

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

- Clinical request form - submit to Crystal McDonald, MSN
- Confidentiality and Security Agreement form signed - submit to Crystal McDonald, MSN
- General review score sheet after each student has completed the General Review Packet - /Quiz submit scores to Crystal McDonald, MSN
- Proof of Flu Vaccine – submit to Caitlin Fagan
- Computer Access Request for Students and Instructors - submit form to the HelpDesk for ID/Password prior to computer class
- For Omnicell access send an email to Buddy Chico including the names of the Instructors and the School
- Instructors BG test will be administered once Clinical begin and will be submitted to lab coordinator by Crystal McDonald, MSN

This will be updated as needed. All material must be scanned and submitted by email (by the instructor, not students) as described above before clinical begins.

See below for email addresses.

Thanks!

Crystal McDonald MSN, RN
Student Clinical Coordinator/Clinical Educator
Crystal.McDonald@springhill.org

Caitlin Fagan
Infection Prevention and Control
Caitlin.Fagan@springhill.org

Buddy Chico
Pharmacy
Buddy.Chico@springhill.org

Help Desk
Help@springhill.org

