

Pediatric PICC, Midline, UGPIV & Ultrasound Workshop MultiCare Health System-Mary Bridge Children's Hospital Required Documents Checklist

Thank you for your interest in attending the Pediatric Vascular Access Ultrasound Training with Precepting. To facilitate your approval and attendance, please submit the required documentation listed below to PICC Excellence within **21 days** of registration. **Approval** from the hospital is **essential** before attending the workshop. Please be aware that failure to provide the necessary information within the specified time frame may result in rescheduling your training for a later date, regardless of your registration or payment status. Upon successful submission, the hospital system, Zetta, will send an email invitation for the rest of the onboarding process. Technical assistance will be provided through the hospital's team for the Zetta onboarding.

Name:	Date of Birth		
Street Address:	City	State	Zip
Cell Phone:	SS #	<i>Only used for the purpose of this workshop</i>	
Preferred Attendance			
Dates:	1)	2)	

Documents **Required** to be Submitted:

1. _____ **Valid Washington State license or Valid compact license.** (Visit Nurse.org to verify if your state is participating in the Nursing Licensure Compact) Alternatively, you can apply for a WA Temporary license
2. _____ **5-Panel NIDA Drug Screening (Quest Diagnostics, Lab-Corp)**
3. _____ **Proof of immunizations:** (Zetta system will require PDF formatting for all documents that will have to be uploaded to the Zetta system.)

_____ Measles	Two (2) doses of measles
_____ Mumps	Two (2) doses of mumps
_____ Rubella	One (1) dose of rubella
_____ Varicella (VZV)	Two (2) varicella must be spaced at least four (4) weeks apart from each other, and the first one must have been given at 12-months of age or greater
_____ Tdap	Proof of one (1) vaccine within the previous ten (10) years
_____ Tuberculin test	<i>Either TST (skin test) or QuantiFERON Gold tested within 12 months of date of clinical experience. For a positive PPD, Chest X-ray is on file.</i>
_____ Hepatitis B	Provide proof of one (1) positive Hepatitis B antibody by titer or signed Hepatitis B Waiver
_____ COVID-19	<i>Must provide proof of vaccination or medical exemption</i>
_____ Influenza Vaccination	<i>Required October thru April or proof of medical exemption.</i>

Background screening checks by PICC Excellence, in accordance with Joint Commission Standards and Facility Policy compliance, make sure that learners pass a thorough background screening covering the following aspects:

5. _____
- | | |
|-------------------------------------|-----------------------------------|
| Social Security Address/Alias Trace | National Sex Offender Search |
| Office Of Inspector General Search | Excluded Party List System Search |
6. **Zetta Onboarding Process:**
- ✓ Once the email invitation is received, you will have **seven (7) days** to complete the onboarding process. Please monitor your email account for this time sensitive invitation.
 - ✓ Documents required must be uploaded to Zetta in PDF format
 - ✓ Acknowledgement of MultiCare Health System (MCHS) Policies
 - ✓ Acknowledgement of HIPPA Standards for Business Conduct
 - ✓ Acknowledgement of Confidentiality and Use of Electronic Systems
 - ✓ Completion of MultiCare Health System Education module (45-60 minutes duration) interactive online course provided through an external MultiCare website
7. Proof of completion of online education in your field of study. You must complete the pre-requisites **14** days prior to your scheduled workshop. (The summary can be found in your online account)
- | | |
|--|---|
| ____ Pediatric PICC Qualification Training | ____ Midlines: Application & Use |
| ____ Inserting PICCs with Ultrasound | ____ Ultrasound-Guided Peripheral IV |
| ____ Ultrasound What Do I See on The Screen? | ____ Understanding the Basics of Ultrasound |
| ____ Step by Step Ultrasound | ____ Ultrasound-Guided PICC Tips & Tricks |

Kindly submit copies of each document in PDF format. You have the option to upload PDF copies of these required documents directly to your online PICC Excellence account. Alternatively, you may choose to email them to our office at information@piccexcellence.com or send hard copies via mail to our office address.

Please feel free to reach out to us anytime. Your questions and concerns are important to us. We're here as your dedicated resource, eager to provide you with information and assistance.

Lisa Siewert, Workshop Coordinator

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