

Background: The four major hospitals in the Great Lakes Bay Region area, Bay Regional Medical Center, Covenant HealthCare, MidMichigan Medical Center and St. Mary's of Michigan came together to form the Great Lakes Bay Region Student Passport Alliance "SPA". This was completed to develop a way to maximize student hours from the various colleges and universities have to devote to "clinical experiences" at the respective clinical sites. This process will standardize orientation for the hospitals that make up the Great Lakes Bay Region SPA.

Great Lakes Bay Region SPA and Covenant HealthCare Specific on-line orientation must be completed and returned to Covenant HealthCare prior to being scheduled for any experience/participation at Covenant. If you have completed SPA/Covenant HealthCare on-line orientation and it has not expired, please submit the certifications.

Procedure: Completion of the Great Lakes Bay Region SPA on-line orientation:

1. Go to website: www.studentpassportalliance.com
2. Review the listed instructions and click on the (Next) link to begin the S.P.A. Modules
3. There will be several hospital, university/college, and educational training links on the next page. Please select the appropriate facility link.
 - a. If your educational institution is listed, please click on it to complete the "key code" entry process. Please go to Step 4.
 - b. If you are in the interviewing process at Covenant or a current high school student, please click on Covenant HealthCare's icon/link. The "key code" will be provided by the HR office for these individuals only. Once you have completed the "key code" entry process, go to Step 4.
 - c. If you are an adult job shadowing or tour participant and not attending one of the listed educational facilities, you will be charged a \$40.00 fee to complete the online orientation. Select "Other" and you will be directed to PayPal's website to complete the purchase. You will then be able to move to Step 4.
4. Complete the S.P.A. Modules
 - a. The modules must be completed in one session. (There is no way to exit and then go back in and resume)
 - b. At the completion of the modules you will come to the *Passport Registration Page*
 - i. Complete the Registration information. Please Note: You must select "Certificate Only" as your Participating Organization at this time. If you do not select "Certificate Only," you will not be able to print your "Certificate of Completion"
 - ii. Insert the requested information on the right side of the screen
 - iii. Click the "Submit Registration"
 - iv. Print off the "Certificate of Completion"
 - v. Every individual interested in completing a job shadow must complete their own orientation modules
 - vi. Each certificate is assigned a different number and dated

Procedure: Completion of Hospital Specific Orientation:

1. Individual hospital sites may be accessed by going to www.studentpassportalliance.com
 - a. Click on the Covenant HealthCare icon
 - b. The Covenant HealthCare icon can also be accessed at the completion of the Tri-City SPA on-line orientation by clicking on the link.
 - c. Click on "Link to Orientation Material"
 - d. Complete the hospital specific orientation following the directions at each site. **(Non-RN students- you are not required to complete the SureStep blood glucose video or quiz.**
 - e. Insert your name
 - f. Print out the certificate
2. **The student must present two (2) documents to the Designated Covenant HealthCare Job Shadow representative or one (1) *Passport Alliance Certificate* with Covenant HealthCare in the top left-hand corner**
 - a. *Passport Alliance Certificate*
 - b. **Hospital Specific Certificate of Completion of on-line orientation**

*******If you printed the Passport Alliance Certificate with Covenant HealthCare in the upper left hand corner, then you will only be required to submit the Passport Alliance Certificate. Otherwise #2 above is required.*******