

Process for Approval of Clinical Groups or Individual (Precepted) Nursing Students

Please complete and submit the Health Connect Access Request form, as well as the instructor's contact information when the consortium request is approved. Please make sure to include a valid phone number, e-mail address, social security number and date of birth with instructor's full name (as it appears on their nursing license), to our administrative support team at Education-Consulting@kp.org, at least **two weeks prior** to their orientation date. Please inform the student(s) to complete the background check and drug screen **ASAP**. Once the student's background check and drug screen are cleared, our administrative team will contact the instructor via email with NUIDs to have their students complete the paperwork process. All instructors are responsible for orienting their students to Kaiser Permanente policies and procedures and to the floor. Students **MUST** complete all paperwork and receive a badge before going to the floor. Instructors are responsible for collecting the paperwork, reviewing it, and completing the checklist and student orientation form before collecting money for the badges. Instructors must submit their paperwork **every calendar year** with their student's paperwork. Instructors must also have a cleared background and drug screen before coming to Kaiser Permanente with their student(s).

There is a **\$25 refundable charge*** for Kaiser Permanente student and faculty badges for **Zion Medical Center**. There is a **\$50 refundable charge*** for Kaiser Permanente student and faculty badges for **San Diego Medical Center**. This deposit is to be paid by **cash only**. **Badges will not be provided until students complete all Complio requirements.**

*At the end of the clinical rotation, the faculty member (or individual precepted student) will return the badges for her/his student group in order for the deposits to be refunded. Please do **not** send individual students (if this is for a clinical group) to return their badges. Instructors and students are responsible for having a badge at all times while on Kaiser Permanente premises. Badges should be returned **within a week** of the final clinical day. Deposits will not be refunded for badges which are damaged, lost or stolen. For security reasons, please notify our office immediately if a badge is lost/missing.

Please note that Kaiser Permanente regulatory policy does not allow student access to glucometer, Pyxis nor any of the medication rooms.

Please call before coming to the office (619) 641-4133 to return badge(s) to ensure we are available to assist.