# Externship Checklist

Throughout the completion of this checklist you will be compiling items and documents that will become your externship packet. When the items on this checklist are complete, you will be responsible for coordinating a time to submit your externship packet to the designated Human Resources Consultant. You will not be permitted to begin your externship with UPMC Susquehanna until your externship packet is submitted to the designated Human Resources Consultant. Submit the completed forms and requirements of this checklist to the designated HR Consultant one week prior to your start date.

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<tr>
<th>Step</th>
<th>Task</th>
<th>Date Completed</th>
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<tbody>
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<td>1</td>
<td>Initiate a discussion with the desired department within UPMC Susquehanna. Provide the department with your name, email address, and anticipated start date. Request the name of the designated HR Consultant. HR Consultant contact information is provided on page 2 of this document.</td>
<td>HR Consultant: ________________</td>
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| 2    | PRINT and complete the following forms (also available on the Externship page):  
- This checklist  
- Extern Application  
- Externship Agreement  
- Externship Confidentiality Agreement  
- Disclosure Statement  
- Externship Acknowledgement | |
| 3    | Complete the 12 mandatory training modules by visiting [http://www.upmc.com/healthcare-professionals/education/Pages/mandatory-training.aspx](http://www.upmc.com/healthcare-professionals/education/Pages/mandatory-training.aspx)  
Remember to review the module and complete the accompanying assessment or acknowledgement. You must achieve a score of 80 percent or higher to fulfill your requirement. PRINT and return all confirmation pages indicating your assessment score and/or acknowledgement. | |
| 4    | The following medical information is required for externships:  
- Documentation of 2 TB Skin tests with the 12 months prior to your start date with Susquehanna Health Intern Program.  
- Documentation of 2 doses of Measles, Mumps and Rubella Vaccine or Positive Titers for Rubella, Rubeola and Mumps  
- Chicken Pox:  
  - Documentation of 2 doses of Varicella Vaccine or if you have had Chicken Pox, documentation of a positive Titer for Varicella IgG  
- Copy of Immunizations/Flu Vaccine  
- Written Verification of Health Exam/Physical  

Submit acceptable drug test results prior to starting at UPMC Susquehanna. The drug screen will be acceptable if done upon enrollment into the student’s academic program as long as the student remains in the program. If the student stays in a specific affiliation with UPMC Susquehanna they will not be required to test again. If the test was not done upon enrollment, a new test must be submitted that is less than 30 days old. **For interns with direct patient contact:**  
1. Documentation of Hepatitis B Vaccine series or Signed Declination Statement for the Hepatitis B Vaccine | |
All medical information must be received by Employee Health office 2 weeks prior to the start of your internship.

5 Obtain and submit copies of the following information and submit as part of your packet:

- Clearances
  - Act 34 Criminal Record Check
  - Act 33 Child Abuse Clearance
  - Act 73 FBI Fingerprinting
- Photocopy of your school ID
- Photocopy of your school’s liability insurance

6 Items that should be included in your completed externship packet:

- This checklist
- Extern Application
- Externship Agreement
- Externship Confidentiality Agreement
- All confirmation pages indicating your assessment score and/or acknowledgement of mandatory training modules

7 Coordinate a time to submit the completed externship packet to the designated Human Resources Consultant.

8 You will be notified via email of acceptance after all of the required information is submitted and reviewed by the HR Consultant.

### HR Consultant Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Andrew</td>
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