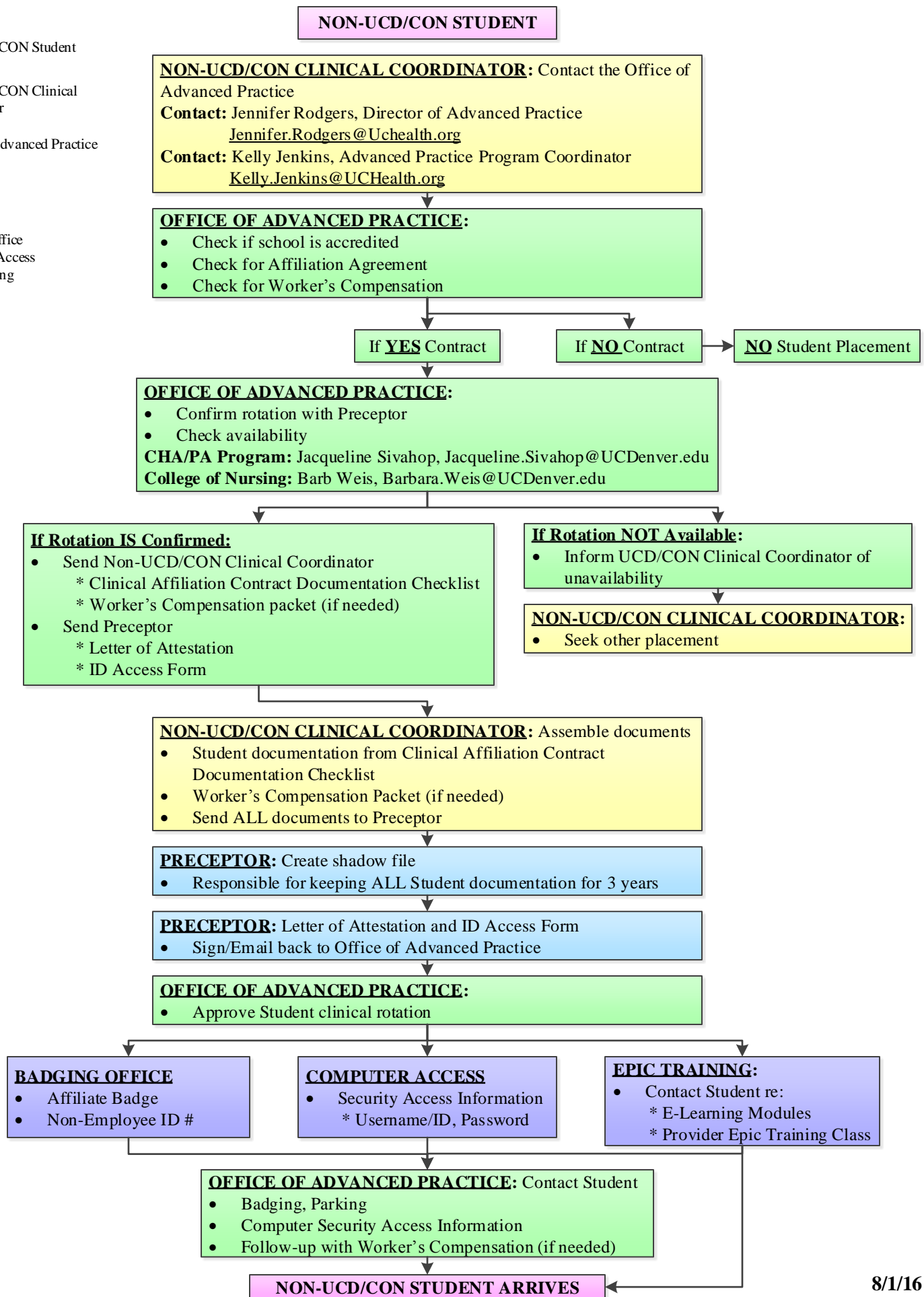


# Advanced Practice Student Clinical Placement: Non-UCD School of Medicine/Non-College of Nursing Student

- Non-UCD/CON Student
- Non-UCD/CON Clinical Coordinator
- Office of Advanced Practice
- Preceptor
- Badging Office  
Computer Access  
Epic Training



## **Steps for Non-UCD/CON Student Clinical Placement**

1. The Non-UCD/CON Clinical Coordinator contacts the Office of Advanced Practice to request student clinical placement
  - Jennifer Rodgers, Director of Advanced Practice
    - [Jennifer.Rodgers@UCHealth.org](mailto:Jennifer.Rodgers@UCHealth.org)
  - Kelly Jenkins, Advanced Practice Program Coordinator
    - [Kelly.Jenkins@UCHealth.org](mailto:Kelly.Jenkins@UCHealth.org)
2. The Office of Advanced Practice will:
  - Check if school is accredited
  - Check for an Affiliation Agreement between the school and UCH
    - If there is NOT a contract in place, NO student placement will be offered at this time
  - Check for Worker's Compensation covered in contract
3. If a contract IS in place, the Office of Advanced Practice will:
  - Confirm rotation with Preceptor
  - Check the availability of the student rotation with the following people, according to the student's degree seeking role
  - Barb Weis, College of Nursing
    - [Barbara.Weis@UCDenver.edu](mailto:Barbara.Weis@UCDenver.edu)
  - Jackie Sivahop, Academic Coordinator, CHA/PA Program
    - [Jacqueline.Sivahop@UCDenver.edu](mailto:Jacqueline.Sivahop@UCDenver.edu)
4. If the clinical rotation space is NOT available, the Office of Advanced Practice will:
  - Inform the Non-UCD/CON Clinical Coordinator of unavailability
  - Non-UCD/CON Clinical Coordinator will seek other placement
5. If the clinical rotation IS available, The Office of Advanced Practice will:
  - Send the Non-UCD/CON Clinical Coordinator:
    - Clinical Affiliation Contract Documentation Checklist
  - Send the Preceptor:
    - Letter of Attestation
    - ID Access Form
6. Non-UCD/CON Clinical Coordinator will:
  - Assemble the student documentation listed on the Clinical Affiliation Contract Documentation Checklist
  - ALL student documentation must be sent to the Preceptor
7. The Preceptor must create and maintain a shadow file of the student documentation
  - As the Preceptor of a Non-UCD/CON Student, it is their responsibility to keep the student documentation on file for Joint Commission for 3 years
  - They will need to request the course objectives from the student, to ensure that their experience will meet the course requirements
8. Once the shadow file is complete, the Preceptor will submit forms to the Office of Advanced Practice
  - Letter of Attestation
  - ID Access Form
9. Once both documents are received, the Office of Advanced Practice will:
  - Approve the student clinical rotation
    - Contact Badging Office, Computer Access, and Epic Training
10. Epic Training will contact the student with next steps for Epic Training
11. Office of Advanced Practice will email student
  - Badging
  - Parking
  - Computer Security Access Information