

## Checklist for Adults (Working with Patients)

**\*\*\*Note: Adult = ages 18 and above**

Step	Description	Process
1	Complete the online program registration form. <ul style="list-style-type: none"> <li>The program contact must register the program with the Office of Student Pipeline Programs.</li> </ul>	Register the program here: <a href="http://studentpipeline.jhmi.edu/OverallProgram/">http://studentpipeline.jhmi.edu/OverallProgram/</a> . <i>*Note: The program only needs to be registered once, even if there are multiple student participants.</i>
2	Complete the online student registration form. <ul style="list-style-type: none"> <li>The program contact must register each participating student with the Office of Student Pipeline Programs.</li> </ul>	Register each participating student here: <a href="http://studentpipeline.jhmi.edu/RegAdult/">http://studentpipeline.jhmi.edu/RegAdult/</a> .
3	Complete all required institutional forms.	Required institutional forms can be accessed here: <a href="https://www.hopkinsmedicine.org/som/Opportunities-High-School-Undergraduate-Postbac-Students/Child%20Safety/Adults_Working%20with%20Patients.pdf">https://www.hopkinsmedicine.org/som/Opportunities-High-School-Undergraduate-Postbac-Students/Child%20Safety/Adults_Working%20with%20Patients.pdf</a> . <i>***Note: For access to the JHMI ID Request Form (page 2 of the required institutional forms) and the Occupational Health Services Forms (page 13 of required institutional forms) contact the Office of Student Pipeline Programs at <a href="mailto:SOMYouthPrograms@jhmi.edu">SOMYouthPrograms@jhmi.edu</a>.</i> <ul style="list-style-type: none"> <li>Have each participating student complete the required institutional forms.</li> <li>The Host Agreement of Expectations (page 7 of the required institutional forms) should be filled out by the individual who will serve as the main supervisor in the lab. About half way down the host agreement is a table where the names and contact information of all other individuals who will serve as a supervisor/mentor should be listed.</li> </ul>
4	Criminal Background Check	The Office of Student Pipeline programs will initiate this process (see page 8 of the required institutional forms for a complete description of this process).
5	Submit to the Office of Student Pipeline Programs: <ol style="list-style-type: none"> <li>The completed paperwork from step 3.</li> <li>Proof of health insurance (Copy of health insurance card [front/back] OR any document that verifies that the participant/student is covered by health insurance)</li> </ol>	Paperwork and proof of health insurance can be: <ol style="list-style-type: none"> <li>Emailed to <a href="mailto:SOMYouthPrograms@jhmi.edu">SOMYouthPrograms@jhmi.edu</a>.</li> <li>OR</li> <li>Sent to Reed Hall, Room 426 (1620 McElderry St., Baltimore, MD 21205).</li> </ol>
6	JHED ID* and ID Badge Form	Upon verification of completed requirements, the Office of Student Pipeline Programs will: <ol style="list-style-type: none"> <li>Create a JHED ID for each student participant.</li> <li>Sign off on the JHMI ID Request Form (page 2 of the required institutional forms).</li> </ol>
7	Notification	The Office of Student Pipeline Programs will notify the program contact of: <ol style="list-style-type: none"> <li>The JHED ID that has been assigned to each student participant.</li> <li>When the signed JHMI ID Badge Form for each student is ready to be picked up from Reed Hall, Room 426.</li> </ol>
8	JHMI ID Badge	Each participating student should take the signed JHMI ID Request Form (from step 6) to the Hopkins ID Badge Office in order to receive his/her Hopkins ID. <ul style="list-style-type: none"> <li><b>Location:</b> Johns Hopkins Hospital, Room 108, Harvey/Nelson Building,</li> <li><b>Phone:</b> (410) 955-5333</li> <li><b>Office Hours:</b> Monday-Friday, 8:00 am-4:00 pm</li> </ul>

*\*A JHED ID must be created in order for the participating student to complete the required HIPAA training courses (page 10 of required institutional forms). Once the JHED ID is created, the participating student should complete the HIPAA training courses and the certificates of completion should be emailed to [SOMYouthPrograms@jhmi.edu](mailto:SOMYouthPrograms@jhmi.edu).*