**Pharmacy Intern Clearance Instructions for MSH Rotation**

1. Send an email to [VolunteerDept@mountsinai.org](mailto:VolunteerDept@mountsinai.org) saying you are a pharmacy student who will be interning on xxxx dates and attach your resume. This needs to be done at least 4-6 weeks before your start date. They will send you an email with several forms to fill out and instructions
2. Fax or Scan in all forms to the volunteer department once you get the email from them (the email comes pretty quick, usually 1-2 days)

For the Volunteer Acceptance and Orientation Confirmation form which you will receive once you contact the volunteer department, you will list Gina Caliendo, Pharm.D. our pharmacy director in the supervisor section. *You will need to get the supervisor line signed by Gina Caliendo on the first day of rotations in the morning. This will enable you to get your ID.* Her office is in Pharmacy Administration which is close to the main pharmacy and next to medical records and is located on the B2 level of the Annenburg Building. Ask the guard at the main entrance of the hospital for how to get there. Her office number is 212-241-4979. In the bottom of the form where it asks for the tasks you will perform, please copy and paste the following.

Assist the pharmacist with:

1.       Reviewing patient records for appropriateness of drug therapy

2.       Identifying potential drug therapy problems

3.       Completing medication reconciliation

4.       Counseling patients about medication

1. Medical clearance. Students need to be medically cleared by Mount Sinai’s Employee Health Services (EHS) so the volunteer department recommends gathering documentation of your immunization records, including documentation of a flu shot for the current season, to expedite this part of the process. Send the EHS paperwork packet to your doctor and have them send it directly to EHS. EHS is completely different from the volunteer department and they do not regularly communicate with each other so it is on you to follow up with each of them separately. You can also go to EHS and have them complete the physical exam for you if for some reason you need to do that and it is free. You must however make an appointment (employee.health@mountsinai.org).
2. Return the completed “Acknowledgment and authorization for background check” form to VolunteerDept@mountsinai.org (you can fax it or you can turn it in when you complete the video quiz). Within a few days you will receive an email from Corporate Screening-- please follow their instructions to initiate your background check. The results will come directly back to the volunteer department. (This is important to complete asap because it can take weeks)
3. Video Quiz - you have to make an appointment to come in to take the video quiz, the link to do so will be provided in the email. Once you come to the volunteer department to take the quiz, you want to take advantage of this time by asking for the toxicology packet, turning in any physical forms, making sure they have received them if you already faxed or scanned the forms, and making sure the background check is underway. It is best to take the toxicology packet from them (rather than have it mailed) and then go to the Quest Diagnostics that is close to the 6 train, it is approximately a 7 minute walk, and complete the urine tox right then and there (it is free as long as you explain you are from Mount Sinai and show them the packet).