Connecticut Children's Medical Center
Student Placement Process

	Responsibility	Step
1.	Staff	Analyze request to determine if student is acceptable.
2.	Accepting department	Complete Student Placement Form.
3.	Education and Development	Verify Affiliation Agreement with university or school Or Contact school to initiate agreement.
4.	Education and Development	Send information and forms to student
5.	Student	Review information. a. Welcome letter b. Guide to Connecticut Children's Medical Center c. Student Orientation Curriculum Guide (CHA) d. Student Orientation Curriculum post test and answer sheet. e. Hipaa and Corporate Compliance Self Study Packet
6.	Student or Preceptor/clinical instructor or department accepting the student	Sign Forms and return to Education and Development. a. Mandatory OSHA-Health Training Record b. Confidentiality Agreement c. Heath Record • Individual Student: All requirements must be documented by an appropriate member at the student's school. **or** • Group of students: The student's school or university is responsible for sending an email (or individual health records) for each student to Education and Development Department stating that all health requirements /immunizations are current and on file in the school's health office.
7.	Education and Development Department	Forward Student Badge forms to the preceptor/clinical instructor or the accepting department.
8.	Preceptor/clinical instructor or the accepting department.	Schedule picture IDs with the Safety and Security Department and enter student's name in the visitor pre-approval database on his/her first day • All badges must be turned in to Education and Development or Security staff upon exit on student's last day. • Badges will allow access into the building through the two main entrances only. Students are not granted badge access to secured areas. Managers are responsible to arrange additional access

		with Security directly, if needed. • Students cannot escort patients out of their clinical area alone. • Parking and meals are not provided for students.
9.	Student	Fill out required evaluation at the end of their experience either electronically or a paper copy to be sent to the Education and Development Department.

Contact Kathy Visinski or Pam Tomazic in the Education and Development Department with questions regarding this process.