



## Graduate & Doctorate Level Nursing/PA Student Preceptorship Placement Checklist

Please review the information below. This applies to all Froedtert Health Clinical Nurse Leader (CNL), Clinical Nurse Specialist (CNS), Masters in Nursing (MSN), MS, MN), Nurse Practitioner (NP), Post Masters Certificates, Doctorate in Nursing (PhD, DNP), Certified Nurse Midwife (CNM), and Physician Assistant (PA) students placed at Froedtert Health which includes Froedtert Hospital, Froedtert Menomonee Falls Hospital, Froedtert West Bend Hospital and the Community Physicians Clinics.

✓	<b>To Do</b>
<input type="checkbox"/>	Contact your preceptor to set up hours and provide your contact information.
<b>New Students</b>	
✓	<b>To Do</b>
<input type="checkbox"/>	<p><b><u>Verification:</u></b></p> <ul style="list-style-type: none"> <li>• <b>All students</b> must enroll in the verification system <u>each semester</u>. This includes students having clinical at Froedtert Hospital, Froedtert Menomonee Falls Hospital, Froedtert West Bend Hospital, or the Community Physicians Clinics.</li> <li>• Click on the <a href="#">Verification Link</a> and enter your <u>school</u> 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 the confidentiality agreement.</li> <li>• Check your junk/spam if you do not receive an email back from the system (see Student Verification Tip Sheet on website for questions/problems with verification).</li> <li>• School coordinator is notified of your enrollment and is responsible to verify you when the requirements are met. Contact your school coordinator with any questions.</li> </ul>
<input type="checkbox"/>	<p><b><u>Learning Center:</u></b></p> <ul style="list-style-type: none"> <li>• Receive email from the system 48 hours <u>after verification by school coordinator</u>.</li> <li>• <b>Online Training Modules:</b> all students are required to complete the assigned modules prior to the start of clinical.</li> <li>• Froedtert staff members are only required to complete the modules they have not completed as a staff member.</li> </ul>
<input type="checkbox"/>	<p><b><u>Computer Access (if applicable):</u></b></p> <ul style="list-style-type: none"> <li>• Enroll in the Student Verification System, 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.</li> <li>• Call the Froedtert Help Desk 414-805-2101 to obtain network/epic log in and password on the first clinical day. Access will not be ready for at least 48 hours after you have been verified in the student verification system.</li> <li>• IT access will not be emailed to students</li> <li>• If asked by IT - student access is set up on an electronic student spreadsheet.</li> <li>• <b>Froedtert Health staff members: student access is separate from employee access (you <u>may not</u> use your staff access).</b></li> </ul>
<input type="checkbox"/>	<p><b><u>Form to Complete &amp; Return</u></b>  <a href="#">Student Unit Department Orientation Checklist</a> - print from <a href="#">Graduate/Doctorate Nursing/PA Student Website</a>, complete and return</p>

<b>Returning Students</b>	
✓	To Do
<input type="checkbox"/>	<p><b><u>Returning Students:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Verification:</b> all students must enroll in the verification system each semester - <a href="#">Verification Link</a> (see Verification information above). <u>This is required to reactivate your network/epic access.</u></li> <li>• <b>Learning Center:</b> <a href="#">Learning Center Link</a> <ul style="list-style-type: none"> <li>○ Use school email address and password from previous clinical/ rotation</li> <li>○ Complete any new/updated assigned modules.</li> </ul> </li> <li>• <b>Computer Access:</b> call the Froedtert Help Desk 414-805-2101 to obtain network and epic log in/password on the first day of clinical. Access will not be ready for at least 48 hours after you have been verified in the student verification system. IT access will not be emailed to students.</li> <li>• <b>Student Unit Department Orientation Checklist</b> - print from <a href="#">Graduate/Doctorate Nursing/PA Student Website</a>, complete and return (if you change units/locations).</li> </ul>
<b>General Information</b>	
	<p><b><u>Parking:</u></b></p> <p><u>Froedtert Hospital:</u> see handout on <a href="#">Graduate/Doctorate Nursing/PA Student Website</a></p> <p><u>Froedtert Menomonee Falls Hospital:</u> <a href="#">Menomonee Falls Hospital Parking</a></p> <p><u>Froedtert West Bend Hospital:</u> park in the front parking lot of the building</p>
	<p><b><u>Forms and information</u></b> - <a href="#">Graduate/Doctorate Nursing/PA Student Website</a></p>
<input type="checkbox"/>	<p>Provide goals, objectives, and course syllabus the first day of clinical to preceptor.</p>
	<p><b><u>Questions:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Student Hotline:</b> 414-805-8000</li> <li>• Contact your instructor, preceptor or <a href="mailto:gradprogramstudents@froedtert.com">gradprogramstudents@froedtert.com</a></li> <li>• Do not call the Froedtert Help Desk for questions.</li> </ul>