Student Requirements

In order to bring students into SMC, it is important, from a Risk Management and compliance perspective, that we employ consistent onboarding practices.

- Human Resources must be notified that you will be bringing a student to SMC.
- Affiliations agreement and certificate of insurance must be current.
- Student must have a designated supervisor.
- The student must attend New Employee Orientation before they can report to their area.
- The student must obtain an ID badge on their first day by reporting to Safety and Security located in Lobby.

All documentation listed below must be submitted to Human Resources by the student prior to attending New Employee Orientation. (Student will need to see their physician to obtain medical information. Human Resources can supply background check form for our third party vendor or student may obtain own background check.)

- general medical clearance with 2 dates for vaccination for varicella/chickenpox
- 2-step PPD, 2 dates for vaccination for PPD
- 10-point non-DOT urine drug screen
- As part of the Flu Prevention Program every student must either:
  - Receive the flu vaccination with annual date for the current flu season.
  - Have proper medical documentation excusing the individual from receiving it.
  - If the student has already received the flu shot proof of receiving vaccination must be provided to Human Resources. Then the student should report to Employee Health to receive a ladybug sticker to affix to the ID badge.
- Successful Criminal Background Check must be submitted by the student (Affiliations agreement states) Students who do their clinical training program (internship) at the hospital need to have a criminal background check current as of no later than the three months immediately preceding the student’s entry into internship at the hospital.

Once HR receives all paperwork, we can sign you up for the next orientation.