Trainee Registration Checklist

Check off items completed for each step (if an item does not apply to you, write "N/A"):

Section 1:
☐ Participated in the UW LEND Orientation
☐ Completed the UCEDD Trainee Registration form online
☐ Completed the UW LEND Trainee Profile worksheet
☐ Obtained a UW LEND Trainee Photograph
☐ Completed the UW-CHDD Release of Information form
☐ Completed the Personal Contact form
☐ Obtained an Email and UW NetID: ________________________________ (please write in your UW NetID)
☐ Obtained a UWMC ID badge or approved Nametag

Section 2:
☐ Completed Section 1
☐ Completed a TB Test or provided written documentation within the calendar year
☐ Read the Integrity at Work Brochure and returned the signed acknowledgement page
☐ Completed the Data Security Form
☐ Completed HIPAA module

Section 3:
☐ Completed Section 1
☐ Completed the Data Security Form
☐ Completed UWMC Application and Agreement for Observational Activities
☐ Turned in Immunizations Record

Once you have completed the appropriate registration sections, sign/date and return a copy of this checklist along with ALL appropriate forms as requested in the registration sections to Nan Saunders.

________________________________________
Print Name

________________________________________
Signature Date

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