

From: Donna Paine, PharmD Preceptor at BCBSRI

The things that a student should take care of before starting their rotation with us include the following:

Two to three weeks before starting the rotation, contact our Human Resources representative, Marissa Jaques at (401)459-5178 to arrange an introductory interview, complete paperwork, etc. Arrangements will be made for the student to obtain an ID badge, which needs to be presented whenever accessing the BCBSRI buildings. They should schedule the appt for 1-2 weeks before the first date of the rotation. This timeframe allows for the background check, drug testing to be completed in advance of the start date. Information to bring to the appt with HR includes resume, references, letter from the URI COP stating that the clinical rotation is part of the student's curriculum (this is the only circumstance that a person is not paid for the time they "work" here). On the first day of the rotation, the student will be required to complete HIPAA training, which can be done in our dept.

It's also recommended that the student make arrangements for parking through URI (at the Shephard building). Otherwise, the student will need to pay for parking since there is no courtesy parking for BCBS employees, guests. Through URI, the student can obtain a parking pass from the RI convention center garage. My understanding is that the student will need to furnish a letter from URI COP to URI in Providence stating that they are a student in order to get a pass.

Other things for the student to consider: the schedule is variable. There are occasional early morning and evening meetings which we request the student attend. If they attend something at one of these times, we make accommodations to the schedule so that they are not working more hours than the "regular" schedule. Also, some of the meetings are offsite, so it may be necessary for the student to have their own transportation. A laptop will be very useful for the student to bring to complete assignments. We don't have a computer set up for a student to use. If there is research that needs to be completed, we recommend the student either access resources/references from URI, their home, or the Brown library (we have a membership to Brown). I think those are the key issues that students should be aware of. Please let me know if you have any questions.