

Checklist for Clinical Access Requests

Name: _____

Gender: _____ Visitor's Home Country: _____

Visa Type: _____ Expiration Date: _____

Faculty Advisor/Supervisor: _____

Visitor's Personal Email: _____

Departmental Contact Name: _____ HRA#: _____

Dept/Org: _____

Anticipated start date: (subject to change) _____

Anticipated end date: (subject to change) _____

Length of Stay: _____

Checklist for Departmental Contact

- Obtain Visitor Request Form, filled out by faculty sponsor (Document A).
- Obtain Sponsor Agreement Form, filled out and signed by faculty sponsor (Document B).
- Send "Welcome Email" to visitor with attachment (Document C).
- Email department HR contact with required attachments.
- HR contact reviews initial documents and initiates invitation to First Advantage.
- Draft "Letter of Invitation" and obtain sponsor signature.
- Send signed "Letter of Invitation" to Department Chair.
- Send "Requirements Email" to visitor with attachments (Documents D, E, F; include G, if applicable).
- Email HR contact to confirm First Advantage clearance.
- Routes "Application for Clinical Access - Approval Document" to Chair for review and approval (Document H).
- Send completed application packet to Office of Global Health (Documents A,B,C,F,H).
- Office of Global Health sends approval email and includes fully approved Document H.
- Order white lab coat and/or scrubs for visitor, as appropriate.
- Send "Travel Email" at least 1 week prior to arrival, copy Chair and Administrator, others as appropriate.
- Send "Application for Clinical Access - Approval Document" to appropriate OR personnel, if applicable.

Documents to Collect:

- Visitor Request Form (Document A)
- Sponsor Agreement Form (Document B)
- Application for Clinical Access Form (Document C)
- Curriculum Vitae
- Copy of current Passport/Visa
- Signed Letter of Invitation (Document D)
- Proof of Immunizations, in English
- Confidentiality Statement (Document F)
- Proof of current insurance with international coverage
- HIPAA Questions (Document G) Grade: _____
(Required grade of 80% or better)

Important Dates:

- First Advantage Invitation: _____
- First Advantage Clearance: _____
- Approval granted: _____
(Fully-signed Document H)
- Actual Arrival: _____
- BCI/FBI clearance: _____
- Actual Departure: _____
- OGH Notified of Departure