Responsibilities of the School:
1. Submits clinical rotation request at a minimum of 60 days out from the start date (e-mail is appropriate)
   a. Number of students requested to be placed and what year in the program they are in
   b. The discipline the student requires training in (Internal Medicine, cardiology, ER, etc.)
   c. Requested start and end dates
   d. Total hours and required hours per week/training period
   e. Educational objectives that the student will be expected to meet at the completion of the rotation
2. Forwards the required on-boarding documents to the student and coordinates the turn-in to the VA.
3. Submits the TQCVL 2 weeks prior to the start of the clinical rotation

Responsibilities of the VA:
1. Once the request from the school is received, sources the appropriate preceptor and notifies the school
2. Verifies the Affiliate Agreement is current. If not within 3 years the Education Office contacts the affiliate to update it.
3. Submits the appropriate computer access request
4. On-boards the student. Provides required documents/information to the student, gives them their computer access codes and introduces the student to their preceptor
5. Periodically checks with the preceptor and student to ensure the rotation is going well

Responsibilities of the Student:
1. Completes the required TMS training, is fingerprinted and returns the documents at a minimum of 30 days prior to the start of the clinical rotation
2. Returns to the VA with-in one week of the start date to obtain PIV computer access card.
3. Be prepared to conduct the rotation. Wear appropriately attired, wears their school ID badge and coordinates with their preceptor to schedule their “work” days
4. Completes a post clinical evaluation on their experience at NWIHCS

Responsibilities of the Preceptor:
1. Ensures the student is presented with opportunities to meets all the requirements of the educational objectives of the school
2. Ensures the student maintains the appropriate professional standards in conduct, attire and relationships
3. Completes and submits student evaluations as requested by the affiliated school