

# Susquehanna Health

The art of caring. The science of healing.

September 13, 2007

Beth McMahon, PhD  
Coordinator  
Health Science Field Experience  
131 Health Professional Building  
Lock Haven University of Pennsylvania  
Lock Haven, PA 17745

Dear Beth

Susquehanna Health (SH) welcomes student interns throughout the broad spectrum of healthcare services. We were so glad to have an opportunity to welcome your Lock Haven University of Pennsylvania student(s). To assure that students and SH are both properly served, the Academic Affiliation Review Committee (AARC) reviews and approves all requests for educational experiences within the system. The process includes a signed agreement with your educational institution and health and criminal checks required of the students.

Students interested in an educational experience with SH may contact our office at (570) 326-8400 for an application or download it from [susquehannahealth.org/volunteer](http://susquehannahealth.org/volunteer). Once approved, the students must submit the following:

1. Measles, Mumps, and Rubella (MMR) – Documentation of 2 vaccines or Rubella and Rubeola Titers.
2. 2-Step Tuberculosis skin test – Negative results within one year of start date.
3. Hepatitis B – Documentation of vaccine or signed declination form.
4. Varicella (Chicken Pox) – Statement of history or Varicella Titer.
5. Complete, sign and return the SH Employee Health Medical Information form one week prior to start date.
6. Documentation of professional liability insurance (\$300,000/claim minimum required).
7. Original PA State Police Criminal History Clearance, if not Pennsylvania resident student will need FBI Clearance.
8. Documentation of health insurance.

All correspondence with the students will come through the Volunteer Services office. Upon approval students will be required to make an appointment to review SH policies, receive their name badge and parking tag. There is a refundable \$10.00 deposit for the parking tag and badge.

Students may begin only after all requirements have been met. Non-compliance with any requirements may jeopardize their experience. Requests for academic affiliations, especially ones that do not have a current agreement on file, should be submitted two months prior to the anticipated start date.

An agreement has been created and enclosed for your review and signature. Please return a signed copy to the address on the last page of the agreement. I am enclosing an envelop for your convenience.

If you have any questions, please contact me at the above number.

Sincerely,



Jedy Simmons, Volunteer Services Assistant  
Academic Affiliation Committee

Enclosure

Ltr to Colleges re AARC