# STUDENT INTERNSHIP ORIENTATION PACKET

Orlando Health welcomes all new and returning students and faculty. The requirements for students, faculty and schools are detailed below. If you have any questions or concerns please contact the Student Coordinator at Student.Coordinator@OrlandoHealth.com.

<table>
<thead>
<tr>
<th>Student Requirements</th>
<th>Faculty Requirements</th>
<th>School Requirements</th>
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<tbody>
<tr>
<td>Criminal Background Check (No disqualifying offenses). Give to faculty coordinator at your school. <strong>See Page 2 for instructions.</strong></td>
<td>Criminal Background Check (No disqualifying offenses) if the faculty will be in an Orlando Health site at any time the student is here.</td>
<td>Ensure all CBCs are completed and meet requirements. School to maintain all records.</td>
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<tr>
<td>Current Immunizations (PPD in last 12 mos., MMR, Hep B Series, Tetanus). Give to faculty coordinator at your school.</td>
<td>Current Immunizations (PPD in last 12 mos., MMR, Hep B Series, Tetanus) if the faculty will be at hosp.</td>
<td>Verify Immunizations on requirement form. School to maintain all records.</td>
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<tr>
<td>Annually review Regulatory Education Packet and pass post test with an 80% or higher (your faculty coordinator has the packet and quiz).</td>
<td>Annually review Regulatory Education Packet and pass post test with an 80% or higher if faculty will be in an Orlando Health site.</td>
<td>Verify passing post test on requirement form. May destroy tests after grading.</td>
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<tr>
<td>Annually sign Consent to Participate in Scholarly Activities. Mail original to Student Coordinator at 1414 Kuhl Ave, MP 14, Orlando, FL 32806.</td>
<td>Annually sign Consent to Participate in Scholarly Activities if faculty will be in an Orlando Health site.</td>
<td>School to hold all signed consents (student and faculty) on file at the school.</td>
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<tr>
<td>Student Badges and Parking decals required prior to clinical experience. Badges must be worn at all times. Badges are free. Students may purchase a parking decal for $1.00 at the Badge Room.</td>
<td>Faculty badges required prior to clinical experience if faculty will be in an Orlando Health site. Must be worn at all times.</td>
<td>For each rotation <strong>complete a requirement form and email to Student Coordinator at Orlando Health at least 72 hours prior to student obtaining badge.</strong> Students must be listed for each rotation during the semester. Faculty may be listed once for the entire school year. Keep in mind that badges may only be picked up on specified badge days. <em>Students and faculty without badges may not begin clinical rotations</em></td>
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<tr>
<td>See Parking Information on Page 4.</td>
<td>All new faculty who will be onsite at an Orlando Health facility must schedule a meeting with Student Coordinator.</td>
<td>* Ensure all new faculty read the orientation packet. * Annually validate faculty competencies for the unit they will be clinically supervising and document. School to maintain all records.</td>
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CRIMINAL BACKGROUND CHECKS

Florida Residents

1. For Criminal Background Checks (Florida residents only). Please go to:
   
   https://www2.fdle.state.fl.us/cchinet/

2. Then click:

   START YOUR SEARCH NOW

The cost of the search is $24. Please put your own name, address, and email as the contact information where to email the report. **DO NOT send the report directly to ORLANDO HEALTH.**

Non Florida residents (or those who have lived in Florida for less than 7 years):

You must do a web search and locate the appropriate state agency to perform a background check. Please note that some states require you to mail in a request and are not able to process web requests.
**Dress Code:**
The student will conduct him/herself in an ethical, professional manner at all times during the educational experience at Orlando Health.

The student must comply with the dress code as follows:

a) The Orlando Health Student badge must be worn at all times.

b) Nothing is to be placed on the Student badge.

b) No more than 2 professional pins may be attached to clothing worn in public and in patient care areas.

d) Clothes must be clean and pressed at all times.

e) The complete school uniform must be worn in all areas of the hospital.

- No gum chewing allowed
- No artificial nails in patient areas
- Tattoos must be covered
- Denim of any type is not allowed
- Shorts are not allowed
- Sandals are not allowed
- No perfume or cologne
- Shirts must have sleeves and collars

Visible body piercing is prohibited (exceptions based on religious or cultural beliefs must be approved)

Cell phone usage during rotations at ORLANDO HEALTH is prohibited. Please turn off your cell phone.

No eating or drinking except in designated lounges and cafeteria

**Female:**
- Appropriate length for skirts or dresses should be no shorter than top of knee
- Avoid wearing make-up that is distracting or offensive
- Fingernails should always be kept clean and the length should not interfere with work
- Hair should be neatly cut/styled and clean at all times and of a conservative color and style
- One earring per lobe is permitted no larger than ½ inch diameter

**Male:**
- No earrings or make-up allowed
- Hand and nails must be clean at all times
- Beards and sideburns shall be neatly trimmed
- Mustaches must not extend the natural lip line
- Hair extending beyond collar length must be neatly secured in a ponytail

**Confidentiality:**
Orlando Health defines confidential information as any paper or document which contains information whose unauthorized disclosure would be illegal, unethical or improper. This would also include any information made available during the course of a confidential relationship. The most confidential of information is usually contained with the medical record.

Information on the HIV status of a patient is deemed “super confidential” and can have a bearing on civil rights issues.

Any Protected Health Information (PHI) regarding patients will remain at Orlando Health. PHI is data that identifies or can be used to identify the patient. For purposes of patient assignment and/or research data collection, information taken from Orlando Health will be de-identified. **No picture-taking is allowed.**
Orlando Health Student Badge:
You will need to go to the Downtown Orlando Campus Badge Room to obtain your badge, which is located at 100 W. Copeland Street, Orlando, FL 32806 on the ground floor of the Lucerne Terrace Parking Garage. The Badge Room at Dr. P. Phillips Hospital (DPH) is located on the first floor of the parking garage behind DPH at 9450 Turkey Lake Road. You will be notified by Student Coordinator when you are eligible to obtain your badge. If you are an employee, you must still only go to the Badge Room for a student badge during student Badge Room hours. You must obtain your badge PRIOR to getting your parking decal.

Downtown Orlando Campus Student/Faculty Badge Hours:
Tuesday, Thursday, & Friday 0700-1600 (closed approximately 1100-1230 for lunch)
CLOSED to Students & Faculty on Monday’s & Wednesday’s

Dr. P. Phillips Hospital (DPH) Student/Faculty Badge Room Hours:
Monday-Friday 0700-1500

Parking:
You must have a valid Orlando Health parking decal in the front left corner (driver’s side) of the windshield to park at any of our facilities. To obtain a parking decal, you will need to go to the Badge Room at the Downtown Campus or at the DPH Badge Room. Decals cost $1.00 and you will need your TAG number (license plate number), make, model, and color of your vehicle. Replacement decals can also be obtained from the Badge Room. You will need a current Orlando Health Student badge PRIOR to obtaining a parking decal. If you are an employee at Orlando Health, you may keep your employee parking decal and park where you would as an employee. All students with parking decals, must park on the top floors of our parking garages. All students with parking decals that park below the top level of our parking garages are subject to towing.

ORMC / MDA/ /APH/ /WPH:
Parking for students and faculty is located on the top floor of Parking Garage “B” (next to APH), as well as the top floor of the Lucerne Terrace Parking Garage (Copeland St. and Lucerne Terrace).

ORMC’S LUCERNE PAVILION:
Students must park on the top floor of the Lucerne Terrace Parking Garage. There is a direct shuttle to ORMC’s Lucerne Pavilion from the Discharge Center at ORMC.

DR. P. PHILLIPS:
Students must park on the top floor of the parking garage.

SOUTH SEMINOLE HOSPITAL:
Students must park in the Staff parking lot. Upon entering the parking area from 434, go left, and then make your first left.

DUE TO CONSTRUCTION ON THE DOWNTOWN CAMPUS, PLEASE CHECK THE ORLANDO HEALTH WEBSITE FOR CHANGES TO PARKING PRIOR TO EACH NEW CLINICAL ROTATION.

A map of each hospital campus is available at www.orlandohealth.com.