St. Luke’s Health System & Partnered School Internship Programs

St. Luke’s Health System (SLHS) has partnered with BSU’s Internship program offering you the opportunity to apply your didactic knowledge to a real life work experience.

Prior to applying for a SLHS internship, you will need to submit to your Internship Coordinator the following required documents:

- Background check
- Current SLHS immunization requirements as of 8/10/15 which must include:
  - Negative TB test dated within the past 12 months. TB test must be valid during dates of internship.
  - Immunity to Varicella is required. Proof: documented age-appropriate vaccination, or documentation of vaccination with 2 doses of Varicella vaccine, or laboratory evidence of immunity or confirmation of disease, or diagnosis or reported history of Varicella, or diagnosis or reported history of Herpes Zoster.
  - A titer for rubella/rubeola within the past year, or have received two rubella/rubeola immunizations. If the titer is negative, you will need to receive the immunization for rubella/rubeola.
  - Documentation of a hepatitis B vaccination or a statement of declination for hepatitis B vaccination that satisfies OSHA standards.
  - **Flu Vaccination - Note: SLHS has changed their Flu Vaccination requirements starting Flu Season 2015.** St. Luke’s will allow Flu Vaccination exemption only for strongly held religious beliefs and medical reasons. Personal preference will no longer be available as an option for vaccination refusal. You must provide proof of vaccination or declination when picking up your St. Luke’s Student ID badge. This badge will then have a special non-removable clip on it showing compliance.

St. Luke’s Student on-boarding Process

- Once you have been accepted for a St. Luke’s Internship, you will need to fill out and submit a “New” student application if this is your first educational experience at SLHS, located at: [http://stlukesonline.com/employment/student_opportunities/index.php](http://stlukesonline.com/employment/student_opportunities/index.php) If you are a returning student, fill out and submit the “Returning” student application.
- Upon receipt of your application by St. Luke’s Academic and Career Planning, your Student Coordinator will send you online orientation instructions to set-up your online account – Sumtotal.
- Once your Sumtotal account is approved, you will be able to log into your account and complete ALL of the required orientation trainings listed in your To Do Activities.
- All requirements must be met **two weeks prior** to internship start date. If requirements are not met within this time frame, your internship will be cancelled.
- Once ALL requirements have been met, you, your Internship Coordinator, and SLHS Supervisor will receive a confirmation email showing your readiness. If you do not receive this email at least one week prior to your internship start date, contact your SLHS Student Coordinator as soon as possible.