

For All Requests, use the [Rotation Manager](#) Clinical Placement Platform

1. **Select**
  - Specialty: Rotation or Preceptorship
  - Rotation Type: Instructor-led group, Float Assist, Observation, or Precepted
  - Location: Start/End Date, DAY of Week- for Rotation, Start/End-Times
  - Shift: Semester (Label), Type of Rotation,
  - Rotation Label(s): Fall, Spring, or Summer; Course #
2. Please do not add repetitive or unnecessary information in the comments section. You may add a rotation label to indicate the course #. You may indicate fundamentals level vs. senior level.
3. **Instructor-led Group**
  - Request separately for each student group
  - Do NOT request one overall time frame for more than one student group
  - Request each clinical group SEPARATELY.
  - Confirm Clinical Instructor name prior to start date
  - Confirm student names prior to start date
4. **Observation**
  - Request each slot separately
  - Request each clinical day SEPARATELY
  - Confirm Clinical Instructor name prior to start date
5. **Float Assist**
  - Request each slot separately
  - Request each clinical day SEPARATELY.
  - Confirm Clinical Instructor name prior to start date
6. **Preceptorship**
  - Request each slot separately for each student
  - Request each preceptorship separately, entering Start/End Dates
  - Do not request class days
  - Select 0700-0700 for Start/End Times to indicate availability for all shifts
7. [Clinical Request Timelines](#) may be found on the CCEP webpage - [Consortium for Clinical Education & Practice](#)

## TIP SHEET FOR MAKING CLINICAL PLACEMENT REQUESTS

NURSING STUDENT ROTATION DEFINITIONS	
ROTATION TYPE	DETAILS
Instructor-led Clinical Group	<ul style="list-style-type: none"> <li>• Instructor on-site.</li> <li>• Clinical students should function within their scope of practice; schools will verify skills that students have been validated on.</li> </ul>
Float Assist	<ul style="list-style-type: none"> <li>• Clinical Students are scheduled to float to your unit to spend a shift or number of hours there. The purpose is to expose them to unit skills and procedures.</li> <li>• Students do not have to be paired one-to-one with/ the same Staff Nurse for the duration of the rotation.</li> <li>• Students are not limited to observation; they are permitted to participate in hands-on activities within their scope of practice, ie. skills list.</li> <li>• A Nursing Clinical Instructor will be on-site, as a point of contact, although not directly supervising the student. The student is floating from the primary clinical group assignment.</li> <li>• EMS Instructors will be immediately available by phone.</li> </ul>
Observation	<ul style="list-style-type: none"> <li>• CI doesn't have to be present (on-site) at the healthcare facility. No hands-on care by the student. Observation only related to the curriculum for a one-time experience. Objectives must be given.</li> </ul>
Precepted	<ul style="list-style-type: none"> <li>• This is a one-to-one match of a student to a qualified Staff Member.</li> <li>• Students will follow the schedule of the Staff Member.</li> <li>• Clinical Students are permitted to administer medications under the direct supervision of their preceptor.</li> <li>• Students may perform skills independently that have been validated by their school and healthcare facility.</li> <li>• Each school has its own requirement for # hours that must be completed for the capstone. Some students may be required to fulfill several hours of leadership experience in addition to the hands-on practice of clinical skills.</li> </ul>