



Educational Experience Program

High School Students Ages 16 – 17

Getting Started

- 1.** Reach out to the Research Integration & Education Team by sending an email to ClinicalResearch@UHhospitals.org requesting to begin the Educational Experience program.
- 2.** Once connected, ensure the following is agreed upon:
 - a.** Name of UH Sponsor*: _____
 - b.** Name of UH Department with whom you will work: _____
 - c.** IRB numbers of research projects you will be working on:

 - d.** Executed **Educational Experience Affiliation Agreement** signed by your school's administrator and UH leadership.
- 3.** Print out and complete the **UH Sponsor Certification Form**.
- 4.** Print out, read, and have your parent/guardian sign the **High School Student Waiver and Confidentiality Agreement**.
- 5.** Print out, read, and have your parent/guardian sign the **UH Electronic Systems Agreement** form.
- 6.** Scan the completed forms from #3, #4, and #5 and save to your computer.
- 7.** Reach out to the UH Research Credentialing Team by sending an email to UHResearchCredentialing@UHhospitals.org letting them know you plan to begin the Education Experience Research Credentialing process.
 - a.** Ensure to include in the email the name of your high school, the name of your UH Sponsor, the UH Department with whom you will be affiliated, and that you are under 18.

* The UH Sponsor must be a UH employee with knowledge of your roles and responsibilities and (i) ensure that any access provided to UH IT systems is properly granted and monitored; (ii) ensure that you have completed the necessary health screening prior to your start date if you will be present at a UH facility, and (iii) notify the research credentialing office if you discontinue participation in the program prior to your requested End Date.

EDUCATIONAL EXPERIENCE PROGRAM

High School Students Ages 16 – 17

UH Research Credentialing Application

- 1. Ensure to have your parent/guardian nearby to complete the research credentialing application with you.
- 2. Click on the below link to begin the online application:
<https://redcap.uhhospitals.org/redcap/surveys/?s=8EHM9P3HKX>
**Please Note: The fee is waived for high school students participating in the Educational Experience program. Therefore, please do not submit payment.*
***Please Note: The background check requirement is waived for high school students under 18 participating in the Educational Experience program. Therefore, please do not complete/submit a background check.*
- 3. Fill out the application to the best of your ability. Click “High School Student” for the application type. If you have any questions, please reach out to UHResearchCredentialing@UHHospitals.org.
- 4. Upload the saved files on your computer to the designated sections of the application.
- 5. Click “Submit” or “Save & Return Later” if you need to complete later.
- 6. Monitor the email address included in the application for email correspondence from the UH Research Credentialing team.
- 7. Once approved, you will receive an email entitled, “<Your Last Name>, Educational Experience Approval | Limited Access”

Obtaining UH GPS/Outlook Access

- 1. Ask your Sponsor to create a “Non-Employee Account” in [SailPoint](#)
 - a. If they need assistance, more guidance can be found here:
<https://uhcommunity.uhhospitals.org/InformationTechnologyTraining/SailPoint%20Identity/Requesting%20UH%20System%20Access%20for%20Non-Employees%20with%20SailPoint%20Identity.pdf#search=gps%20non%20Employee>
- 2. Provide your sponsor with your first and last name, your personal email address, your cell phone number, the last four digits of your social security number, your gender identity, your date of birth, and the start and end dates you plan to participate in the Educational Experience.

EDUCATIONAL EXPERIENCE PROGRAM

High School Students Ages 16 – 17

- 3.** After submitting the request, your Sponsor will receive an automated email notification with your network credentials. You will not receive this email. Your Sponsor must forward this email to you.
- 4.** Log in to Outlook: <https://mail.uhhospitals.org/> using the credentials provided in the email from your sponsor.
- 5.** You will receive an email notification to your new UH email address from UH GPS with instructions to complete the mandatory UH safety and compliance training. **You have 14 days to complete this required training.** Otherwise, your access will be revoked.
- 6.** If you get stuck, call UH IT at 216-844-3327.

Health Screening

- N/A – I will not have in-person patient contact nor will I not work in patient care areas**
- 1.** If you plan to work in patient care areas, you must have evidence of immunity (blood test) to OR proof of vaccination for...
 - a.** MMR (Measles, Mumps, Rubella)
 - b.** Varicella
 - c.** Tdap (Tetanus, Diphtheria, Pertussis) – *Within the last 10 years*
 - d.** Hepatitis B
 - e.** Current year's Influenza
 - f.** Tuberculosis (TB) Two Step Skin Test or blood test – *Within the last 6 months*
Parental consent will be required if you choose to obtain a TB blood test at a UH location.
- 2.** If you do not have evidence of immunity or proof of vaccination for the above diseases, you must file a signed declination with Employee Health in order to work
OR #3 ↓
- 3.** If you need to get any of the vaccines listed above, you can do so at your primary care doctor's office or local pharmacy and ask for documentation.
- 4.** Once all blood tests/vaccinations have been acquired, ensure to note on any documents that you are under 18 and going through the UH Research Credentialing process then email to EHrecords@Uhhospitals.org.
 - a.** Please include "Research Credentialing" in the subject line.

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Obtaining Your UH Badge

- 1. All volunteers, contractors, and students are required to have a UH ID badge.
**Keep your badge safe or you will have to pay a \$10 replacement fee!*
- 2. Ask your Sponsor to complete Attachment A of UH Policy HR-29. They can access it in [PolicyStat](#).
- 3. Obtain the UH Department Chair's or designee's signature on Attachment A. If your Sponsor isn't sure who needs to sign, refer to this live worksheet:
<https://uhcommunity.uhhospitals.org/Credentialing/Cleveland%20Medical%20Staff%20Bylaws/Cleveland%20Medical%20Staff%20Leadership.pdf#search=department%20chair>
- 4. When complete, have your Sponsor email the memo to CMCandUHPSbadgerequests@UHHospitals.org and note that you are a Non-Employee minor participating in research.
 - a. If you will be working at a UH facility other than Cleveland Medical Center (e.g., UH Ahuja, UH Parma, etc.), reference this list for who to contact about your badge:
<https://uhcommunity.uhhospitals.org/HumanResources/HR%20Contacts/Badge%20Requests.pdf#search=non%20Employee%20badge>
- 5. For security purposes, if you will be working in areas that are restricted, your Sponsor will need to coordinate with UHCMC's Police Department (Protective Services) or HR for the encoding of your badge.
- 6. Make sure to give your badge to your Sponsor on your last day.

Educational Experience Start-Up

- 1. Work with your UH Sponsor to identify the...
 - a. Days/Times and Location you will be working
 - b. Materials necessary to perform the roles and responsibilities noted in the UH Sponsor Certification Form
 - c. Dress attire required for the role
- 2. Work with the Research Integration & Education Team to ensure you're signed up for Clinical Research education.
- 3. Reach out to the Research Integration & Education team or the UH Research Credentialing team if you have any questions/concerns along the way.
- 4. **Have fun!** 😊