

CLEARANCE PROCESS for (NON-PROVIDER) * Students

All student clearance processing is done by email!!

*Start **EARLY** --- process can take UP TO SIX (6) weeks!*

**Provider-level students cleared through the Medical Staff Offices.*

Hello!

FOLLOW THESE INSTRUCTIONS CAREFULLY—small errors or missed steps can delay your Clearance!

*EMAIL: students@tiftregional.com to submit any of the required items listed below.

Requirements for Student/Faculty clearance:

1. **Student Tracking Form**-download. Complete highlighted areas **only** and DOB.

Add any applicable “**NOTES**” (bottom Tracking Form); anything re: your learning experience (esp. start/end dates, name of contact person hosting you, or person you will be shadowing (if a SHADOW student)).

- Additional information greatly speeds up clearance process!
- E-mail Tracking Form back **as a WORD document** to student email---
AS AN ATTACHMENT. ****NO SCANS****

2. **Proof of TB skin test and Flu vaccine** (ANNUALLY, if a returning student)

- ***FLU shot: **only needed if at a TRHS/Southwell site between Oct.1st-March 31st**
- TB/PPD: must include documentation that it was read--48-72 hours later.

3. **VACCINES**, proof of; must be current.

4. Copy of **Driver’s license** and **CPR** card (if applicable/direct patient care).

5. **Background check**--- We CAN accept one from your school if they did one and is < 1-year-old.

*Must be emailed to us **BY YOUR SCHOOL** (cannot come through you).*

- a. DRUG & BACKGROUND may also be ordered & paid for via **PRECHECK.com**
- b. ****10-panel Drug screen PLUS oxycodone and Alcohol screen.** (12 total)
- c. *Choose Tift Regional from drop-down menu (NOT your school name!!)*

6. IF LOCAL TO TIFTON-- **Work Smart** in Tifton can do a drug screen. Fee is approximately \$50-60. Can be done on a walk-in basis. Indicate that you are a student & for results to be sent to: students@tiftregional.com

ORDER MUST INCLUDE: 10-panel Drug screen **PLUS** oxycodone **and** Alcohol screen

7. After completing # 1-6, email Student Coordinator so we may assign Online Orientation.

8. **Online Student Orientation** modules. E-mail us when you have completed the Modules so we will know to notify Security to prepare your I.D. badge.

9. **I.D. Student Badge**- obtain from Security. Instructions will be emailed upon completion of modules.

Hope this helps. We must have the Tracking Sheet **back first** in order to start a student file on you.

Everything needs to be emailed to us at students@tiftregional.com

****('students' is PLURAL)*

Thank you.

Please reach out by email if you have any questions!

Student Education Coordinator

students@tiftregional.com
Student Coordinator

Updated 2/28/2020