

## Advanced Practice Provider Student Request Tip Sheet

All **Advanced Practice Nursing and Physician Assistant (PA) Degrees** have the same requirements. **Advanced Practice Registered Nurse (APRN)** includes Nurse Practitioner (NP), Clinical Nurse Specialist (CNS), Certified Nurse Midwife (CNM), Doctorate of Nursing Practice (DNP), Master of Science in Nursing (MSN) for Education, leadership, etc., Master of Organizational Learning (MAOL), etc.

### 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](#)
- Preceptors CANNOT sign affiliation agreements or preceptor agreements/contracts. If asked to do so, direct the school to the [AllinaAcademics@allina.com](mailto:AllinaAcademics@allina.com). They also are not to provide license number or information provided under the agreement or available on the [Find a Provider](#) resource. Schools may not require preceptors to provide license/certification numbers or Curriculum Vitae/Resume.

### 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 may only tentatively approve of a placement. All placements must be approved formally, which includes the preceptor’s leadership approval. **See grid on second page for those potential preceptors you should not contact directly.**

### Preceptor – Student Potential Relationship Conflict

Allina Health is committed to being a trusted academic partner by delivering exceptional clinical learning experiences. To uphold accreditation standards and ensure objective, high-quality education schools have preceptor requirements. These standards typically include:

- Preceptors cannot be family members or close friends of the student.
- Preceptor and student cannot work as teammates (same manager, patient assignment, or department).

These guidelines exist because prior relationships could impact learning outcomes. Students may hesitate to take risks or make mistakes, and preceptors may find it challenging to provide unbiased feedback.

*If you are requesting a preceptor with whom you have a personal or professional relationship, the next steps are:*

- **Contact your school’s clinical coordinator** to obtain the exemption request process.
- **Have an open discussion with the preceptor** about how to minimize potential risks.
- **Ensure you disclose the relationship with your school** and obtain formal approval for an exemption.
- Your preceptor, their leadership, and the school must all concur that this is acceptable.
- **If the clinical will occur on your home unit:** Your manager must approve the arrangement and be aware that **Excellian access may be revoked during clinicals** due to IS overrides. This could affect your ability to perform your paid role. If this occurs, your manager will need to work with IS to reinstate access.

### What to request:

- See document: [Differentiating Clinical – Leadership - and Project Experiences / Opportunities](#)
- Requests must be for a specific 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 nursing 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. See below.

### After Approval:

- Upon approval, faculty/school must follow the on-boarding processes as detailed in Clinician Nexus.

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

Experience Request	Student Type	Which Sites	Request Process	Primary Contact	Comments
For all <b>but</b> those listed below in <b>green</b> , it is a networking method.	APRN/PA	All sites, unless specified below.	Student/school to secure a preceptor independently before submitting formal requests to Allina.	<a href="#">Find a provider   Allina Health.</a>	Approval by preceptor's leader &/or Medical Director must be obtained.
Leadership	All	All	Follow the same process as clinical requests.		
Project Students	All APRN/PA includes MSN, PhD, etc.	All sites	Submit Application in Clinician Nexus.  Students are encouraged to find a project mentor. Nursing must be approved by the NCIR.	<a href="https://app.cliniciannexus.com/search/rotations/79058">https://app.cliniciannexus.com/search/rotations/79058</a> Nursing Clinical Inquiry Research (NCIR) Council	Applications are due a minimum of 60-90 days prior to the requested start date. Questions: Contact <a href="mailto:AllinaAcademics@allina.com">AllinaAcademics@allina.com</a>
Clinical Nurse Specialist (CNS) specifically requesting experience with a CNS.	CNS ONLY	All sites for System CNSs for clinical hours	Submit Application in Clinician Nexus.  Do <b>NOT</b> contact the potential preceptor directly.	<a href="https://app.cliniciannexus.com/search/rotations/48676">https://app.cliniciannexus.com/search/rotations/48676</a>	Applications are due a minimum of 90 days prior to the requested start date.
ER with Emergency Care Consultants (ECC)	All APRN & PA	<ul style="list-style-type: none"><li>• ANW &amp; WestHealth Urgent Care</li><li>• Faribault</li><li>• Regina</li><li>• River Falls</li><li>• United</li></ul>	Email request.  Do <b>NOT</b> contact the potential preceptor directly.	<a href="mailto:Betsy.Williamson@eccemergency.com">Betsy.Williamson@eccemergency.com</a>	<ul style="list-style-type: none"><li>• Do not send requests for other sites.</li><li>• ER only, not urgent care beyond WestHealth. For all other sites not listed, follow top row.</li></ul>
Hospitalist	All	United Hospitalist Team	Email request. Do <b>NOT</b> contact the potential preceptor directly.	<a href="mailto:Amanda.Vang@allina.com">Amanda.Vang@allina.com</a>	This is not for the specialty care teams.
Mental Health	APRN	All Sites	Submit Application in Clinician Nexus. Do <b>NOT</b> contact the potential preceptor directly.	<a href="https://app.cliniciannexus.com/search/rotations/49943">https://app.cliniciannexus.com/search/rotations/49943</a>	Applications are due a minimum of 90 days prior to the requested start date.
Minnesota Perinatal Physicians	All APRN & PA	<a href="#">MPP   Allina Health Locations</a>	Email request. Do <b>NOT</b> contact the potential preceptor directly.	<a href="mailto:Elin.Nelson@allina.com">Elin.Nelson@allina.com</a>	This is a specialty rotation, not a primary care clinic.
Palliative Care, Senior Health, & Hospice placements	APRN and PA	<b>Home Care Services</b> including community and hospital-based providers.	Submit Application in Clinician Nexus for all <b>Home Care Services</b> .  Do <b>NOT</b> contact the potential preceptor directly.	<a href="https://app.cliniciannexus.com/search/rotations/65433">https://app.cliniciannexus.com/search/rotations/65433</a>  or <a href="mailto:Bette-Jo.Johnson@allina.com">Bette-Jo.Johnson@allina.com</a>	<b>Submission deadlines:</b> <ul style="list-style-type: none"><li>• Spring: October 1st</li><li>• Summer: March 1st</li><li>• Fall: June 1st</li></ul>
Penny George Institute for Health and Healing (PGIHH)	APRN and PA	All Sites	Submit Application. Do <b>NOT</b> contact the potential preceptor directly.	<a href="https://app.cliniciannexus.com/search/rotations/49988">https://app.cliniciannexus.com/search/rotations/49988</a> Questions: <a href="mailto:PGIHHClinicalTraining@allina.com">PGIHHClinicalTraining@allina.com</a>	Advanced students only, with specific interest in specialty.