

Hurley Medical Center

Checklist for Student Rotations

Welcome to Hurley! Use this checklist to make sure you are ready for your Hurley assignment.

- ☐ My home supervisor approved my rotation at Hurley.
- ☐ My Hurley supervisor approved my rotation and provided my rotation dates.
- ☐ I provided my Hurley supervisor with my first name, last name, middle initial, preferred gender pronouns, date of birth, last 4 SS# digits, primary email, primary phone, and emergency contact info (name, phone, email, relation to student), as well as the name and contact info for my home program supervisor.
- ☐ I completed, signed and dated the following forms online - or on paper (then returned them as directed by my Hurley supervisor):
 - Hurley [Exhibit B Student Responsibilities Acknowledgment](#).
 - Hurley [Pandemic Infosheet/FAQs and Acknowledgement](#) (P. 5).
 - Hurley [Assurance Checklist](#)
- ☐ I provided documentation of my full COVID-19 vaccination (or medical exemption/religious accommodation).
- ☐ I completed my assigned online courses in Hurley's [HealthStream Learning](#) (for nonemployees).
- ☐ During pandemic conditions, I will:
 - Bring daily PPE provided by my institution unless otherwise exempt.
 - Wear a procedure mask at Hurley, including while walking into and out of any Hurley building.
 - Follow all other pandemic instructions at the time of my rotation.
- ☐ If I am a Hurley employee:
 - I will complete my educational hours only when not working my employee shift(s).
 - I will wear my student badge when working as a student and will not wear my employee badge at the same time.
- ☐ I will park for free in one of the [Student Parking lots](#):
 - Gravel lot on the east side of Grand Traverse St., across from the Hurley Parking ramp and ED parking lot
 - Lot M at the corner of Grand Traverse St. and Fifth Ave. - entrance off of Stone Street.
 - 4th & 5th levels of parking structure (aka "the ramp") off of 8th Ave.
- ☐ I understand that on my first day:
 - I will have my photo taken for my Hurley badge.
 - I will bring \$50 for my Hurley badge deposit (paid to Hurley cashier), of which \$45 will be returned to me at the end of my rotation.
 - I will photograph my receipt, so I can easily show it at the end of my rotation to get my refund.
 - If I am using Hurley scrubs, I will bring \$50 for my scrubs deposit (paid to Hurley cashier), of which \$45 will be returned to me at the end of my rotation.
 - I will photograph my receipt, so I can easily show it at the end of my rotation to get my refund.
- ☐ If I am assigned to Hurley Medical Center orientation, I will sign my orientation package acknowledgement page and will return that to [Jamal Dozier](#) of Hurley Human Resources.
- ☐ I will follow all Hurley rules and the ethical, professional responsibilities of my health field, **which includes introducing myself to patients, families, providers and staff as a student.**
- ☐ If I have issues or concerns, I will contact my rotation supervisor or the office of Hurley Academic Affairs at AcademicAffairs@hurleymc.com.

This is for student use only. There is no need to submit this to anyone at Hurley.