

Lancaster General Health Internship Onboarding Checklist

Please review the list of documents that you are required to collect & have on file as part of the onboarding process for your rotation/internship with Lancaster General Health. Once you have collected all items, you are ready to sign the Letter of Attestation and return it to the Internship Coordinator.

IMPORTANT: Students are NOT able to request religious exemption from the COVID-19 vaccine. Only medical exemption requests are being considered at this time.

Immunizations

☐ Proof of receiving 2 **MMR** vaccines or Rubella, Rubella, and Mumps Titers (blood tests for MMR antibodies).

☐ Proof of receiving 2 **Varicella** vaccines or Varicella Titer results (blood test for Chicken Pox antibodies).
Date of disease is not accepted.

☐ Optional, but recommended: Proof of receiving 3 **Hepatitis B** vaccines or Hbsab (blood test for Hepatitis B antibodies).

☐ Results of a **Quantiferon Gold blood test** dated within 2 months of the internship start date
(recommended option)

Or

Proof of 2 **TB Skin Test** results within the past 12 months

Either

Provide both results of a “2-step” TB skin test:

-requiring 4 visits to your health provider within 1 year of internship start date. Or

Provide the results of ANNUAL testing from 2 separate TB skin tests:

–1st test result dated within 1 year of internship start date & the 2nd test result dated no later than one year prior to the date of the 1st test.

☐ Proof of receiving a Flu Shot for rotations/internships taking place between September – April of that year. It is your responsibility to receive a flu shot once they become available.

☐ Proof of receiving COVID-19 vaccination. Student must be fully vaccinated 14 days before their start date. At this time, boosters are not required.

Clearances

****IMPORTANT: Clearances must be active throughout the end of the internship –with clearances being valid for 5 years.***

☐ **Pennsylvania Department of Human Services FBI – Fingerprinting Background Check**

To obtain this clearance, please follow the **Pennsylvania Department of Human Services FBI Fingerprinting Background Check Directions** below. The results of this clearance may take 4-6 weeks and will be mailed to you.

☐ **Pennsylvania Department of Human Services Child Abuse Background**

This clearance is available through the State of Pennsylvania website. Results will be available online. To obtain this clearance, please follow the **Child Abuse History Clearance Directions** below and select the Application Purpose option described in item 15. We only accept the Employment Record Check.

☐ **PA PATCH (Pennsylvania Access To Criminal History)**

Go to the following website & follow instructions <https://epatch.state.pa.us/Home.jsp>. The printable results are returned immediately online. Please choose “Submit New Record Check” and “Employment” as the reason for request.

Drug Screening

- ☐ All students are required to complete a mandatory drug screening no earlier than 45 before their start date. Please reach out to the Internship Coordinator directly to schedule your drug screening. The cost of the drug screening appointment is absorbed by Lancaster General Health

Instructions for Registering for FBI Fingerprint Background

1. Click on the following link or copy and paste into your browser: <https://uenroll.identogo.com/>
2. Enter the following Service Code and click 'Go' (not case sensitive): **1KG756**
3. On the next page, click on 'Schedule or Manage Appointment'
4. On the following page, enter all of the required fields and then click 'Next'
5. On the following page, you will be required to enter your Country of Birth, State/Province of Birth, and Country of Citizenship. Once you have completed these steps, click 'Next'
6. On the following page, you will be required to answer 3 questions. Note: Alias would include a Maiden name. For the 3rd question, answer 'No' for "Do you have an authorization code that you will be using as a method of payment?", then click 'Next'
7. On the following page, enter your Personal Information, then click 'Next'
8. On the following page, enter your Mailing Address and then click 'Next'
9. On the following page, please select the Documents that you will be required to bring to your appointment. Once completed, click 'Next'
10. On the following page, select a location to complete your digital fingerprints by entering your Postal Code, City, Airport Code or Special Location Code. Select the location you would like to use and then click 'Next'
11. On the following page, select the date and time of your appointment. Once completed, click 'Next'
12. The following page is a confirmation page for your appointment that includes payment options. Please note that you will need to pay a fee with a credit or debit card. Cash is not accepted.
13. You can print the confirmation page but it is not needed for your appointment. Please be sure to take the appropriate ID with you to your appointment (as noted on your confirmation page). You will be mailed your clearance.

To obtain the Pennsylvania Department of Human Services FBI Fingerprint Background Check by mail (when outside the state of Pennsylvania)

1. Please call Identogo directly at 844-321-2101.
2. After the language prompt, press #6 and ask the customer service representative for the "cards by mail" step by step instructions to obtain the Pennsylvania FBI Fingerprint clearance (using the required FD-258 card).
3. You will need to provide the following Service Code: **1KG756**.

Instructions for Pennsylvania Department of Human Services Child Abuse History Clearance

Original Child Abuse Clearances are required by certain employees of Lancaster General Health in order to comply with state child care laws and Lancaster General Health's Pennsylvania Child Protective Services Law Clearances Policy:

Procedures, #5: **Any employee, who is working provisionally and does not receive a PA State DPW Child Abuse clearance with a cleared status at the end of their provisional period will be suspended. Their employment will be terminated if the clearances are not received within two weeks of the end of their provisional period.**

This clearance is available through the State of Pennsylvania website. To obtain this clearance, please refer to the following instructions:

INSTRUCTIONS

Please note that to complete the application process you will need the following:

- *Addresses where you have previously lived*
 - *Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.*
 - *Any previous names you have used or have been known by*
 - *Credit/Debit Card information for the application fee*
1. Click on the following link or copy and paste into your browser:
<https://www.compass.state.pa.us/cwis/public/home>
 2. Click on 'Create Individual Account' or click on 'Individual Login' if you already have an account.
 3. After reading the General Information page, click 'Next'.
 4. Create a Keystone ID, complete all required fields, and click 'Finish'.
 5. The system will then send you 2 e-mails. The first will be a confirmation of your user name. The 2nd will contain a temporary password. Once you have received these e-mails, you will need to go back to the original page and click 'Login'.
 6. On this new page, please read the disclosure information provided and click 'Continue' at the bottom right of the page.
 7. Please enter the username and temporary password that were sent to you on the new page.
 8. On the following page, please follow the directions and create a password. Then click 'Submit'.
 9. Once you have successfully submitted a new password, click 'Close Window'.
 10. You will now need to login using your username and password.
 11. Once you have logged into your account, you will need to read the Terms and Conditions, click the option to agree or not agree, and click 'Next'.
 12. You will again be directed to read the disclosure information and click 'Continue' at the bottom right of the page.
 13. On the next screen you will need to click on 'Create Clearance Application'.
 14. On the following screen, you will need to read the information provided and click on 'Begin' at the bottom right of the page.
 15. For Application Purpose, you will need to select:

Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children. Then click 'Next'.

16. On the following screen, you will need to complete basic information about yourself and confirm your e-mail address. Once you have completed this, click 'Next'.
17. Please complete the information on the following pages to complete the application including your:
 - a. Current Address
 - b. Previous Address
 - c. Household Members
 - d. Review your application
18. You will then need to complete the application by applying your electronic signature and entering your payment information.
19. You will be notified by the system when your clearance is complete.
20. When you receive notification that your clearance is complete you will need to login to your account and print the clearance.