

Student and Volunteer Procedures for Employment: A Checklist for Compliance

Students and volunteers working at The Research Institute are an integral part of the research environment. The nature of their projects and their surroundings require that certain procedures be completed before they begin their employment.

Please follow the checklist below to ensure students and volunteers working in your area have completed the necessary steps to employment.

CHECKLIST FOR VISITING STUDENTS AND VOLUNTEERS

Visiting Student: *This individual may be visiting to assess the possibility of becoming a long-term student, is here for observation. They are not paid by The Research Institute but they may receive a stipend or pay from elsewhere and they may receive school credit.*

Research Volunteer: *This individual does not receive any form of school credit; neither does he/she receive payment from The Research Institute. Volunteers do not replace paid employee positions.*

Requirements before start date:

- TB test (or proof that one has been completed in last 12 months)
- Criminal background check

Requirements at start date:

- Must attend The Research Institute Orientation.
- Forms to complete include:
 - Waivers for Immunizations
 - OSHA Bloodborne Pathogen Standards
 - Confidentiality and Security Statement
 - Vehicle Registration form
 - Volunteer Service Agreement (volunteers only)
- Visitor badge request form with END DATE of work completed. (Administrative assistant must be present so student can receive his/her visitor badge.)
- CHEX (Employee Education System) completed on line. (Must be completed within first week of employment.)

CHECKLIST FOR LONG-TERM STUDENTS

Long-Term Student: *This individual is paid a stipend and tuition by their academic institution for a fellowship. The PI is his/her academic advisor for a graduate program. Eventually the academic institution will be reimbursed by The Research Institute. This category also includes the Rosseler Scholars.*

Requirements before start date:

- Research-based Educational Affiliation Agreement must be on file in the Nationwide Children's Hospital Education Department.
- TB test (or proof that one has been completed in the last 12 months). Students with a Clinical Educational Affiliation Agreement may be exempt.
- Criminal Background Check
- ID badge obtained in Security by appointment upon completion of the requirements listed above. Security will also assign parking at this time.

Requirements at start date:

- Must attend Nationwide Children's Hospital Employee Orientation (minus the benefits portion)
- Must attend The Research Institute Orientation.
- Forms to complete include:
 - Waivers for Immunizations
 - OSHA Bloodborne Pathogen Standards
 - Confidentiality and Security Statement
 - Vehicle Registration form
- CHEX (Employee Education System) completed on line. (Must be completed within the first week employment.)

Students should be directed to Jaclyn Rohaly, Graduate Student/International Employee Coordinator, Jaclyn.Rohaly@NationwideChildrens.org or 355-3461, to facilitate these procedures.

