Advance Practice Provider Student Request Tip Sheet

All **Advanced Nursing Degrees** have the same requirements as the **Physician Assistant** (PA) and **Advanced Practice Registered Nurse** (APRN) student such as Nurse practitioners (NP). These requirements apply to MSN, CNS, DNP, Master of Organizational Learning, PhD, etc.

Overview

Affiliation Agreements

- Without an academic affiliation clinical experience agreement (CEA aka "contract") no experience can be hosted/approved.
- See list of affiliated schools. Academic Affiliations List.
- For Allina Health employees ONLY: See Where to Start When Thinking About Going Back to School - Choosing an Academic Program.pdf (allinahealth.org)
- Preceptors CANNOT sign affiliation agreements or preceptor agreements/contracts. If asked to do so, direct the school to the AllinaAcademics@allina.com. They also are not to provide license number or information provided under the agreement or via Find a Provider resource.

Faculty

- Faculty of record cannot be the preceptor; the school must provide faculty.
- The faculty of record for all nursing degrees must be from the school and must have both an RN and APRN license in the state of Minnesota or Wisconsin (for WI experiences) for all experiences, per the MN/WI board of nursing.

Preceptor

- Preceptors cannot be family members/friends.
- Preceptor/mentor cannot be a teammate. Teammate might be in the same reporting structure, same physical setting, intersecting work responsibilities, or shared patients. This is the community standard for academic programs and care organizations. This creates role confusion, creates a conflict in relationship and the Excellian student role may interfere with the employee documentation access.
- Preceptors may only tentatively approve a placement. All placements must be approved formally which includes the preceptor's leadership approval.

What to request:

- See document: Differentiating Clinical – Leadership - and Project Experiences/Opportunities
- Requests must be specific for location (clinic/department), dates, number of hours, and must match course objectives.
- Project related hours, leadership hours, and clinical hours must be approved separately.
- All projects must be pre-approved by the Nursing Research Review Council. Project application must be submitted and approved through Clinician Nexus prior to onboarding for the opportunity.

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Whom to contact to make a request:

Allina Health does **not** have a centralized request/placement process, **except for those specified below.**

Experience Requested:	Student Type	Which Sites	Request Process	Primary Contact	Comments
For all but those listed below in green, it is a networking method.	APRN/PA	**All sites, unless specified below.**	Student/school to secure a preceptor independently before submitting into TCCP.	Find a provider | Allina Health.	Approval by preceptor's leader &/or Medical Director must be obtained by preceptor or school.
Leadership	**All**	All	Follow the same process as clinical requests.		
Project Students	All APRN/PA including MSN, PhD, etc.	**All sites**	Submit Application in Clinician Nexus. Do **NOT** contact the potential preceptor directly.	Nursing Clinical Inquiry Research (NCIR) Council Contact via AllinaAcademics@allina.com	Applications are due a minimum 90 days prior to the requested start date.
Clinical Nurse Specialist (CNS)	Students specifically requesting experience with a CNS.	All sites **for System CNSs for clinical hours**	Submit Application in Clinician Nexus. Do **NOT** contact the potential preceptor directly.	Christopher.Allen@allina.com or AllinaAcademics@allina.com	Applications are due a minimum 90 days prior to the requested start date.
ER with Emergency Care Consultants (ECC)	All APRN & PA	• ANW & WestHealth Urgent Care • Faribault • Regina • River Falls • United	Email request. Do **NOT** contact the potential preceptor directly.	Betsy.Williamson@eccemergency.com	• Do not send requests for other sites. • ER only, not urgent care beyond WestHealth. For all other sites not listed, follow top row.
Mental Health	APRN	All Sites	Email request. Do **NOT** contact the potential preceptor directly.	Karalee.LaBreche@allina.com	
Minnesota Perinatal Physicians	All APRN & PA	MPP | Allina Health Locations	Email request. Do **NOT** contact the potential preceptor directly.	Elin.Nelson@allina.com	This is a specialty rotation, not a primary care clinic.
Palliative Care, Senior Health, & Hospice placements	APRN and PA	**Home Care Services** including community and hospital-based providers.	School submits request into TCCP under **Home Care Services.** Do **NOT** contact the potential preceptor directly.	Bette-Jo.Johnson@allina.com	**Submission deadlines**: • Spring: October 1st • Summer: March 1st • Fall: June 1st • Late requests will be reviewed, but not prioritized.
Penny George Institute for Health and Healing (PGIHH)	APRN and PA	All Sites	Email request. Do **NOT** contact the potential preceptor directly.	PGIHHClinicalTraining@allina.com	Advanced students only, with specific interest in specialty.

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After Approval:

- Upon approval, faculty/school must follow the on-boarding processes as detailed in Clinician Nexus.
- School ensures submission of TCCP requests. APN/PA of Minnesota (clinicalcoordination.org). Separate requests are needed if the provider is going to be supporting the student in a clinic and at hospital site/s. A request is needed for each site the student will be attending for the rotation.
- After the placement is placed in TCCP, the Allina academic coordinator will place the opportunity in Clinician Nexus.
- The school will need to schedule the student to the opportunity.
- This is an interim process that will be transitioning before June 2024.

Here is a summary of the TCCP Request and Approval Process Requirements.

All Projects and teams *as specified above* for APRN and PA Clinical and Leadership rotations. **DO NOT find your own preceptor.** There is a standard department approval process. School must submit all requests in TCCP.	**All Leadership and APRN Clinicals *except as specified above*.** After obtaining department approval, the school must obtain formal **approval in TCCP from Allina Academics to proceed.**	**PA Clinicals, *except as specified above*.** After obtaining department approval, the school must **"CONFIRM"** placement in TCCP.

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