

UTMC COMPLIANCE SPECIALIST & DEPARTMENT EXTERNSHIP PROCESSING

Guidelines for Processing an External Student Doing an Externship through UToledo/UTMC

- ***Any non-UToledo student participating at UTMC or the Health Science Campus in a rotation, clinical or internship is doing an externship***
- 1) Department who wants to host an extern contacts UTMC Compliance Specialist to begin the process.
 - 2) The UTMC Compliance Specialist will first confirm that there is an active affiliation agreement for the student's home school in Contract-Safe. **If there is NOT a valid contract in place this externship will not be approved.**
 - 3) Hosting department coordinates with external school to accept and place a student for the semester and obtains from "home" school the student contact information, proof of cleared criminal background check done by home school in the last 12 months and communicates that student must also pass UToledo med-screen clearance following UToledo student standards (currently includes covid vaccination requirement and seasonally the flu shot).
 - 4) Hosting department submits above information through the extern portal which is monitored by the UTMC Compliance Specialist.
 - 5) Department reaches out to student and has them complete the externship application form.
 - 6) Once the department receives the application from student, department applies for an affiliate account for the student using the online affiliate portal.
 - 7) Department inputs Rocket number and student application in the extern portal.
 - 8) UTMC Compliance Specialist adds student to med-screen app and requests HIPAA training be added (**note that this step can't be taken until all previous items have been received**).
 - 9) UTMC Compliance Specialist will notify department that they can now email the following information to the external student:
 - a. Includes their Rocket ID number, along with instructions on how to set up their MyUT account and to get their ID badge
 - b. Tells student to schedule their med-screen with Occupational Health
 - c. Provides student with onboarding packet, any required paperwork to sign and test link
 - d. How to take HIPAA training
 - 10) Department processes parking permit before students starts their externship by adding them to their department parking portal so student does not get charged

11) Once UTMC Compliance Specialist has received all items and clearances above, they will notify department that student is approved to begin.

12) Department will contact student to set a start date, create a schedule and any additional training needed.

13) At completion of opportunity, department:

- a. Notifies the UTMC Compliance Specialist that externship has been completed
- b. Expires external student's Rocket ID through the affiliate portal
- c. Expires external student's parking pass through the department parking portal (*if needed*)