



## Student FAQ's

### **I would like to complete a clinical/internship at Lakeland, what do I need to do to make this happen?**

Please contact Katherine Luttke at [kluttke@lakelandhealth.org](mailto:kluttke@lakelandhealth.org) or 269-927-5193 and be prepared to discuss:

- What type of clinical/internship you need to complete
- What school you are currently attending/program enrolled in
- How many hours you are required to complete
- The date range you will be on-site for
- Specific department/location for the experience
- Any additional information

Please contact Katherine or the Recruitment Center at least 2-3 months prior to your desired start date in order to ensure enough time to set up the clinical/internship, to complete an Affiliation Agreement if necessary and to complete verification requirements.

### **What would classify me as a student?**

Students are currently enrolled in an academic curriculum which requires some form of clinical training.

### **How many hours can I complete at Lakeland Health for my clinical/internship?**

There really isn't a standard answer for this question, some students have completed as little as 20 hours to upwards of 500 hours. If you need to complete a clinical/internship please contact Marcia Allen at [mallen@lakelandhealth.org](mailto:mallen@lakelandhealth.org) or 269-983-8675 Option 7 to discuss the requirements for your program.

### **Why do I need to provide my resume?**

When sending a clinical/internship request to the managers or department coordinators they like to review the students resume to determine if they would be a good fit for the department and to evaluate their education and work history.

### **I'm not studying health care, but still need to complete an internship, could I possibly complete this at Lakeland?**

Yes, one of the great things about Lakeland is that we are more than just health care. We have departments ranging from Human Resources, Marketing, Finance, Graphics, Performance Support, etc. Please contact Marcia Allen at [mallen@lakelandhealth.org](mailto:mallen@lakelandhealth.org) or 269-983-8675 Option 7 to discuss what type of clinical/internship you need to complete.

### **I'm an online college student, can I still complete a clinical/internship at Lakeland?**

Yes, to a certain point. We are more than happy to accommodate online students, however, if enrolled in a health care related program completely online you will need to show that you have had either hands-on experience to back up your training or work experience to show that you can demonstrate the skills necessary to perform while completing your clinical/internship.

### **My school has never worked with Lakeland Health before, can I still complete a clinical/internship?**

If your school has never had a student at Lakeland before you can still start the process. In order to start a clinical/internship at Lakeland we will need to set up an Affiliation Agreement (legal contract between your school and Lakeland Health). Please have your Academic Advisor contact Marcia Allen at [mallen@lakelandhealth.org](mailto:mallen@lakelandhealth.org) or 269-983-8675 Option 7 start this process. An Affiliation Agreement can take anywhere from 2 weeks to 2 months to set up, so if you know ahead of time that your school has never worked with Lakeland before, please allow extra time for this Affiliation Agreement to be determined and signed by both your school and Lakeland.

### **Where can I find a list of the verification requirements I need to complete before I start my clinical/internship at Lakeland?**

Please visit [www.lakelandhealth.org/student](http://www.lakelandhealth.org/student) for a complete list.

### **Do I need to get fingerprinted?**

Only if you will be completing more than 121 hours at one of the following locations:

- Hospice at Home
- Psychiatric Service at Lakeland Medical Center
- Lakeland Homecare
- Pine Ridge.

### **Can I get my Drug Screen completed at Lakeland?**

Yes, please visit [www.lakelandhealth.org/student](http://www.lakelandhealth.org/student) to print off the "Drug Screen for Students" document. This document will provide information on how to schedule an appointment and provide locations where it can be completed. You are responsible for paying for your Drug screen and the cost is \$44. *Please note: You must provide the "Drug Screen for Students" document when you arrive for your test.*

### **Do I have to complete my Drug Screen through Lakeland?**

No you do not, since many students live in Southwest Michigan it's just easier for them to complete this verification at Lakeland, but it's not a requirement.

### **Where can I get my Criminal Background check done at?**

Please see the below information:

- Background Check: \$24.95
- Instant Check Option
- <https://my.fadv.com/myadvantage/welcome.do?myadvantage>

### **Do I have to complete my Background Check through a Lakeland approved company?**

No, as long as the company completes a National Background Check.

### **I met all the student verification requirements upon acceptance into my program at school, do I need to re-do them for my time at Lakeland?**

As long as the verifications were completed within the time-frame we require you will not need to re-do them. Such as, the TB test must be not be older than 1 year, and the drug screen and background check cannot be older than 6 months.

### **Once I've completed all my verification requirements who do I give them to?**

Most of our students have these documents already on file with their school, but if you do not please turn them into your academic advisor. Once your advisor has received these documents they will need to visit [www.lakelandhealth.org/student](http://www.lakelandhealth.org/student) and complete the "Academic Advisor Use: Student Verification Form" attesting to the fact that they have received these documents and email the completed form to Katherine Luttkke at [kluttke@lakelandhealth.org](mailto:kluttke@lakelandhealth.org)

### **My advisor has turned in the Academic Advisor Use: Verification Form, now what do I need to do?**

Once that document has been turned into Human Resources, if necessary IT access Login and Password information will be emailed to you and if required you will be sent an EPIC training schedule. ***\*\*Please note: not all departments require login/password information or EPIC training so if you do not receive this information you will still be set to start on the agreed upon date.\*\**** For any department specific questions please feel free to reach out to your department manager or preceptor for answers.

### **Are there any documents I need to review prior to my start date?**

Yes, please visit [www.lakelandhealth.org/student](http://www.lakelandhealth.org/student) to review all the necessary documents.

### **What should I wear while I am completing my clinical/internship?**

All students are required to wear their school issued ID badge while on site, and please review the Student Overview found on [www.lakelandhealth.org/student](http://www.lakelandhealth.org/student) for a complete list of dress code requirements. Any additional questions regarding dress code should be directed to your department manager or preceptor.

**I'm not sure where I need to go on my first day?**

If you're not sure where to go or who to meet on your first day please contact your department manager or preceptor that you have been communicating with for more information.

Thank you for your interest in a clinical/internship experience at Lakeland Health. If you have additional questions that weren't answered by this FAQ, please contact Marcia Allen at [mallen@lakelandhealth.org](mailto:mallen@lakelandhealth.org) or 269-983-8675 Option 7.