

## CHILDREN'S NATIONAL HEALTH SYSTEM CLEARANCE

All students who have an interest in working with any of our partner researchers at Children's National Health System must follow the steps below to obtain the CNHS Special Category Associate Office's approval prior to starting in any CNHS lab. This process takes an average of 3-4 weeks to complete.

All information and forms are available on the [CNHS Special Category Associate Application](#) website

- Review the orientation packet and confidentiality agreement
- Complete the intake form, following these guidelines where indicated:
  - *Supervisor Information*
    - Department Name: Center for Genetic Medicine Research
    - Cost Center: 30200
    - Supervisor Employee ID #: 28223
    - Name: Ljubica Caldovic
    - Phone: 202-476-5819
    - Email: LCaldovic@childrensnational.org
  - *Associate Role*: select "Research Trainee"
  - Email your completed form to Dr. Caldovic (LCaldovic@childrensnational.org), Toni (THagans-Greene@childrensnational.org) and Natheer (NSamarraie@childrensnational.org) for processing
- Complete the online safety quiz and error prevention training
- Review the medical requirements and submit the necessary documentation to [ohvolunteers@childrensnational.org](mailto:ohvolunteers@childrensnational.org)
  - The medical forms require that the volunteer have two tuberculosis skin tests (also known as TB or PPD tests) in the past year (at least one will need to be from current year), vaccination records, and a health assessment that is completed AFTER the two TB tests. The TB tests take up to three weeks to complete.
  - Once the completed medical forms are reviewed, Occupational Health will send a single-page medical clearance slip to the Special Category Associate office. If you have any questions about the medical requirements, please don't hesitate to contact Occupational Health at 202-476-2035 or through the above email.
- Complete the background check request which you will receive from CNHS after completing the first part of the volunteer application\*

- Submit the Special Category associate forms. All forms must be submitted by email and Associates may not begin their assignment nor receive an ID badge until they receive an acceptance email from the Special Category Associate Office.
- Following approval, all volunteers are required to attend a mandatory Error Prevention Safety Training as a part of a corporate safety transformation initiative.

\*Note: The Special Category Associate Office will send an email with information for submitting the background check after they receive the completed supervisor form and safety quiz from either the applicant or the supervisor. The supervisor will be responsible for collaborating with the volunteer to build their volunteer program, including their start/end date, weekly schedule, and responsibilities.

You do not have to have a rotation mentor identified to start the volunteer application process. Because it can take a month or longer to obtain approval, we recommend submitting an application if you have any interest at all in a rotation at CNHS so that you are not faced with a delay in starting your rotation.

Should you have any questions or concerns about/during the process, please reach out to Natheer Samarraie (NSamarraie@childrensnational.org) in Research Operations, and Toni Freeland in the Center for Genetic Medicine Research (THagans-Greene@childrensnational.org).