

**McLAREN MEDICAL GROUP
STUDENT TRAINEE/EDUCATIONAL OBSERVER
MANAGER'S CHECKLIST**

(To be completed by Operations Manager/Designee and submitted to Human Resources within first week of assignment)

Item	Check=complete
1. Confirm with HR that the sponsoring institution providing Student Trainee/Educational Observer has on file a completed Memorandum of Agreement. If agreement is not on file, provide HR with contact information for the sponsoring institution.	
2. Complete Request for Student Trainee/Educational Observer.	
3. Submit completed request to HR, along with proof of enrollment for accredited educational institution.	
4. Confirm with sponsoring institution that student trainee/educational observer meets the requirements of Policy 8150, Provisions #5 & #6.	
5. If student trainee/educational observer is under 18 years of age, obtain copy of work permit or completed training agreement form from sponsoring institution.	
6. Have student trainee/educational observer complete MMG Student Trainee/Educational Observer Agreement (available from HR).	
7. Provide mandatory training covering:	
MI Right-to-Know Law	
Corporate Compliance	
HIPAA Privacy/Security	
Departmental Policies	
8. Provide signed checklist copy to Human Resources.	

It is the responsibility of the Operations Manager/Designee to perform performance reviews and provide information to the sponsoring institution as required; and report to Human Resources the termination of the student trainee/educational observer assignment.

Name of student trainee/educational observer: _____

Manager/Designee signature: _____ Date: _____