



## Annual Clinical Placement Process

1. Academic partners (health science programs; School of Nursing programs) send clinical requests to Clinical partners (Agencies, Healthcare systems, Facilities) by the established deadlines.
  - a. Fall Semester – May 1st
  - b. Spring Semester – Oct. 5th
  - c. Summer Semester – February 7th

Information for the instructor-led rotation must include the specific days of the week and time (use military time) for the semester requested. Information for precepted experiences must include the days of the week and time that the student is in the classroom setting. Other types of rotations- follow the example on the spreadsheet or online vendor.

2. Clinical partners send confirmation of requested instructor-led clinical placement by established deadlines to Academic partners.
  - a. Fall Semester – May 22
  - b. Spring Semester – October 25
  - c. Summer Semester – March 1
3. Clinical partners send confirmation of requested preceptor clinical placements by established deadlines to Academic partners. Clinical partners will give the Academic partner the number of preceptors that can be utilized, the specific unit and shift, and the contact person on the unit. The Academic partner will receive the specific staff name for the student from the unit contact person.
  - a. Fall Semester – July 25
  - b. Spring Semester – November 25
  - c. Summer Semester – April 25
4. Academic partners will notify the Clinical partners (**within the first two weeks of the semester**) any confirmed clinical unit that will not be used **that** semester by the academic program.

5. Academic partners will collect and store all students' credentialing documentation. (This may be done in an online database, with a contracted company or using the Student (Passport) Credentialing Form). The information will be shared with the clinical partner upon request.
6. Clinical partners will submit to the academic partners the facility specific information that students/faculty are required to complete prior to the clinical rotation by May 1st.
7. Students will successfully complete the Core Orientation Training and test as well as the facility specific orientation requirements prior to reporting for clinical rotation.
8. Student is cleared for clinical rotation by the Academic/Clinical partners/online vendor and reports to the Clinical partner for the learning experience.
9. If the Clinical partner is utilizing an online vendor for clinical requests and approvals, follow the procedural steps as outlined by the clinical partner/online vendor.