



## University Health – Nursing Administration Advanced Practice Clinical Placement Fact Sheet

Thank you for your interest in completing your clinical rotation at University Health. We are delighted that your education journey has brought you to UH.

To ensure that your clinical rotation is an enjoyable and seamless experience, Nursing Administration has constructed this informational fact sheet highlighting the key policies and procedures of our Clinical Placement Program. These policies help to ensure that a consistent and fair process is practiced. Please read this information carefully as exceptions will not be made.

### 1. Clinical Placement Process

To be considered for placement with a UH advanced practice provider, the student must:

- Complete the Advanced Practice Clinical Placement Request via survey link: <https://www.universityhealthkc.org/forms/graduate-nursing-placement-request-form/> in its entirety by the deadline for the semester in which they are requesting placement. Students are encouraged to be as detailed as possible when completing the Advanced Practice Clinical Placement Request form as this will impact what preceptor and clinical area the student is potentially placed. For example, if a student is requesting Women’s Health placement they should indicate if they need hours in OB and/or GYN. It is the student’s responsibility to ensure all data fields are complete. Incomplete applications will not be considered.
- Students must submit an application for each semester they are seeking placement.
- The students’ educational institution must have an active clinical affiliations contract with UH by the submission date in order for the student’s request to be considered.
- You must submit a Letter of Good standing from your Director via survey monkey for each semester you are seeking. Example of this can be found on our internal and external websites.

Due to high request volumes, only students whose placement requests have been approved will be notified by the notification deadlines. Request made after the placement request deadline will not be accepted. Additionally, UH reserves the right to freeze acceptance of placement requests when volumes exceeding realistic placement availability. The application request and notification deadlines are as follows:



	Application Request Deadline	Notification Deadline
Spring Semester (January – May)	August 1	September 1
Summer Semester (May – August)	December 1	January 15
Fall Semester (August – December)	March 1	April 1

UH employees who have successfully completed hospital orientation and onboarding and submit their request forms on or before the application request deadline will receive priority placement. Students may submit requests for more than one semester at a time, however, placement for future semester will not commence until on or after the application request deadline.

We recognize that some programs do not follow the traditional semester schedule. As a result, this process will use the placement start date to determine which semester the request falls into. For example, if a student needs placement for a course beginning in February this request would be classified as a spring placement request and the deadline and notification dates of the spring semester will apply. The process will rely on the following to determine what semester requests fall into:

<b>If the course begins in:</b>	<b>It will be considered:</b>
January – May	Spring Semester
June – August	Summer Semester
September – December	Fall Semester

When submitting future requests, to ensure fair placement to all students, there is no guarantee that placement in consecutive specialties will be granted. Due to the high volume of requests, this specifically applies to Family Practice, Pediatrics, and Women’s Health. For example, placement in Women’s Health for the spring and summer semesters would be considered a consecutive request.

Students who do not work through the appropriate application process will not have their requests considered. In order to be consistent, it is pivotal that all requests be handled by the Advanced Practice Provider Coordinator (APPC). Requests for IT access and badge access can only be approved by the APPC.

## 2. Preceptor Scheduling

If a student’s placement request is granted, the student will be notified by the APPC on or before the notification deadline via email. This email will serve as a formal introduction for the student and their preceptor. It is the student’s responsibility to communicate with their preceptor regarding scheduling. The student is also responsible for working with their preceptor to complete any necessary documentation required by their educational institution.



As mentioned above, it is the student's responsibility to ensure the information on their Advanced Practice Clinical Placement Request form is accurate. Once a student is placed, they will not be allowed to switch preceptors if the provider does not meet the requirements set forth by the educational institution.

### 3. Orientation and Onboarding

All students must complete an IT training session online prior to their first scheduled shift with their preceptor. IT training sessions are now completely online and will be assigned by the APPC. In IT training, students will be oriented to the documentation software utilized at UH. Students who do not attend orientation will have their placement revoked. Students who have completed orientation once will not be required to attend additional training session for future placement requests.

For current UH employees, IT access mirroring the student's assigned preceptor will be requested by the APPC if over 70 hours. The UH employee/student will need to call IT at the beginning of each shift to have their access switched over to student mode.

### 4. Clinical Rotations

Students must work with their preceptors to establish rotation schedules. UH employees must wear their security issued UH badge at all times.

### 5. Miscellaneous Information:

While all placement requests are considered, please note that placement is made at the discretion of the APPC, Director of Advanced Practice Providers, and the preceptor. If a preceptor must decline a previously placed request, there is no guarantee that a substitute preceptor will be assigned.

Should your contact information change or if you have experienced a name change, it is your responsibility to reach out to the APPC to update our database accordingly.

All issues or concerns regarding advanced practice clinical placement should be addressed with the APPC at the following email: [nursingstudent@uhkc.org](mailto:nursingstudent@uhkc.org)

