

KADLEC
Medical Center

888 Swift Boulevard • Richland, WA 99352 • (509) 946-4611

Feb. 2007

Dear Program Coordinators,

You have recently received an updated package from our Physical Therapy Department containing the student documentation requirements. Please add the enclosed Criminal Background Check Authorization to these forms.

As reflected on our Student Audit Form, Kadlec Medical Center now requires a full background check prior to clinical experiences. Kadlec will be conducting this check on all students whose educational institutions do not provide existing verification on our Student Audit Form.

Thank you for your assistance. Please feel free to call me if you have any questions or concerns regarding this request.



Wendy Gehrig
Kadlec Medical Center
Education Department
888 Swift Blvd.
Richland, WA 99352

(509) 942-2600

(509) 942-2750 Fax

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January 3, 2007

Dear ACCE,

Enclosed is an updated Clinical Site Information form for Kadlec Medical Center. We have affiliations available in our inpatient rehabilitation unit, acute hospital setting and outpatient services. This includes all ages from pediatrics through geriatrics. We have three satellite clinics, one of which is at a local health club and two other facilities that provide full therapy services. Please feel free to share this information with your physical therapy students when they are choosing their clinical affiliation sites.

I have enclosed the Kadlec Medical Center's policy on student internships for your information. There are 3 primary requirements for students. The first is the Student Audit Verification record which should be completed and either kept with the student's school records or brought with them to this facility on the first day to verify all the requested data indicated on this form.

Second, it is recommended that the student read the "Safety Education for Students Handout" to assist in facilitating the student's orientation process. There will be three brief Computer Courses assigned to the student upon arrival, to be completed the first day of internship.

The third requirement is having a Full Criminal History Background Check done within the past two years and no convictions. The student may have this done by their University or they may acquire their own background check with the understanding that the agency will provide an original results copy to Kadlec Medical Center. The student may contact Wendy Gehrig in Kadlec's Education department (509-942-2600) to obtain the contact information for 'Americhek', which is Kadlec's preferred research company provider. A full criminal history background check must be done and completed prior to starting the student's internship.

I look forward to providing your university and students with a high quality student affiliation. If you have any questions or concerns regarding this information or any other matters related to student affiliations at our facility, please contact me at (509) 942-2660 or (509) 942-2724

All the very best in the upcoming academic year.

Sincerely,



Adele Perrault, P. T.