Stanford Department of Pediatrics
Appointment Steps for Student Trainees & Casual/Temporary Employees
Summer 2018

Student Trainee

If a student is applying to be a Student Trainee, the appointment steps include:

1. Student Trainee, Faculty Sponsor, and Designated Supervisor (if applicable) complete the Student Trainee Application packet, including:
   a. Application Form
   b. List of Lab Members Form
   c. Checklist for Student Trainee Assignment
   d. Release of Claims and Hold Harmless Agreement
   e. Parental/Legal Guardian Consent Form (minors only)
   f. Medical Insurance Information and Consent for Emergency Medical Treatment & Emergency Contact Information Form
   g. Mentor/Supervisor Guidelines and Expectations Form
2. Student Trainee obtains a letter from his/her school in support of the training experience.
3. Student Trainee obtains a copy of health insurance coverage.
4. Faculty Sponsor or his/her designate submits Student TraineeApplication to Peds Education.
5. Peds Education reviews and approves or rejects the application. A faculty committee of the Associate Chairs of Education and Research will review cases that require additional guidance.
   a. If approved, Peds Education sends the application to the School of Medicine’s Human Resources Group (HRG) for approval.
   b. If rejected, Peds Education sends the application back to the Faculty Sponsor for corrections.
6. HRG reviews and approves or rejects the application.
   a. If approved, Peds Education notifies the Faculty Sponsor that the application has been approved.
   b. If rejected, Peds Education sends the application back to the Faculty Sponsor for corrections.
7. Once approved:
   a. Peds Education creates the SUNet ID for Student Trainee.
   b. Peds Education enrolls Student Trainee in HIPAA training course.
   c. Peds Education conducts background check on Student Trainee (applies to minors and students physically located in hospital spaces).
   d. Student Trainee completes STARS trainings:
      i. EHS-4200 General Safety, Injury Prevention (IIPP), and Emergency Preparedness
      ii. EHS-4875 Life Sciences Research Laboratory Safety Training
   e. Student Trainee completes Confidentiality Agreement and returns to Peds Education.
8. If the Student Trainee will be completing any of their training experience in a hospital space (including Stanford Hospital, LPCH, Welch Road clinics, and any other off-site spaces with clinical facilities), additional steps must be completed, including:
   a. Student Trainee completes Working with Minors at Stanford and Mandated Reporter Acknowledgment (WWM-PROG-2000) in STARS and provides proof of completion to Peds Education.
   b. Student Trainee completes Health Clearance Form through the Occupational Health Center.
9. If Student Trainee is a minor (ages 16-18):
   a. Faculty Sponsor and Designated Supervisor complete LiveScan fingerprinting and provides proof of completion to Peds Education.
   b. Faculty Sponsor, Designated Supervisor, and all other lab members complete Working with Minors at Stanford and Mandated Reporter Acknowledgment (WWM-PROG-2000) in STARS and provides proof of completion to Peds Education.
c. Faculty Sponsor and anyone directly interacting with, supervising, chaperoning, or otherwise overseeing a minor must complete a background check. Peds Education conducts background check and keeps results on file.

d. Faculty Sponsor or his/her designate compiles all of the documentation required for hosting a minor in the lab and sends to Peds Education and to the Program for Protection of Minors to register the lab and the training experience. Documentation requirements include:
   i. Registration Form for Programs with Minors
   ii. Roster Submission Form for Program Staff
   iii. Assumption of Risk, Release of Claims, Indemnification, and Hold Harmless Agreement
   iv. Medical Insurance Information, Consent for Emergency Medical Treatment & Emergency Contact Information Form

10. If the Student Trainee will also be a Visiting Observer:
   a. Contact the SHC/SCH Compliance Office (visitingobserver@stanfordhealthcare.org).
   b. Note that a Visiting Observer application requires an additional 6+ hours of work by the Faculty Sponsor, administrative staff, and the student to meet all of the compliance requirements.

11. Metrics from 2017
   a. Estimated average time spent by Peds Education staff and HRG staff per application for a:
      i. Student Trainee (non-minor): 4 hours
      ii. Student Trainee (minor): 6 hours
      iii. Student Trainee and Visiting Observer: 10 hours

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**Casual/Temporary Employee**

If a student is appointed as a casual/temporary employee, the steps include:

1. To apply, Faculty Sponsor submits to Peds HR:
   a. Stanford Employment Application
   b. Current Resume
   c. 3-5 bullet points of the position’s core duties

2. Peds HR initiates a background check and provides an approved salary range for the position.

3. If all clear, student signs/completes:
   a. Offer Letter
   b. Confidentiality Agreement
   c. Employee Information Sheet

4. Student meets with Peds HR to complete compliance trainings (3-4 hours).

5. Student can get a badge, with no building access.