



EMS Student – Clinical Rotation

Instructor Checklist

All of the following needs to be completed and emailed, faxed, or mailed to the EMS Outreach Coordinator prior to clinical rotation. When sending in paperwork, please do not staple the Student Background Check form to paperwork.

- Current Contract** on file in Medi-Tract
- Certificate of Insurance** on file in Medi-Tract
- Updated Course Roster** on school/agency letterhead
- Student Forms** (each student has to have all of these forms completed):
 - Student Background Check** (allow one week for In-State students, three weeks for Out-of-State students)
 - EMS Student Memorandum of Understanding** form (this includes immunization dates filled out completely, no blank spots; the only immunization you are allowed to waive is hepatitis B, see bottom of form for declination)
 - Student Confidentiality Agreement**
 - Student Orientation Acknowledgement** (confirms review of EMS Student Orientation Presentation)
 - Three quizzes completed and graded** (HIPAA, Cultural Diversity, Safety)
Assign quizzes after viewing the EMS Student Orientation Presentation. Quiz grading needs to occur in the classroom prior to the students attending clinicals. Answer sheets will be provided to instructors. This allows remediation prior to attending clinicals.

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