**Welcome to O’Connor Hospital**

To: Nursing Student

Re: Employee Health Screening, Clearance and ReadySet™

We look forward to welcoming you as a Nursing Student here at OCH. But first you must complete a few things before we can clear you for the health requirements. Employee Health Services uses ReadySet™ software to manage, monitor and report employee health requirements for compliance with hospital, federal, state and local agencies. ReadySet™ is online, confidential and only accessible to Employee Health Nurses for review and documentation and you for any health records you want to copy and maintain for yourself.

Let’s begin:

**Log in to the website:**

Type <https://dochs.readysetsecure.com> into the browser’s address bar (not search bar).

In hospital you can access site from the intranet via Quick Launch for ReadySet.

**1. New to ReadySet?** Create your account**:**

* **Click on Create a New Account**
	+ Enter name and date of birth. Use the same name you use for your school or employer.
	+ Enter O’Connor Hospital 4 digit organization code: **1409.**
	+ Select  **New Hire** and click next
	+ Enter your **birthdate** (instead of Employee ID)
	+ Enter SSN, Select **Student**  as population type **and** Enter home address
	+ Enter distorted letters in box
	+ Make sure all information you have entered is correct
	+ Create username and password. Password must have 8 characters, including a capital letter, a number and a special character, i.e. @, #, %,&. **Remember you user name and password, you will be using them for future ReadySet documentation.**

**2. Returning User? Do not create another account!**

* + To avoid problems with duplicate records do not set up another account.
	+ If you forgot username or password and need assistance, visit the ReadySet page click on link below the log-in field and follow instructions to retrieve your user name and password.

Next:

**3. You must complete and submit the online surveys.**

* **Complete LOGIN with your User Name and Password.**
* **SELECT “My Health” Tab on the top left.**
* **SELECT “Health Surveys” from the list of links in the left hand column , OR**

**Click ‘Here’ to complete pending surveys or questionnaires.**

* **SELECT survey to open.**
* **Save Time complete ONLY the following Surveys: Tuberculosis, Measles, Mumps, Rubella, Varicella, Tdap, Hepatitis B and Influenza. All other surveys will be deleted from the record.**
* **E-sign and Submit each completed survey.**
* **Print a screen shot of the completed surveys the screen will show check marks next to each of the surveys noted above.**

**4. After you have completed and submitted your Surveys please print a screen shot showing your completed surveys and gather all your immunizations and vaccine records. See list below:**

**O’CONNOR HOSPITAL REQUIRED DOCUMENTATION**

* **Screen shot showing completed surveys with the following documentation attached:**
1. TB Screening:
2. Required TST Two Step with results documented in mm. induration and dates placed and documented.
3. Laboratory confirmed Quantiferon test results.
4. If you have a history of Positive TST result, please provide a copy of your positive TST result and a copy of your most recent Chest X-Ray.
5. Laboratory confirmed Positive Rubella titer **or** medical documentation of one (1) live vaccine.
6. Laboratory confirmed Positive Rubeola titer **or** medical documentation of two (2) doses of live vaccine.
7. Laboratory confirmed Positive Mumps titer **or** documentation of two (2) doses of live vaccine.
8. Laboratory confirmed Positive Varicella titer **or** documentation or documentation of two (2) doses of vaccine.
9. Laboratory Confirmed Positive Hepatitis B Titer and documentation of three (3) doses of vaccine **or** signed declination in ReadySet.
10. Medical documentation of Tdap Vaccine.
11. Medical documentation of current year Influenza.
* **The screen shot verifying the completed ReadySet surveys with the complete documentation attached must be completed and provided to your clinical instructor three weeks before the start of your clinical rotation.**

Thank you.