



Student Placement Process - Clinical Groups Deadlines

Fall Semester March 1st

Spring Semester October 1st

Summer Semester March 1st

✓To Do

- Fill out and submit the [CW Student Placement Request form](#) by the deadlines above. E-mail forms to the Schools of Nursing at the contact information below.
- You will be contacted by e-mail if we are able or unable to accommodate this request. We will work with you to find a suitable clinical placement for your group whenever possible. A first and second choice of areas will help us in doing so.
- If we have indicated that we can accept your request, please fill out the [Student Certification Form](#) with the [Student Roster Information Sheet](#) attached for each group a minimum of 30 days prior to your clinical start date. You must have a representative that is able to certify the students sign the form and it must be e-mailed to us. The contact information is below.
- Have each student read and sign the [Privacy/Confidentiality Agreement](#). These forms must be received prior to ID badges being issued. Please e-mail these forms with the certification form and roster 30 days prior to the start of your clinical.

As part of their orientation each student must log on to [CW website](#) to review orientation materials.

- View the Student Prezi Presentation (...your treasure awaits you)
- Read what you need to know about..... For the unit they will be on
- Read the CHW unit profiles to familiarize themselves with our patient populations and different units.
- Epic Training

Read the following policies:

- Nursing Student policy
- Personal Appearance policy
- Privacy/Confidentiality
- Professional Boundaries policy
- Social Media policy

- Clinical groups will receive their IDs the first day of clinical, clinical instructors will initiate this procedure. Students and instructors must wear an ID badge at all times while in a CW facility. This will be strictly adhered to.

Email to:

CW Schools of Nursing

CHWSNPlacement@childrenswi.org

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