1. Students:
   a) Are required to contact the appropriate coordinator to confirm clinical placement:
      Aurora Medical Education Coordinator for NP/Midwifery/CRNA students: (414) 219-7720
      Academic Relations Coordinator for other advanced degree students: (414) 647-6389
      Oshkosh/Fond Du Lac market: Student Placement Coordinator at (920)456-7795
      Aurora BayCare market: Student Placement Coordinator at (920)288-3178
   b) Are required to complete and submit paperwork listed on the appropriate website:
      www.aurora.org/students
      Oshkosh/Fond Du Lac market: https://www.fvhca.org
      Aurora BayCare market: AMGNorthAppStudents@aurora.org
   c) Students must complete all required orientation checklists before providing any patient care (Requirements Prior to Clinical).
   d) Are expected to know and abide by Aurora Health Care policies/procedures that pertain to their clinical site and patient population, including documentation guidelines and confidentiality of protected health information in the electronic health record. Access to the electronic health record is granted in accordance to policy #159, Nonemployees Working in Aurora Health Care, Attachment A.
   e) Students must abide by of the Aurora Health Care credentialing and privileging documents for their respective practice specialty.
   f) Will seek consultation and guidance appropriately from the preceptor and/or assigned faculty.
   g) Students are not permitted access to automated medication dispensing cabinets.

2. Preceptor Clinical Supervision by Aurora Health Care employee:
   a) Reviews the student’s scope of practice, skill set, and role competency information prior to the start of the clinical experience. Supervises all student clinical hours by personal or direct supervision. Personal supervision must be provided if the student has not attained clinical competency in a procedure or skill. Evidence of student competency in procedures and or skills is provided to the preceptor by the student/school/assigned faculty. Follow supervision requirement in 4.6 of this policy regarding student registered nurse anesthetists.
   b) Communicates any student concerns/issues directly with the assigned faculty member(s). Communication may be within 24 hours if the concern/issue does not require immediate action.
c) Communicates any student/faculty/preceptor concerns/issues to the appropriate coordinator:
   Aurora Medical Education Coordinator: (414) 219-7720
   Academic Relations Coordinator: (414) 647-6389
   Oshkosh/Fond Du Lac: Student Placement Coordinator at (920) 456-7795
   Aurora BayCare: Student Placement Coordinator at (920) 288-3178

d) Educates/orients the student to the electronic health record, if needed.

e) Completes all required student forms/documentation including student and program evaluations within the timeframes established by the School or College of Nursing.

3. Faculty from requesting School or College of Nursing:

   a) Assesses the level of student competency, readiness for clinical placement, and population focus/clinical setting is determined by the School or College of Nursing faculty prior to submitting a clinical placement request via the website.

   b) Completes Aurora Health Care requirements for instructors prior to the start of the clinical experience. See website: www.aurora.org/students
   Oshkosh/Fond Du Lac market: https://www.fvhca.org
   Aurora BayCare market: AMGNorthAppStudents@aurora.org

c) Are expected to know and abide by Aurora Health Care policies/procedures that pertain to the student clinical site and patient population, including documentation guidelines and confidentiality of protected health information in the electronic health record. Access to the electronic health record is granted to the student in accordance to guidelines established by Information Services.

d) Will seek consultation and guidance appropriately from the preceptor and/or Aurora Medical Education Coordinator or Student Placement Coordinator to address student issues related to the placement.

e) Provide faculty contact information and course requirements with expectations of the clinical experience and student competencies. Provide evaluation criteria and tools for competency assessment of the student.

f) Initiates communication (face-to-face or by telephone) with the preceptor prior to the start of the clinical experience to discuss the course requirements and expectations for the clinical experience and development of student competencies

g) Agrees to be available to respond the student and/or preceptor within 24 hours of request. Provides contact information to the preceptor prior to the start of the clinical.
h) Completes Aurora Health Care student evaluation forms within the designated timeframe.