

## Pre-licensure and RN to BSN Nursing Leadership or Project Experiences

### ❖ Approval and Onboarding:

- Pre-licensure Experience
  - Requires approval from unit leader, with Academics coordinator oversight.
  - Cannot be completed on employee-student's home unit.
  - Student may not engage their own preceptor.
  - TCCP request must be submitted as a separate request from any clinical hour request.
  - All students must complete onboarding, including Allina employees who are students.
- RN to BSN Experience
  - RN to BSN requests are only approved for Allina Health employees. Requires approval from unit leader, with Academics coordinator oversight.
  - May be completed on home unit, however, preceptor cannot be friend or family members.
  - Student will secure their own preceptor, validated by Academics coordinator.
  - TCCP request must be submitted as a separate request from any clinical hour request.
  - This experience must be done on the student's own time and never during scheduled work hours.
  - All students must complete onboarding, including Allina employees who are students.

### ❖ Leadership and Project Experiences:

- Leadership
  - No project involved.
  - Most are 40 hours or less.
  - Course objectives guide the experience.
  - May be observation only – to shadow the leader throughout the experience.
    - Leader will determine whether student may be involved in meeting or discussion as appropriate related to business confidentiality and HIPAA considerations.
    - Preceptor may be unit leader, Charge Nurse, or other leader role such as Quality, Administrative Supervisor, Care Manager, etcetera.
  - May include a leadership assignment (Such as an interview, an analysis, but not a project). See: [Differentiating Academic Clinical Leadership and Project Experiences](#)
- Project Experience
  - Pre-licensure and RN to BSN students **cannot implement** a change. Projects are limited to data finding and designing/proposing a plan.
  - The student is expected to come with a project idea.
  - If the leader does not approve the project idea, the leader may propose a different idea to the student and faculty. This may be related to a topic helpful to the unit.
  - If student will be presenting at their school. This must be pre-approved by the leader to ensure that it complies with business confidentiality and HIPAA.

### ❖ Access:

- Employee-Students are not granted student Excellian or Omnicell access. **They must not use their employee access to view patient data while completing any assignment or project as this would be a HIPAA violation. Students will not view patient records.**

### ❖ Additional questions:

- Please contact the faculty or [AllinaAcademics@allina.com](mailto:AllinaAcademics@allina.com).