

# INTERNSHIP CHECKLIST

To start your internship at Enloe Medical Center, please use this checklist and complete all the steps below.

- Email the student intake coordinator at [students@enloe.org](mailto:students@enloe.org).** Once we verify your internship status, you will receive an email with information you must return to begin the intake process.
- Complete all your assigned orientation e-learning modules.** After you submit your initial information and we process it, O.A.K. assignments will be generated for you, and you will receive an email from [epm-alerts@elsevier.org](mailto:epm-alerts@elsevier.org) with instructions, a link to the website, and your username and password.
- If you have not had a TB test in the last 12 months, you will need to complete one at least seven days before your intake date.** Most university health centers will administer this test for you. A copy of your negative results page will be required at intake along with a record of the immunizations listed below.
- Collect proof of the required immunizations below.** Please compare the following list to your records to be sure you meet all requirements before you come in:
  - MMR (measles, mumps and rubella)** – You must have two vaccinations or provide proof of positive titer results. You can obtain a titer, to determine if you have immunity to these, by having a blood draw at a lab.
  - Tdap** – You must have the adult dose at 19 years and a booster every 10 years. Please verify the date on your records to be sure it meets these requirements. Most university health centers can administer this vaccine.
  - Varicella** – You must have two vaccinations or provide proof of positive titer results. You can obtain a titer, to determine if you have immunity to these, by having a blood draw at a lab.
  - Flu** – This is required for those with assignments that overlap the dates of Oct. 1 through March 31. Enloe offers free vaccination at two free public clinics in the fall. Be sure to keep your documentation as proof.
  - Hepatitis B** – You can either have proof of three shots on your immunization or proof of a positive titer. There is an option to decline.
- Schedule your Education/Health Clearance Appointment** after you complete your O.A.K. e-learning modules, collect all documents and **at least seven days after the read of your first TB test.** To schedule the appointment, contact the student intake coordinator.
- Complete your Education/Health Clearance Appointment.** This is when you will sign confidentiality forms, register your car, show your photo ID, and receive a health clearance form to take to Employee Health, where caregivers will examine your immunization records and administer a second TB test.
- Return to have your TB read** 48-72 hours after your Education/Health Clearance Appointment. **After you have your TB read, return your Health Clearance form to the Education Center** for your final clearance to pick up your Enloe ID badge.

Have questions? Contact the Enloe Education Center at (530) 332-7366 or [students@enloe.org](mailto:students@enloe.org).