Congratulations & welcome to MultiCare Health System!!!

In order to secure placement within MultiCare Health System, both the school and the student have responsibilities to fulfill through our Onboarding Department. Please see the onboarding instructions for guidance and required items to submit. Please feel free to ask any questions during this process.

*PLEASE NOTE: ALL items listed are a requirement of MultiCare. Please submit documentation at least 4-6 weeks PRIOR to the start date. *

---

= ONBOARDING PROCESS FLOW =

FROM THE SCHOOL:

- **School Coordinator** will contact CPNW Tech Support to establish Access Codes
  The school is required to initiate an email to support@cpnw.org in order to receive training and register through the CPNW website.

  ![An annual user fee of $75 will be assessed to each student/faculty assigned to MHS.](image)

  The school will be provided an access code, from CPNW, to distribute to students/faculty assigned to MHS.

- **CPNW eLearning Module Reports**
  School representative will collect CPNW module reports from student/faculty assigned to MHS. Compile with onboarding packet.

- **Mandatory Requirements Form** *(Fillable Form)*
  Tells us who, what, when, and where. Instructors coming onsite will need to be onboarded and added as a separate line item. Identify if groups are “rotation versus practicum”.

- **Student/Faculty Passport** *(Fillable Form)*
  Completed *(per contract)* by the school and signed off on by the school verifying the information is up-to-date. This should also include the mandatory flu shot and drug screen.
✓ **MHS-specific Onboarding Documentation**
   To locate MHS onboarding materials, please click ‘My Dashboard’ then click ‘Clinical Prerequisites’ and finally ‘Site Requirements’.

   You will find a Checklist, and dropdown menu, click on the ‘-Select Clinical Site-‘dropdown, inside you may select your assigned MHS facility to retrieve the onboarding materials.

---

**FROM THE STUDENT/FACULTY WHO WILL BE PLACED AT MULTICARE:**

✓ **CPNW eLearning Module Reports**
   All students/faculty assigned to MHS must provide their CPNW module report, via CPNW website, to the school representative.

✓ **Mandatory Flu Shot**
   MHS requires seasonal flu shots, unless there is a medical-related condition.

✓ **Drug Screen Form**
   Email drug screen results to OnboardingDocs@Multicare.org & Jolita.Perez@multicare.org. Make sure to enclose your full name, school, program & start date within the email.

✓ **MHS Intake Form (Fillable Form)**
   Complete all 3-pages of the Intake Form. All pages MUST be signed and dated. *Please note that anywhere is says “company” replace with “school” information. Please make sure to give us your email address where it says “work” email.*

✓ **Needle Stick Form (Fillable Form)**
   Review Needle stick and injury policy – located under “Forms & Policies” tab on MHS student website, via CPNW. Sign and date form.

✓ **Students/faculty needing EPIC access**
   MHS offers online, EPIC training for students/faculty who need to access our EPIC system.
   *Please see EPIC Training Instruction Forms on CPNW website – Site Requirements*

---

All forms are available on the CPNW website. Any altering of MHS onboarding forms will NOT be processed by staff.

---

All onboarding paperwork should be uploaded into CPNW.org by using your CPNW username & password