

# Children's Health

## Large Nursing Student Groups Paperwork Process

### A Step-by-Step Guide

## REQUIRED PAPERWORK

School coordinators to submit the following to **SharePoint** 3-4 weeks before your school's SMARTbar:

1. **Nursing Student Information Sheet**  
(excel document)
2. **Nursing Groups Attestation Letter + Proof of Insurance**  
(word document)
3. **Student Paperwork- General Health Forms** (PDF)

Instructor(s) to submit the following to **Occupational Health** during SMARTbar:

4. **Student Paperwork- COVID-19 Attestation + copy of vaccination card**

## PAPERWORK SUBMISSION PROCESS

- 1 School coordinator submits Nursing Student Information, Nursing Groups Attestation Letter, and Student Paperwork- General Health Forms to school's designated SharePoint folder (link provided by Nursing Student Request) by your school's paperwork deadline (also provided by Nursing Student Request).
- 2 If paperwork is approved, instructors will receive a spreadsheet containing a list of all students that are approved. This is conditional clearance and will be finalized after the student submits their COVID paperwork.
- 3 After instructors receive the clearance spreadsheet, they will do the following to prepare for SMARTbar:
  - A. Make Occupational Health appointments for students. This appointment must be before the student goes to the Badge Office
  - B. Instructors will make Badge Office appointments for students
  - C. Instructors will share Sign Up Genius link with students to sign up to call the Service Desk

- 4 On the day of SMARTbar, students will present their COVID-19 Attestation paperwork and vaccine card to Occupational Health. The attestation letter must be signed off by an Occupational Health nurse in order for the student to be permitted to pick up his/her badge.
- 5 After the attestation letter is signed off, students will then go to the Badge Office. Student must show Badge Office the signed-off COVID-19 attestation letter. The Badge Office will not let the student pick up their badge without the signed attestation letter.
- 6 After students have their badge, instructors must gather all signed-off COVID-19 attestation letters from all students, scan the documents, and email to [NursingStudentPaperwork@childrens.com](mailto:NursingStudentPaperwork@childrens.com)
- 7 Students and instructors will proceed with SMARTbar as normal (refer to SMARTbar Process Document)

**Important: students will be termed 5 business days after their SMARTbar date if we do not receive sufficient COVID-19 vaccine documentation**

## PAPERWORK FAQ:

### What are hours and location for Occupational Health?

#### Dallas

1935 Medical District Dr., Dallas, TX 75235  
(Bright Building)

Phone 214-456-8678

Fax 214-456-2665

Monday - Friday 6:30 a.m. to 4 p.m.

#### Plano

7609 Preston Road, Suite P-1600/1602, Plano, TX 75024  
(Specialty Center 1)

Phone 469-303-7300

Fax 469-303-4030

Monday - Friday 7 a.m. to 12 noon, 1 p.m. to 4 p.m.  
(last patients are seen at 3:30)

### Is it safe to upload student paperwork to SharePoint?

Yes, SharePoint was implemented with data safety in mind as a top priority. Each school is assigned their own SharePoint folder. This system is fully encrypted and secure. All data in the SharePoint folders is deleted on a semesterly basis.

### Where can I find my school's SharePoint link and my school's paperwork deadline?

You will receive a semester approval form from Nursing Student Request with this information. Please email us at [nursingstudentrequest@childrens.com](mailto:nursingstudentrequest@childrens.com) if you are missing it.

### What happens if a student's SSN or DOB is incorrect on the spreadsheet?

If the student's SSN or DOB is incorrect on the spreadsheet, they will not be properly added to our system and the student will not be able to go through SMARTbar. If this happens, your student group's start date could be delayed. It is imperative that the spreadsheet is 100% accurate before it is sent to us.

### What should the students' start date be on the Nursing Student Information Spreadsheet?

The start date on the spreadsheet must be the student's SMARTbar date. This allows student to get access to their Children's account before they begin clinical rotations so they can complete their onboarding and orientation.

### Where can I find the paperwork and additional resources?

Check out our website ([childrens.com/NursingStudents](http://childrens.com/NursingStudents))! If you don't see what you are looking for, email [nursingstudentrequest@childrens.com](mailto:nursingstudentrequest@childrens.com)