



### START HERE!

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1. Apply to the [Healthcare Interest Program](#).
  - a. Apply via the online application located at: <https://www.denverhealth.org/for-professionals/careers/healthcare-interest-program>
2. Once you receive notification of your acceptance:
  - b. Solidify your HIP Experience by completing the following steps:

### SOLIDIFY YOUR Denver Health HIP EXPERIENCE

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1. Contact Jessica Godo ([Jessica.godo@ucdenver.edu](mailto:Jessica.godo@ucdenver.edu)) and your HIP Experience Advisor, Madison Kelleher: ([madison.kelleher@ucdenver.edu](mailto:madison.kelleher@ucdenver.edu)) to request your background check process to begin.  
**NOTE:** you will need to complete an online form and the check can take 24-72 hours to receive back. You will attach the completed background check info to your Experience in Handshake.
2. Ensure your required trainings and immunizations are completed (see below).
3. Request your Experience in Handshake: You can find the Experiences section under the Career Center tab in Handshake. Be sure to fill in each field, if you don't know something, put 'N/A' or 'Unsure' and you can update it later.
  - You will need the following information before requesting your Experience:
    - The name, email and phone number of the **Site Supervisor** (person supervising your work at Denver Health) – this is typically the HIP Coordinator (Teresa O'Connell).
    - **Start date (Fall)** and **end date (Spring)** that you have agreed upon.
    - A full **description** of the HIP. You can copy and paste from an electronic file if needed.
    - 4-8 **learning objectives** that you are hoping to learn and develop in the HIP.
    - The **course number** and **Faculty Sponsor** (CLAS 3939 – Dr. Josina O'Connell).
    - Attach all immunization records (complete list below) as a PDF.
    - Attach any training certificates/proof of completion for the following: HIPPA and Environmental Health & Safety if you have them. If you do not have these, notify your HIP Experience Advisor, Madison Kelleher ([Madison.kelleher@ucdenver.edu](mailto:Madison.kelleher@ucdenver.edu)).

### ACCESS TRAININGS

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You can access free online Environmental Health and Safety Trainings at [ahctraining.ucdenver.edu](http://ahctraining.ucdenver.edu)

1. Click "Log in" in the top right corner then.
2. Click "Create new account" in the bottom right corner.
3. Username must be **first initial of first name, last name, ID#** (if applicable) with no spaces (example: Cory Smith 123456 username: **CSmith123456**).
4. Create password.
5. Enter your **email address (CU email address is preferable if you have one)**.
6. Enter your full first and last name.
7. Enter "Intern Training" in the city/town category.
8. Click "Create my new account".
9. Complete the applicable training: Laboratory Safety, Chemical Waste Management Training, Blood Borne Pathogen Training, Regulated Medical Waste Training.

- When you have completed **ALL** of your required trainings, notify Alison McGrath via email and include: Full name, Username to training site, ID #, the courses you completed. If you have any questions please contact me at [alison.m.mcgrath@ucdenver.edu](mailto:alison.m.mcgrath@ucdenver.edu) or 303-724-0242.

*If your research project involves a hospital or clinic that is subject to the HIPAA privacy and security regulations, then you will also need to complete the CITI Health Information Privacy and Security training:*

You can access **HIPAA Research Course: CITI Health Information Privacy and Security (HIPS)**

at [www.citiprogram.org](http://www.citiprogram.org).

1. Select 'University of Colorado Denver' as your Institution.
2. Register with your username and password.
3. You will be presented with a series of questions or options to enable you to enroll in the Learner Group appropriate to your interests or role in research.
4. Select CITI Health Information Privacy and Security (HIPS) Basic Course.
5. On the Main Menu page, select Enter or Re-Enter to begin or continue the Course.
6. You need to complete all of the Required Modules and 2 of the Elective Module.
7. When you have completed the course, click on Main Menu. If you did not pass the course, you may return to any of the modules and re-take any of the Quizzes.
8. Print out the Completion Certificate through the link: "Print" in the Learner's menu to keep for your files. A copy will be sent automatically to COMIRB.

## NEXT STEPS

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Email your HIP Experience Advisor, Madison Kelleher ([Madison.kelleher@ucdenver.edu](mailto:Madison.kelleher@ucdenver.edu)) to notify you have submitted your information then she will confirm completing then get your Experience approved.

**Once your Experience is approved: You will need the following to be uploaded into Denver Health's MyClinical Exchange System (access provided after Denver Health acceptance):**

- Evidence of:
  - Completed Hepatitis B Series - Positive Immune Titer or Declination on File.
  - Two doses of MMR Vaccine (if born on or after 1957), one dose MMR Vaccine (if born before 1957), or positive MMR Titers.
  - Varicella Vaccination, positive immune titer, or reliable history of Varicella infection.
  - Current negative PPD (within 12 months) or negative chest x-ray (if history of positive PPD).
  - Current Tdap Vaccination.
  - Seasonal influenza vaccination (rotations occurring October – March).
  - Completed training in infection control/standard precaution (EH&S).
  - Completed HIPAA Training.
  - Background check clearance according to contractual obligations.
    - Public Health students – you can provide your notification from enrollment in your program as evidence of this item.
    - All other majors – you will be asked to sign a background check authorization form during your appointment.
  - School Picture ID.

## FREQUENTLY ASKED QUESTIONS

1. I'm an international student, can I participate in the HIP? Yes, however, you must be CPT eligible. Please visit with your ISSS advisor to get further details.
2. I'm a non-degree seeking student, can I participate in the HIP? Unfortunately, you must be a degree seeking student to qualify to receive academic credit for the HIP experience. If you cannot register for academic credit or be eligible, you cannot participate in the HIP experience.
3. Do I have to pay tuition to participate in the HIP experience? Yes, just like any other course, you will pay tuition for 1 credit hour of academic credit.

## ACADEMIC DETAILS & REQUIREMENTS

- All student HIP Experiences are required to be reported as an Experience/Learning Agreement which must be approved by the Site Supervisor and Faculty Sponsor. This ensures the integrity of the experience and addresses legal and liability issues.
- **STUDENT ELIGIBILITY:** Students must have completed, at minimum, 15 credit hours. Cumulative GPA at CU Denver must be at least 2.75 prior to beginning the HIP. *\* If either of the requirements are not met, student may proceed with the appeals process.*
- In order to qualify for academic credit, it *must be* related to the student's area of emphasis (major).
- Students are required to take CLAS 3939 concurrently with the HIP semesters.
- For the 1-credit CLAS 3939 course, students must complete a minimum of 45 "on the job" hours.
- Fall and Spring semester require student to participate "on the job" for at least 10 weeks.
- The Experiential Learning Center at CU Denver will oversee the administrative processes and course registration for placements.
- Adhere to CU Denver code of conduct and policies as set by Site Supervisor, ELC, & Faculty Sponsor.
- All paperwork and electronic approvals must be completed prior to start date.