



Graduate Preceptorship Checklist



Welcome to Children’s Wisconsin (CW). All of the information and orientation materials can be found on our student placement website: <https://childrenswi.org/medical-professionals/careers/students/nursing-education/nursing-students>.

- When you confirm who your preceptor will be work with them to set up your hours within their schedule by calling or e-mailing.
- Confirm with your school that the appropriate paperwork has been submitted 30 days prior to the start of your experience.

As part of their orientation each student must log on to [Nursing Student Webpage](#) to review the following

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| <input type="checkbox"/> Student orientation presentation | <input type="checkbox"/> Privacy/Confidentiality |
| <input type="checkbox"/> Read the CHW unit profiles | <input type="checkbox"/> Professional Boundaries policy |
| <input type="checkbox"/> Nursing Student policy | <input type="checkbox"/> Social Media policy |
| <input type="checkbox"/> Personal Appearance policy | |

- Review the maps on the [maps link](#) so you know where you are going (allow yourself an extra 10 – 15 minutes to walk from the parking structure to the hospital or clinics building). There is a lot of construction in the area of the hospital, so please plan ahead.
- Security IDs will be available on the first day of your preceptorship. In order for this process to happen, you will need to send a head shot of yourself (with a solid light color background) to the email listed below two weeks prior to beginning your preceptorship. **You must have your ID easily visible above your waist at ALL times when in any CW entity.**
- You should receive Electronic Health Record/EPIC training information from Physician Support Services, at least two weeks prior to your start date. If you have not received call the office at 414-266-2310. You must take the CW Provider training regardless of whether you work her or have taken Epic training at another healthcare organization. Our provider access is different than nursing access and from other organizations. If you have experience your training will not be as comprehensive as those who do not have experience.
- If your clinical hours will be spent at the Milwaukee hospital, all students are to park behind Children’s Corporate Center on 92nd street. If your clinical hours will spent in the clinics building, you may park in our visitor’s parking (off of Watertown Plank Road). Once you obtain your ID you will be able to access the parking structure by swiping it at the entrance.
- Please remember that you are expected to work around your preceptor’s schedule.** The best way to resolve any problems with scheduling is communication and flexibility.
- As a graduate nursing student, you must dress in business casual and follow the CW Personal Appearance policy. If there is special attire required for your site (i.e. surgery), your preceptor can let you know what is required
- Remember to bring with you on your first day your clinical goals and objectives, as well as other pertinent information your nursing program has given to you.

If you have any questions, please contact the Schools of Nursing, 1-414-CALL (2255).

I have completed the required orientation outlined above

Student’s name printed

Student signature

Date

Please return this form and privacy/confidentiality form to:

Email to:

CW Schools of Nursing
CHWSNPlacement@childrenswi.org

Questions? Call 1-414-337-CALL (2255)