**New Site Addition Checklist**

Site visit can be in-person, online via video/SKYPE, or have representatives from school do the site visit

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| **General**  |
| Did you share Handbook for Teachers of OHSU Medical Students with all teachers at the site? Under Resources for Teachers section: <https://www.ohsu.edu/school-of-medicine/md-program/teachers-md-students>  | Yes or No |
| Will there be other learners from other healthcare institutions on same service/clinic as OHSU medical students?  | Yes or No |
| If yes, how many per rotation and type of learners (MD, DO, PA, NP, etc.)? | # of learners:Type of learners: |
| Will there be other healthcare professional learners from OHSU on same service/clinic? | Yes or No |
| If yes, how many per rotation and type of learners (MD, DO, PA, NP, etc.)? | # of learners: Type of learners:  |
| **Hospital and Clinic**  |
| If inpatient facility, average daily inpatient census  | Census: |
| Patient demographics at this clinic or hospital | Demographic: |
| **Medical Student Workspace** |
| OHSU medical students will have EMR access? | Yes or No |
| Can OHSU medical students document in EMR? | Yes or No |
| Do OHSU medical students have secure storage space for their belongings?  | Yes or No |
| Do OHSU medical students have study space?  | Yes or No |
| Is there required call? If so is there call room available to OSHU medical students? | Required call, Yes or NoCall Room availability, Yes or No |
| **Curriculum** |
| Reviewed curriculum with attending at the site? | Yes or No |
| Reviewed course objectives? | Yes or No |
| Reviewed assessment method and form and timeline to submit it? | Yes or No |
| **Onboarding of OHSU Medical Students** |  |
| Have you discussed about onboarding process and contact information? | Yes or No |

**Volunteer (Clinical) Faculty appointments**

Prospective faculty

* Go to <https://www.ohsu.edu/school-of-medicine/md-program/teachers-md-students>
* Click on Faculty Appointment
* Click on “Application for volunteer faculty appointment”