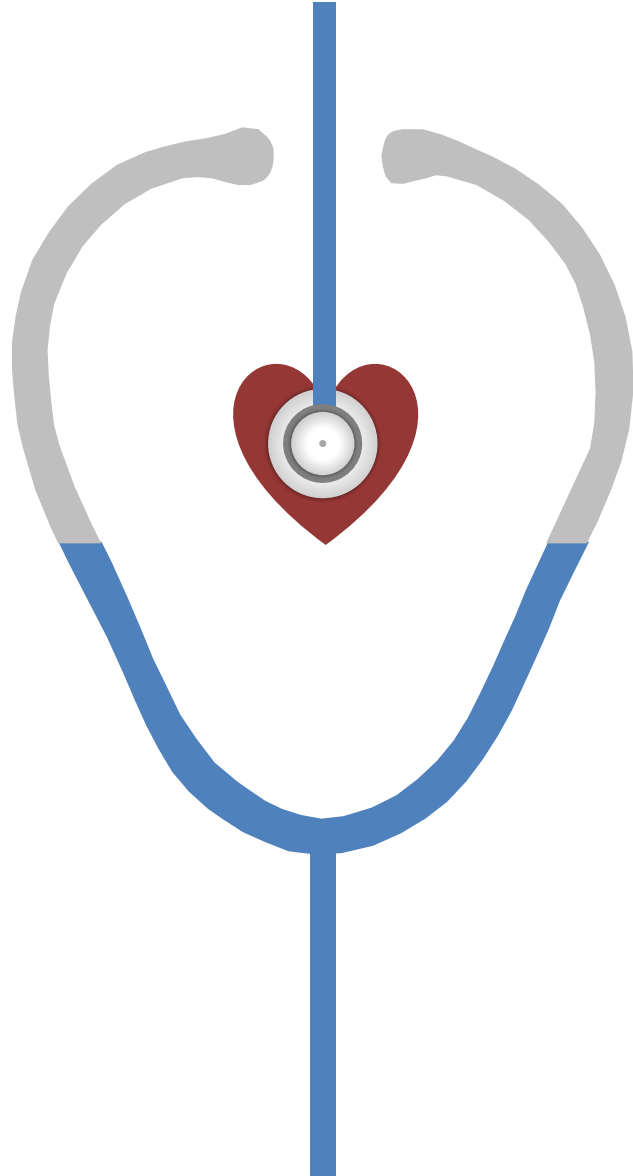


# Allina Health Clinical Student Onboarding

# Introductions

# Agenda




- **Live Demo: Allina Health Clinical Student Preparation**
- **Student Onboarding**
  - **Roster**
  - **Roster Tip Sheet & Resources**
- **Resources**
- **Next Steps**

# Allina Health Clinical Student Preparation


# Allina Health Clinical Student Preparation


[Donate today](#) | [Set location](#) | [Medical professionals](#) | Languages ▾ | [Sign in](#)




 **Find**  
Providers, locations & more

 **Resources**  
Tools, guides & education

 **Contact us**  
Connect with Allina Health

 **My Account**  
Your info, account & care

 [Coronavirus \(COVID-19\)](#)  
We're here to help

Get care

Search...



## Student preparation

To help emerging providers and clinicians grow their skills, we offer more than 5,000 clinical rotations each year in areas such as Advanced Practice, Allied Health, Nursing + more!

Requirements ▾

Clinical request & approval ▾

Clinical student/onsite faculty onboarding ▾

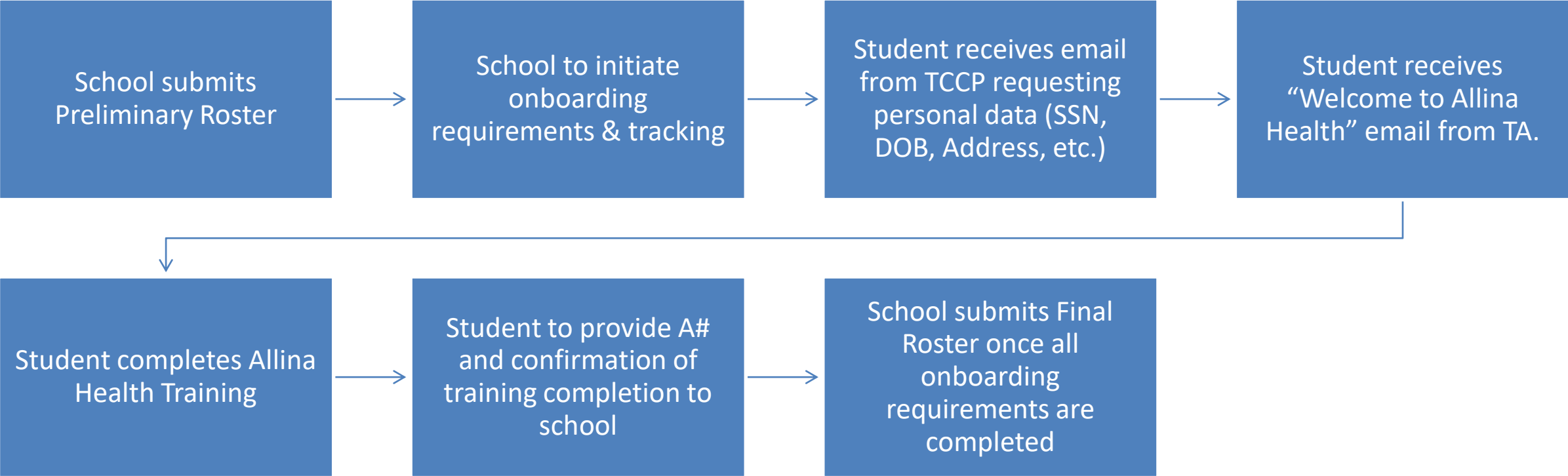
Clinical student/faculty onsite resources ▾

<https://www.allinahealth.org/careers/student-preparation>



# Student Onboarding

# Student Onboarding Process Map







# Roster Requirements

## 1. The Allina Health Roster tab must be completed in full and sent to Academics Coordinator.

- *Exceptions:*
  - *A#: This is only used for the final roster submission*
  - *TCCP ID: This is only required for APRN/PA & Nursing Students*
  - *Middle Initial: Not required for students who do not have a middle initial*
  - *Degree Code: You only need to enter in 1 degree code, either in ADV Practice/Nursing OR in Allied Health*
- **You must select if you are submitting a preliminary roster or final roster at the top of the form**
- **Student/Onsite Faculty Name(s) must be full legal name** (nick names, abbreviations, misspelled names, etc. will delay clinical start)

## 2. Separate rosters are required for each clinical rotation

- *Exceptions:*
  - ***Students going to the same site for the same date range may be listed on the same roster***
  - Students must be listed on a separate row for each clinical experience type (e.g. group, observation, clinical hours, leadership, project, etc.)
  - *Nursing Group Students who are also completing a prep or orientation associated with the group may be on the same roster, all TCCP ID #s must be listed.*

**\*\*This roster is a requirement to ensure a student profile is created**

# Additional Final Roster Requirements

## 1. Completed Final Roster Attestation tab

- Each Required Onboarding Item Checked for Completion
- Completed Fields for Signature, Date and Contact
- If applicable, Completed Non-Nursing School Faculty License Information

## 2. Submission of Final Roster to Academic Coordinator

- For Nursing & Respiratory Therapy students needing cabinet access: submission of final roster to ADC/Omniceil Pharmacy Contacts
- For Site-Specific Parking & Badges (ANW, DOH, OWA): submission of final roster to Site Contacts
- Site Safety Leads: See Allina Pandemic- COVID-19-Precaution-Requirements

**\*\*This attestation is a requirement to complete student onboarding**

# Roster Resources

1. [Roster Tip Sheet](#)
2. **Roster**
  - [Clinical Sites](#): Full list of approved clinical sites and locations.
  - [Academics Coordinator](#): Contact list to be utilized to send rosters
  - [Student Degree Types](#): Full list of approved student types with associated code.
3. **Final Roster**
  - [Academics Coordinator](#): Contact list to be utilized to send final rosters
  - **ADC.Omnnicell Pharmacy Contact List**: Contact list to be utilized to send final rosters if
  - **Parking & Badges**: Contact list to be utilized to send final rosters for Site-Specific Parking & Badges- only send as listed in site specific directions

# Resources

# Resource Quick Links

- **Allina Health Clinical Student Preparation**
  - **Allina Health Infection Control Policy – Appendix G**
  - **Allina Pandemic – COVID – 19 – Precaution- Requirements**
  - **School Clinical Coordinator/Faculty Onboarding Steps**
  - **Student/Onsite Faculty Onboarding Steps**
  - **Required Onboarding Checklist**
  - **Roster Tip Sheet**
  - **Academics Coordinator List**

# Next Steps

- Academic Affiliation Training – will be available on the student preparation webpage, TBD
- “Go-Live” New Student Onboarding – 1/12/2021 @ 1p.m.
  - **Students/Onsite Faculty who have not registered by 12/10/2020 will need new preliminary rosters sent**
  - Prepare for a minimum of a 3 week onboarding timeline from 1/12/2021 to clinical start

