# Advance Practice/PA Student Preceptorship Placement Checklist

Please review the information below. This applies to all Froedtert Health Advance Practice (NP, CNS, MSN, DNP, MN, FNP) and PA students placed at Froedtert and the Medical College of Wisconsin, Community Memorial Hospital, St. Joseph’s Hospital West Bend and the Community Physician Clinics.

<table>
<thead>
<tr>
<th>To Do</th>
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<td>Contact your preceptor to set up hours and provide your contact information.</td>
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## New Students

### Verification:
- **All students** must enroll in the verification system each semester at least one week prior to the start of clinical. This includes students having clinical at Froedtert & the Medical College of Wisconsin, Community Memorial Hospital (CMH), St. Joseph’s Hospital West Bend (SJH) or Community Physician (CP) Clinics.
- **Verification Link**: [http://fmlh-education.com/son](http://fmlh-education.com/son). Enter your **school** email address. You will receive a return email from the verification system to validate your email address, enroll into the current semester, complete security questions, and electronically sign a confidentiality agreement.
- If you do not receive an email back from the system – check your junk/spam mail.
- See Student Verification Tip Sheet for questions/problems with verification (located on website).
- **Verification**: school coordinator verifies students when the requirements are met.

### Learning Center Extension (student learning center - this is not the staff learning center):
- Receive an email from the Froedtert Learning Center after verification by the school.
- **Online Training Modules**: All students are required to complete the following online modules prior to the start of clinical:
  - *Safety Training 2016* (appropriate sections to be completed for each clinical area)
  - *Compliance 2016*
  - *Information Technology Security Expectations*
  - Handbook for Instructors/Students
  - AP Training (Epic Online)
  - **Exception**: Froedtert Health staff members

### Computer Access:
- Enroll in the Student Verification process, be verified, and receive an email from the Learning Center Extension at least one week prior to the first clinical day or your access will not be ready.
- Call the Froedtert Help Desk 414-805-2101 to obtain network log in/password and Epic log in/password on the first clinical day.
- Student access is set up on an electronic student spreadsheet.
- Froedtert Health staff members: your student access is separate from your employee access (you may not use your staff access).

## Returning Students

### To Do | ✓ |
| Returning Students | |
| All students must enroll in the verification system each semester at least one week prior to the start of clinical. **This will reactivate your network/epic access.** | |
| **Verification Link**: [http://fmlh-education.com/son](http://fmlh-education.com/son). Enter your **school** email address. You will receive a return email from the verification system to validate your email address, enroll into the current semester, complete security questions, and electronically sign a confidentiality agreement. | |
| See Student Verification Tip Sheet for questions/problems with verification (located on website). | |
| **Verification**: school coordinator verifies students when the requirements are met. | |
| **Learning Center Extension** - use school email address and password from previous clinical to access the learning center. Contact Organizational Learning for password reset if needed 414-805-5393. | |
- **Online Training Modules:** complete the following online modules prior to the start of clinical:
  - *Safety Training 2016* (appropriate sections to be completed for each clinical area)
  - *Compliance 2016* (Privacy Expectations)
  - *Information Technology Security Expectations*
  - Handbook for Instructors/Students

- **Computer Training/Access:** call the Froedtert Help Desk 414-805-2101 to obtain network log in/password and Epic log in/password on the first day of clinical. This will not be ready for at least 48 hours after you have been verified in the student verification system.
- Student access is set up on an electronic student spreadsheet.
- **Froedtert Health staff members:** your student access is separate from your employee access (you may not use your staff access).

## General Information

### Parking:

**Froedtert Hospital:** Student parking is available on Wisconsin Avenue and side streets only. This includes parking for clinical, prep and computer training. **Student parking will not be validated.** Carpooling is recommended. Children’s Hospital is not available for student parking. See Parking handout on Froedtert website: [http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/](http://www.froedtert.com/ForHealthcareProfessionals/ProfessionalEducation/NursingUndergraduate/)

**Community Memorial Hospital:** [http://intranet.froedtert.com/?id=16907&sid=2](http://intranet.froedtert.com/?id=16907&sid=2)

**St. Joseph’s West Bend:** [http://www.froedtert.com/health-care-professionals/education](http://www.froedtert.com/health-care-professionals/education)

### Forms and orientation materials found on the website:


### Questions:

- **Student Hotline:** 414-805-8000
- Contact your instructor, preceptor or Jane Hendricks, [Jane.Hendricks@froedtert.com](mailto:Jane.Hendricks@froedtert.com), 414-805-5392
- Do not call the Froedtert Help Desk for questions.