

APRN/PA Student Placement Tip Sheet

Overview:

- Without an academic affiliation clinical experience agreement (CEA aka “contract”, no placement will be considered, even for employees. [Academic Affiliations List](#). Preceptors CANNOT sign affiliation agreements.
- All **Advanced Nursing Degrees** have the same requirements as the **APRN** (Advanced Practice – NP) students. These requirements apply to MSN, CNS, DNP, Masters of Organizational Learning, PhD, etc.
- Faculty of record cannot be the preceptor. 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 for all experiences, per the MN board of nursing.
- Preceptors cannot be family members/friends.
- Allina employees: Experience cannot take place in the employee’s home unit, without special exemption and processing. This creates role confusion, and the Excellian student role will interfere with the employee documentation access.

What to request:

- See document: [Differentiating Clinical – Leadership - and Project Experiences](#)
- Requests must be specific for where (clinic/department), dates, number of hours, and match course objectives.

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, 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 student, preceptor or school.
Leadership	All	All	Follow the same process as clinical requests		
Project Students	All APRN/PA including MSN, PhD, etc.	All sites	School Submit directly into TCCP AND Student Submit Application Form per school’s process. Do NOT contact the potential preceptor/PI/mentor directly.	Nursing Clinical Inquiry Research (NCIR) Council Contact via AllinaAcademics@allina.com	Submission deadlines: • Spring: October 1st • Summer: March 1st • Fall: June 1st • Late requests will be reviewed, but not prioritized. • See details: application form
Clinical Nurse Specialist (CNS)	Students specifically requesting experience with a CNS.	All sites for System CNS’s for clinical hours	School submit directly into TCCP AND Student or School Submit Application Form . Do NOT contact the potential preceptor directly	Christopher.Allen@allina.com or AllinaAcademics@allina.com	Submission deadlines: • Spring: October 1st • Summer: March 1st • Fall: June 1st • Late requests will be reviewed, but not prioritized.
ER with Emergency Care Consultants (ECC)	All APRN & PA	<ul style="list-style-type: none"> • ANW & WestHealth Urgent Care • FMC • Regina • River Falls • United 	Email request Do NOT contact the potential preceptor directly	Betsy.Williamson@eccemergency.com	<ul style="list-style-type: none"> • Do not send requests for other sites. ER only, not urgent care beyond WestHealth.

Mental Health	APRN	All Sites	Email request. Do NOT contact the potential preceptor directly	Karalee.LaBreech@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 Submit directly 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	All Sites	Email request Do NOT contact the potential preceptor directly	PGIHHClinicalTraining@allina.com	Advanced students only, with specific interest in specialty.

After Approval:

- Upon approval, faculty/school must follow the on-boarding processes as defined on the Student Preparation website: [Academic Program Onboarding Requirements](#).
- School ensures submission of TCCP requests. [APN/PA of Minnesota \(clinicalcoordination.org\)](#). Multiple 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.
- Use the following Site list to summarize the TCCP and Approval process requirements. Match the letter to the direction boxes at the bottom.

Unless Specified Previously, Follow the Site Specific Box Below	Clinical	Leadership	Projects
Abbott Northwestern Hospital (includes WestHealth ED/Urgent Care)	A	B	C
Allina Health Clinics (Outpatient)	A	B	C
Buffalo Hospital	A	B	C
Cambridge Hospital	A	B	C
Courage Kenney Rehab Institute (non-hospital locations)	B	B	C
Faribault Medical Center (FMC) Previously known as District One	B	B	C
Home Care & Hospice (Including the branches OWA, NU, & Hutchinson) Includes ALL Palliative Care	C	B	C
East Region APRN/PA (United, River Falls, Regina Hospitals)	A	B	C
Mercy Hospital	A	B	C
New Ulm Hospital	B	B	C
Owatonna Hospital	A	B	C
Regina Hospital	A	B	C
River Falls Hospital	A	B	C
St. Francis Hospital	A	B	C
System Office	A	B	C
United Hospital	A	B	C
Unity Hospital Campus	A	B	C

A
After obtaining department approval, the school must **“CONFIRM”** placement in TCCP.

B
After obtaining department approval, the school must obtain formal **approval in TCCP from Allina Academics to proceed.**

C
DO NOT find your own preceptor. There is a standard department approval process. School must submit all requests in TCCP. Placements not submitted correctly will not be considered.