

Nursing Student Placement Request Tip Sheet

- Without an academic affiliation contract, no placement will be considered, even for employees. If in doubt, contact the school faculty or AllinaAcademics@allina.com
- Faculty of record cannot be the preceptor. The faculty of record for the school must have an RN license in the state of Minnesota for all experiences, per the board of nursing.
- Preceptors cannot be family members/friends.
- Allina employees: Experience cannot take place in the employee's home unit (does not include RN-BSN students), without special exemption and processing. This creates role confusion, and the Excellian student role will interfere with the employee documentation access.
- **All clinical, leadership, and project placements must be submitted into TCCP.** See document: [Differentiating Clinical, Leadership, and Project Experiences](#)

These types of clinical experiences CANNOT BE COMBINED. Separate requests must be submitted for:

- **Clinical Hours:** (preceptorships, groups, observations). This is true even when planning to rotate students out of a group clinical to other units for observations.
 - ❖ The group size cannot be bigger than 8 students on the unit at one time. Some sites/units will not be able to accommodate 8 students because of size of unit or census.
 - ❖ Group Observation experiences are extremely limited. These are not being expanded to other sites. Observation must be on the same day and time as the clinical group. Strictly observation only. Absolutely no hands-on during observation time. If hands on is required, must be approved as a preceptor placement – even if the experience is mostly observation. Faculty must follow group observation directions on the [Faculty Responsibilities](#) document.
- **Leadership experiences:** Must be requested separately on TCCP. These cannot be a component of another clinical request. **There are very limited opportunities for this type of experience.** Be specific about the request in the comments – including if this is a request for a student that has been here previously or includes a project.
 - ❖ **Leadership request:** Might be placed with a charge nurse unless otherwise specified.
- **Projects for pre-licensure and RN to BSN students:** Project assignment is the creation of a plan and does **not** include implementation.
- **RN to BSN (AD to BSN):** This could be a clinical, leadership, or project experience. Only employee students are considered. Please list employee name and potential preceptor in the comment section of the TCCP request.

Request Parameters

- Rollover requests: It is important that these are accurate and up to date. Failure to ensure accuracy will likely result in the request being denied.
- Placements must be canceled in a timely manner if you are not going to use them. Failure to do so may jeopardize future placements.
- 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, it is critical to have a new placement request per semester. See TCCP site for request timeline for deadlines. Placement requests not submitted in a timely manner will be low priority.
- Requests must be specific regarding the units: If school is open to other units, please specify in the comments – for some sites that may be helpful in finding a placement. Note, if a site is at capacity a request with “Any” unit gets a lower priority for consideration.