### 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 Hospital, Community Memorial Hospital, St. Joseph’s Hospital West Bend and the Community Physician Clinics.

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<td>Contact your preceptor to set up hours and provide your contact information.</td>
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#### New Students

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| ☐ | **Verification:**  
  - **All students** must enroll in the verification system **each semester**. This includes students having clinical at Froedtert Hospital, Community Memorial Hospital (CMH), St. Joseph’s Hospital West Bend (SJH) or Community Physician (CP) Clinics.  
  - Click on the [Verification Link](#) and 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 the confidentiality agreement.  
  - 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).  
  - 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. |

| ☐ | **Learning Center:**  
  - Receive email from the system **48 hours after verification by school coordinator**.  
  - **Online Training Modules:** all students are required to complete the assigned modules prior to the start of clinical. |

| ☐ | **Computer Access (if applicable):**  
  - 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.  
  - Call the Froedtert Help Desk 414-805-2101 to obtain network/epic log in and password on the first clinical day.  
  - Student access is set up on an electronic student spreadsheet.  
  - **Froedtert Health staff members:** student access is separate from employee access (you may not use your staff access). |

| ☐ | **Form to Complete & Return**  
  Student Unit Department Orientation Checklist - print from [Student Experiences Website](#) |
### Returning Students

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**Returning Students:**
- **Verification:** all students must enroll in the verification system each semester - [Verification Link](#) (see Verification information above). This is required to reactivate your network/epic access.
- **Learning Center:** [Learning Center Link](#)
  - Use school email address and password from previous clinical/rotation
  - Complete assigned modules.
- **Computer Access:** call the Froedtert Help Desk 414-805-2101 to obtain network and epic login/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.
- **Student Unit Department Orientation Checklist** - print from [Student Experiences Website](#), complete and return (if you change units/locations).

### General Information

**Parking:**
- Froedtert Hospital: see handout on [Student Experiences Website](#)
- Community Memorial Hospital: [CMH Parking](#)
- St. Joseph’s Hospital West Bend: park in the front parking lot of the building

**Forms and information** - [Advance Practice Student Website](#)

- Provide goals, objectives, and course syllabus the first day of clinical to preceptor.

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