

INSTRUCTION SHEET

Before completing all the paperwork, make sure you have read **ALL** the steps listed below and are aware of what you are required to complete prior to starting your educational experience.

You are required to print out **ALL** the paperwork!

- 1) It is your responsibility as a student to contact the department of your interest and check if the department is accepting students.
-If you are unsure on whom you should be contacting, feel free to contact me on **(716)898-5356** and I will provide you with the contact information for the department requested.
- 2) Once you have found the department and checked if that department is accepting students you can start filling out the required paperwork.
- 3) **Attachment #1** – Visitor Encounter Application and **Attachment #5** – Shadow Attestation Form need to be signed by the responsible preceptor from department in which you will be doing your student experience.
- 4) You also need to attach copies of your immunization records and PPD to all the paperwork. Make sure your PPD is up to date. All the vaccines that you are required to have and should have already received are listed on **Attachment #2** – Long Term Visitor and Health Questionnaire. For **Attachment #2** you will only need to put your name on top and sign on the bottom of the page.
- 5) Once all the paperwork is completed and you have all the required documentation you will need to submit the paperwork.
There are two (2 ways of doing this:
 1. You can scan all the paperwork and e-mail it to me at sabramovic@ecmc.edu
 2. Personally come to our Human Resources Office located on the ground floor of the hospital G67 and hand it in to me.
- 6) Once the paperwork is submitted and approved by our office I will notify you and you will then come to our office and obtain an ID Badge.

Fees:

There is a mandatory fee of \$ 15.00 to receive your ID Badge. The ID Badge will also provide you with the access to our parking.

