Making the Request

- The school should reach out directly to the Kindred-RehabCare facility Program Director or identified contact to make a student placement request. A current Clinical Education Agreement must be in place before a student can be confirmed. The individual facilities will confirm or decline the placement.

- Annual requests can be distributed to the facilities directly as well as the Student Program Manager assigned to your school, who will forward out to the local area.

- We ask that all requests for Kindred-RehabCare locations come directly from the school faculty coordinator. Kindred-RehabCare does not accept placement requests from students, nor do we provide site information directly to students.

- The school can also use the Student Program Manager as a resource if they are having any trouble connecting with one of the site managers.

Confirming and Student On-boarding Process

- The Kindred-RehabCare Program Director will handle all placement requests and will confirm/decline the request directly with the school.

- Once the placement is confirmed you will receive the registration/confirmation letter providing instructions for accessing our registration website and on-boarding paperwork. A username and password will be provided in the registration letter that will allow access to the student/faculty portal. Passwords will be change periodically; you must obtain this information from the facility Program Director each time a student is confirmed. The online process should be completed no less than 30 days before the student starts. Please note; we understand that some placements are secured last minute and will not meet the 30 day timeframe. We can handle these situations on an individual basis.

- The school faculty coordinator and student will be responsible for completing the following paperwork through the online site for all Kindred – RehabCare locations:
Academic: Clinical Placement Guide

School Faculty Coordinator Registration:

i. Review Kindred-RehabCare Background Check and Drug Screen Criteria from faculty portal. Verify both meet Kindred-RehabCare criteria. Kindred-RehabCare is able to accept a background check/drug screen done for the school as long as it was done at the time of admittance into the graduate program or after. *schools/students in the state of Massachusetts are required to provide both a CORI and Federal level background check.

ii. In the Clinical Internship Faculty Registration section, you will provide the following;
   a. Placement Registration Form- in this section you will provide information on the student and clinical placement details.
   b. Certificate of Compliance- this section is to confirm that you have reviewed our background check criteria and Kindred-RehabCare Drug and Alcohol policy. You will sign an acknowledgement each time a student is registered.
   c. (NEW) Faculty Attestation- In this section you will attest the following are on file and the student is in good standing with the college.
      i. Passed Background Check- school faculty coordinator will be responsible for providing acknowledgment the student has completed and passed a background check which meets Kindred-RehabCare criteria.
      ii. (NEW) Passed Drug Screen- school faculty coordinator will be responsible for providing acknowledgment the student has completed and passed a standard 5 panel drug screen.
      iii. (NEW) Immunization Requirements- school faculty coordinator will be responsible for providing acknowledgment the student meets the below immunization requirements:
         1. PPD or CXR Negative Test Results
         2. Hepatitis B Vaccination declination/Consent (Titer)
         3. Influenza Vaccination
         4. Measles, Mumps, Rubella and Varicella
         5. Tdap (one time administration) or Tetanus

*The school will be responsible for submitting any requested document to Kindred-RehabCare.
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Student Registration:
The school coordinator is responsible for providing the registration information to their student.

i. **Student Contact Form** - this section will include student contact information and clinical placement details.

ii. **Certificate of Compliance** - student will review Kindred-RehabCare’s background check and drug policy, signing of that they have reviewed and understand these policies.

iii. **Confidentiality/HIPAA Form** - student will review and sign off acknowledging Kindred-RehabCare’s policy regarding patient confidentiality.

iv. **(NEW) Student Attestation** - student will acknowledge they have completed and passed a background check, drug screen and Kindred-RehabCare required immunizations and communicable disease policy.

*Please note:* All forms must be completed in full to move to the next section and submit information.

A confirmation email will be sent once the placement registration has been completed. Review the confirmation email; if there is missing or incorrect information please contact your Student Program Manager.

Working with Your Student Program Manager

Your Student Program Manager is here as a resource to you and your students for anything student related. Contract questions, event opportunities on campus, guest lectures, need to know what sites we have in an area and who to contact? Feel free to reach out to your Student Program Manager.

For assistance or if you have any questions, please contact the Student Program Manager assigned to the state in which your school is located.

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