

Allied Student Placement Request Tip Sheet

Allina Health only accepts students from schools that have an active Clinical Experience Agreement between the Academic Affiliation and Allina Health. Without an academic affiliation contract, no placement will be considered, even for employees.

Placement requests:

- The unit leadership must approve all placements, even if a willing preceptor is identified. Some teams have a centralized process or primary contact for academic placements. In most cases, representatives from schools may contact the leader directly to request a student experience. If you do not know whom to contact, consult with the Academics site coordination contact.
- Requests must be specific regarding the site and unit/department.
- Only academic experiences (student will receive a grade and experience is required for academic course work) will be approved.
- Allina Employees: Experience cannot take place in the employee's home unit, unless in a paid internship position or with special exemption and processing. This creates role confusion with the staff, and the student role in Excellian will interfere with the employee documentation access.
- Allina preceptor cannot be the school faculty of record.
- Preceptors cannot be family members/friends.
- When a placement is secured, notify the site coordination contact that will assist with onboarding procedures. Include the name of the student, preceptor, student type, school contact, and dates/hours of experience.
- Start date requested must be the first day that the student will be available for the clinical experience, not the start date of their class or semester.
- **If an experience is expected to go across semester/quarter time windows, a new roster is required every semester.**
- Placements must be canceled in a timely manner if not needed. Failure to do so may jeopardize future placements.
- **See onboarding directions.**

Projects:

If there is a project related to this experience, the placement must be approved by the Allina Health leadership. All project requests must be vetted by the Academics site coordinator for IRB approval/waiver. The school and student cannot determine if the project does or does not require Allina Health IRB approval. See document: **Differentiating Clinical – Leadership - and Project Experiences.**