two sets of mandatory training modules: **clinical** and **nonclinical**.
If you have a question about which modules you should complete, please contact the Education Department at 724-589-6811.
 - ____ Corporate compliance validation form
 - ____ UPMC Confidentiality and Assignment Agreement
 - **Pennsylvania clearances**
 - ____ ACT 33
 - ____ ACT 34 (PATCH)
 - ____ ACT 73
 - ***A copy of the original*** clearance is required.
 - When submitting your request for clearances chose ***EMPLOYMENT*** as the purpose of the clearance. ***Volunteer or Other will not be accepted.***
 - ____ Proof of Liability Insurance
 - ____ Written verification of a health examination
 - ____ Proof of 2-step tuberculin test or QuantiFERON TB- Gold
 - ____ Proof of yearly flu vaccine
 - ____ Hepatitis B statement
 - ____ Rubella titer
 - ____ History of varicella (if history is questionable a titer must be obtained)
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- All documents can be faxed to 724-589-6290 or scanned and emailed to wolfordpj@upmc.edu
 - Photos of the documents are not acceptable.
 - All required paperwork must be received at least **10 BUSINESS DAYS** prior to the start of the internship.
 - If you have any questions, please contact Patti Wolcott at (724) 589-6811.