Below is your checklist of materials that must be completed in order to begin your clerkships in March 2019. All forms that are required to be completed can be found on Oasis. **All items must be completed no later than January 15, 2019.**

If you do not complete all of the required elements prior to the deadline, you may be dropped from your first clerkship rotation causing a delay in your education.

### All students

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Information Form</td>
<td>Upload to Oasis – One copy to each site scheduled</td>
</tr>
<tr>
<td><strong>Background Check Release</strong></td>
<td></td>
</tr>
<tr>
<td><em>This week you will receive an email from Certiphi detailing how to complete this release online. It will be similar to your pre-admissions background check process. Please do this right away because the reports can take a while to be returned to UVM.</em></td>
<td>Respond to email delivered to your inbox</td>
</tr>
<tr>
<td>N95 OSHA Mandatory Questionnaire</td>
<td></td>
</tr>
<tr>
<td><strong>Follow instructions on Oasis under “Requirement Checklist”</strong></td>
<td></td>
</tr>
<tr>
<td>If you did not complete your CPR/BLS training during CRR, please provide a copy of CPR Professional Rescuer Training for purpose of recertification — <strong>if applicable</strong>…more information available on Oasis w/ instructions under “Requirement Checklist”</td>
<td>Upload to Oasis if applicable</td>
</tr>
</tbody>
</table>

### Danbury—Students going to Danbury Hospital (Danbury, CT)

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Information Sheet</td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td>Roommate Request – <a href="link">Email to follow in 2019 with link to signup.</a></td>
<td>Sign Up Genius</td>
</tr>
<tr>
<td>Temporary Housing Agreement</td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td><strong>Housing information to follow in 2019.</strong></td>
<td></td>
</tr>
<tr>
<td>Housing Waiver Form— <strong>if applicable</strong></td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td><strong>Proof of Influenza Vaccination - <strong><a href="link">ROTATION 1, 5, 6, 7</a></strong>— Students doing a rotation during flu season in the fall will be required to provide documentation at that time</strong></td>
<td>Provide documentation to Affiliate Site Coordinator – do not upload to OASIS</td>
</tr>
</tbody>
</table>

### Norwalk—Students going to Norwalk Hospital (Norwalk, CT)

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<td>Student Information Sheet</td>
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<td>Roommate Request – <a href="link">Email to follow in 2019 with link to signup.</a></td>
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</tr>
<tr>
<td>Temporary Housing Agreement</td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td><strong>Housing information to follow in 2019.</strong></td>
<td></td>
</tr>
<tr>
<td>Form Type</td>
<td>Instructions</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>Housing Waiver Form — if applicable</td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td>Proof of Influenza Vaccination - ** ROTATION 1, 5, 6, 7 – Students doing a rotation during flu season in the fall will be required to provide documentation at that time**</td>
<td>Provide documentation to Affiliate Site Coordinator</td>
</tr>
</tbody>
</table>

**St. Mary’s—Students going to St. Mary’s Hospital (West Palm Beach, FL)**

<table>
<thead>
<tr>
<th>Form Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Information Privacy &amp; Security &amp; HIPPA Training *Link provided in Oasis under “The General Healthcare Orientation”</td>
<td>Online Module</td>
</tr>
<tr>
<td>SMMC Badge Form</td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td>Info Privacy Security Test</td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td>Confidentiality / Responsibility Statement</td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td>Roommate Request - <strong>Email to follow in 2019 with link to signup.</strong></td>
<td>CompleteSignUp Genius</td>
</tr>
<tr>
<td>Temporary Housing Agreement</td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td>Housing Waiver Form— if applicable</td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td>UVM Motor Vehicle Record Review Authorization Form</td>
<td>Online Form</td>
</tr>
<tr>
<td>HPF Medical Records Form</td>
<td>Upload to Oasis</td>
</tr>
<tr>
<td>Criminal Background Check—follow instructions on Oasis. This record is not retained by the College in any of our files or systems, and the record will be destroyed once it has fulfilled its purpose.</td>
<td>Provide documentation to Affiliate Site Coordinator</td>
</tr>
<tr>
<td>Proof of Influenza Vaccination - ** ROTATION 1, 5, 6, 7 – Students doing a rotation during flu season in the fall will be required to provide documentation at that time**</td>
<td>Provide documentation to Affiliate Site Coordinator</td>
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**Champlain Valley Physicians’ Hospital, Plattsburgh, VT**

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<td>Upload to Oasis</td>
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<tr>
<td>Housing Waiver Form— if applicable</td>
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**LIC Students in Glens Falls, NY**

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<td>Temporary Housing Agreement</td>
<td>Upload to Oasis</td>
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<tr>
<td>Housing Waiver Form— if applicable</td>
<td>Upload to Oasis</td>
</tr>
</tbody>
</table>

*More forms will be provided by LIC HHHN Coordinator, Jane Morrissey, at a later date.*

**LIC Students at CVMC, Vermont**

*More forms will be provided by LIC CVMC Coordinator, Sarah Child, at a later date.*

**Lewiston, Porter…NO paperwork at this time.**