

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

- H Submit** Clinical form: [Eleanor.odom@springhill.org](mailto:Eleanor.odom@springhill.org)
- H Submit** Practicum request: [Eleanor.odom@springhill.org](mailto:Eleanor.odom@springhill.org)
- H Submit** Signed Confidentiality & Security Agreement  
form: [Eleanor.odom@springhill.org](mailto:Eleanor.odom@springhill.org)
- H Submit** General review score sheet after each student has completed  
the General Review Packet/Quiz scores: [Eleanor.odom@springhill.org](mailto:Eleanor.odom@springhill.org)
- H Submit** Date of last Flu vaccine and COVID-19 vaccination status to  
include the manufacturer: [Eleanor.odom@springhill.org](mailto:Eleanor.odom@springhill.org)
- H Submit** Computer Access request for Instructors and students:  
[Eleanor.odom@springhill.org](mailto:Eleanor.odom@springhill.org)
- H Submit** Omnicell access request for instructors:  
[Eleanor.odom@springhill.org](mailto:Eleanor.odom@springhill.org)
- H Submit** Instructor BG test: Point of Care Coordinator,  
[susan.whitehurst@springhill.org](mailto:susan.whitehurst@springhill.org)

***Updates to this document will occur as needed. An instructor (not students) must submit all material. Three or more weeks prior to the start of clinical is the deadline for submission of all documents.***