

# **Please submit the following prior to Clinical at Springhill Medical Center Instructor Checklist**


 **Submit** Clinical form:

[crystal.mcdonald@springhill.org/janise.banks@springhill.org](mailto:crystal.mcdonald@springhill.org/janise.banks@springhill.org)

 **Submit** Practicum request: [janise.banks@springhill.org](mailto:janise.banks@springhill.org)

 **Submit** Confidentiality & Security Agreement form signed:

[crystal.mcdonald@springhill.org](mailto:crystal.mcdonald@springhill.org)

 **Submit** General review score sheet after each student has completed the General Review Packet/Quiz scores:

[crystal.mcdonald@springhill.org](mailto:crystal.mcdonald@springhill.org)

 **Submit** Proof of Flu Vaccine and Negative COVID-19:

[Caitlin.fagan@springhill.org/janise.banks@springhill.org](mailto:Caitlin.fagan@springhill.org/janise.banks@springhill.org)

 **Submit** Computer Access request for Instructors and students:

[franklin.cooley@springhill.org](mailto:franklin.cooley@springhill.org)

 **Submit** Omnicell access request for instructors:

[crystal.mcdonald@springhill.org/janise.banks@springhill.org](mailto:crystal.mcdonald@springhill.org/janise.banks@springhill.org)

 **Submit** Instructor BG test: Point of Care Coordinator,

[susanw.whitehurst@springhill.org](mailto:susanw.whitehurst@springhill.org)

*This will be updated as needed. All material must be submitted by an instructor (not students). All information must be submitted before clinical start date.*