# Medical Student Experience Tip Sheet

All **Medical Students (M.D. & D.O.)** have the same processes. Follow this tip sheet for resources on Affiliation Agreement, Preceptorships, Approvals and Onboarding. These processes cover all Allina Health sites, excluding Abbott Northwestern Hospital and Emergency Medical Services (Transportation experiences).

## Affiliation Agreements

1. **A Clinical Experience Agreement is required with your academic affiliation and Allina Health to reach final approval.** See list of affiliated schools. Academic Affiliations List.

## Preceptor Identification

**Allina Health does not currently have a programmatic approach to matching available providers**. Allina expects the student and/or school to seek and confirm placements directly with providers/units.

1. Network with colleagues to find available provider preceptors.
2. Contact school alumni currently employed by Allina Health and request their assistance in either serving as the preceptor or finding a willing colleague.
3. Visit  Find a Provider, Location, Service through AllinaHealth.org

## Approval Process

1. Once you have approval from an Allina Provider, provide confirmation and details to your academic program coordinator. (example: Dates, Preceptor Name & Email, Site/Unit, Rotation Specialty)
2. **The academic program coordinator must Add & Schedule students in Clinician Nexus to opportunity: Medical Student Placement Confirmation**
   a. If they do not have an account, please email Danielle.Pino@Allina.com
   b. Only programs with an affiliation agreement will be approved
   c. Majority of The University of Minnesota's courses will route to Clinician Nexus through MedIS once a rotation has been entered.
3. **Upon scheduling, an application step will be available to provide the rotation details. This step must be completed for official approval.**
4. Applications will be reviewed/confirmed weekly. If approved, the student will route for onboarding, and a confirmation email will be sent to the student and provider.

## Onboarding

Upon Clinician Nexus approval, onboarding requirements will be available. All onboarding must be completed prior to clinical start date. Failure to complete will result in a delayed start or canceled rotation.

1. Included in onboarding: Student and Faculty Manual, Excellian Documentation Guidelines and Tip Sheet, eLearning, Allina Health IDs, Access to Excellian.