



School Coordinators- Getting Started

Website for Reference Material and Forms

All the information, processes, contacts, and forms you will need can be found on our website at <https://www.childrens.com/NursingStudents>. Children's Health participates in the Centralized Clinical Placement System (CCPS) for all requests for student placements (both cohort and precepted students.)

Clinical Education is the hosting department for:

Student Services clears students for Clinical Education:

<ul style="list-style-type: none"> • Undergraduate nursing students <ul style="list-style-type: none"> • Instructor Led Nursing Student Groups • Senior Level Precepted Nursing Students that have already completed a pediatric rotation • MSN students who are working on their MSN in Education and do not require any patient contact with their practicum 	<ul style="list-style-type: none"> • Student Services should only be contacted AFTER Clinical Education approves placement requests
<ul style="list-style-type: none"> • All placement and student requests should be submitted in the CCPS system according to the CCPS schedule guidelines • Questions should be sent to NursingStudentRequest@childrens.com 	<ul style="list-style-type: none"> • Student/Instructor paperwork and questions should be sent to NursingStudentPaperwork@childrens.com
<ul style="list-style-type: none"> • Clinical Education will send out all department information (such as handbooks, preceptor names, etc.) to instructors and students 	<ul style="list-style-type: none"> • Student Services will clear students with the Badge Office upon completion of all requirements

Affiliation Requirements

Schools must have:

- Current affiliation with Children's that will not expire during rotation
- Current copy of liability insurance policy as stated in contract must be on file

Requesting Clinical Rotation Placement

1. All requests must be made thru the Centralized Clinical Placement System (CCPS).
2. Requests will be accepted prior to each semester according to CCPS timeline
 - Historical placements will be honored before new requests
 - Children's reserves the right to factor in organizational needs into placements

3. Included in the request for cohort student groups, request the desired Student Orientation date/time (Student Epic class). Once requests have been approved by Clinical Education, the Training Center Coordinator will send an Epic Training appointment confirming the placement time
 - All instructors are required to attend Epic Training with their students

Requirements for Instructors

1. Clinical Education must approve all new instructors
 - New instructors must submit their resume/CV to Children’s coordinator for approval
 - Any instructor not facilitating students at Children’s for more than a year is considered a new instructor
Coordinator will complete a New Instructor Request form and return to Clinical Education
2. New instructors must complete all requirements prior to the Epic training day with students
 - More information on instructor requirements can be found on the website
3. Annual requirements for all instructors must be completed in January of each year
 - More information on instructor requirements can be found on the website

Requirements for Clinical Rotations - Paperwork

Student Paperwork must be submitted for processing at **least 3 weeks prior to start date of rotation**

- **Paperwork must be submitted electronically to NursingStudentPaperwork@childrens.com**
- Before submitting anything please review Children’s Requirements found on the website

STUDENT GROUPS	PRECEPTED STUDENTS
1. School Coordinator will submit Attestation letter and Nursing Student Information Spreadsheet together to Student Services <ul style="list-style-type: none"> • You must use templates found on the website 	1. Coordinator will submit Student Request form to NursingStudentRequest@childrens.com 2. Once Clinical Education approves Precepted Student a form is submitted to Student Services for processing
2. All Student Paperwork must come together and includes: <ul style="list-style-type: none"> • Health form • Confidentiality Agreement • Waiver and Release of Medical Liability 	3. Student Services will email the student 4. Either the student or School Coordinator must submit the Student Paperwork and Attestation Letter to Student Services
3. Student Services will notify School Coordinator and Instructors when group is cleared. <ul style="list-style-type: none"> • Group will only be cleared once all students/instructors have met their requirements 	

***Clinical rotation clearance will not be granted until all forms have been received and approved.
Rotations will be delayed or canceled if paperwork is not returned in timely fashion.***