

Educator Checklist

Use this helpful checklist as you prepare your students for their participation in the Spark! Challenge:

- Select the students who will be participating in the Spark! Challenge (11th and 12th graders only). Please ensure students have an interest in the highlighted careers.
- Complete the Spark! Challenge School Team Roster which is located at NorthwellCareers.com/SparkChallenge for download (hard copy located in your Educator Folder). Please communicate any changes in the roster via email at SparkChallenge@northwell.edu
- For Clinical programs: Collect **completed** health clearance forms and return to Northwell Health at least **two weeks prior** to the site visit and send to SparkChallenge@northwell.edu.

Please ensure the form is complete:

- PPD is documented with a date **within one year** of your assigned Spark! Challenge date
 - All vaccinations are up to date and documented
 - The Northwell form must be signed and stamped
- For all programs: Collect completed Northwell Health photo release forms with **parent/guardian signatures** at least **two weeks prior** to the site visit and send to SparkChallenge@northwell.edu.
 - Ensure all students have completed assigned pre-work prior to event:
 - Students have viewed the Dr. Brogan video located on our website at NorthwellCareers.com/SparkChallenge
 - Students have reviewed the provided HIPAA worksheet

Questions? Contact Northwell Health at SparkChallenge@northwell.edu

Timeline

September 26, 2018: School applications are due

October 5, 2018: Notification of Northwell Health and school team matches

October 15 OR October 18, 2018: Mandatory webinar for teachers

November 1 – December 18, 2018: Spark! Challenge on-site visits occur

February 14, 2019: Student projects are due

April 11, 2019: Awards Celebration

Student & Educator Health Clearance

All students and chaperones who will be participating in the Spark! Challenge competition, **at a clinical location**, will be REQUIRED to adhere to the following mandatory process with **no exceptions**. This process is in place for the health and safety of participants and our patients; thank you for your cooperation to ensure the well-being of all parties.

What is required?

- Complete the **provided** Northwell Health Clearance Form. Unfortunately, we're unable to accept other similar forms from your private physician, you must use the form supplied by our organization.
- Flu protection - The Spark! Challenge may occur during flu season; therefore participants who have not been vaccinated may need to wear a mask.
 - *All participants* must either:
 - ◇ Have a documented flu vaccination **on or after August 1, 2018** (must be indicated on health form)
 - OR-**
 - ◇ Agree to wear a mask (if your program occurs during the designated flu season as determined by the department of health). Masks are provided.
- Current PPD test (within **one year** of your site visit)
- Up to date mandatory vaccinations as per the health clearance form

We're very excited to provide students with this unique experience and are happy to assist however we can. Regrettably, failure to comply with the above requirements will result in the inability to participate in the program. This is for the protection of students and patients!

** Please note that the Health Clearance is only for clinical site visits. Please refer to NorthwellCareers.com/SparkChallenge for all forms and details on the challenge.

Questions regarding health clearance should be directed to SparkChallenge@northwell.edu