

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

- H Submit** Clinical request form: Online
- H Submit** Practicum request form: Online
- H Submit** Signed Confidentiality & Security Agreement
form: Eleanor.odom@springhill.org
- H Submit** General review score-sheet after each student has completed
the General Review Packet/Quiz: Eleanor.odom@springhill.org
- H Submit** Vaccination Log: Eleanor.odom@springhill.org
- H Submit** Computer Access request (typed) for Instructors and students:
Eleanor.odom@springhill.org
- H Submit** Omnicell access request for instructors:
Eleanor.odom@springhill.org
- H Submit** Instructor BG test: Point of Care Coordinator,
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.