

## Allied Student Opportunity (Placement) Request Tip Sheet

### Opportunity (Placement) requests:

- Assure that the school has a current Academic Clinical Affiliation Agreement in place. If not, contact [studentonboarding@allina.com](mailto:studentonboarding@allina.com) for direction.
- Contact unit leadership for approval of all opportunities, 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 [AllinaAcademics@allina.com](mailto:AllinaAcademics@allina.com)
- Requests must be specific, include:
  - the site(s)
  - unit/department
  - start and end dates (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)
  - number of hours
  - number of students
  - student discipline
  - anticipated graduation date
  - expected preceptor if this is known
- When the unit leadership has approved the opportunity, they will build the opportunity in Clinician Nexus. You will then be able to schedule the student into the opportunity.
- School must validate all onboarding requirements in Clinician Nexus at least 7 days prior to the start date.
- 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/colleagues.
- School must notify Allina coordinator/unit leader of rotations that end early or are canceled after onboarding. Failure to do so may jeopardize future placements.

### 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](#).