

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.

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 confirm completion of CPNW module reports within CPNW website.

✓ **HCP Roster Form (Excel Form- can merge)**

Tells us who, when, and where. Instructors coming onsite will need to be onboarded and added onto form. Identify if groups are *“rotation versus practicum”*.

✓ **Intake Form (Fillable Form)**

School Coordinator & Students will complete all 3-pages of the Intake Form. All pages MUST be **signed and dated**.

✓ **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' go to 'Clinical Prerequisites' and click on 'Site Requirements'.

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 ARE "ASSIGNED" TO MULTICARE:

- ✓ **CPNW eLearning Modules**
All students/faculty assigned to MHS must complete CPNW modules on the website.
- ✓ **Mandatory Flu Shot**
MHS requires seasonal flu shots, unless there is a medical-related condition.
- ✓ **Drug Screen Form**
Students/onsite faculty are required to email drug screen results directly to OnboardingDocs@Multicare.org & MHSstudentplacement@multicare.org. **Make sure to enclose your full name, school, program & start date within the 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.org. 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