

Deadlines for requests:

- **Summer:** March 1st
- **Fall:** May 31st
- **Spring:** November 1st

✓ To Do

- Fill out and submit the [CHW Student Placement Request form for precepted students](#) and [Student Information sheet\(SIS\)](#) by the deadlines above. E-mail forms to School of Nursing at the contact information below. Placements are made for a specific student, we do not hold “Spots”. Please be as specific as possible; 1st, 2nd, and 3rd choices and availability are very important so we do not run into problems later.

You will be contacted by e-mail if we are able or unable to accommodate this request. Some units like to speak to the instructor and/or student prior to selecting a preceptor and some prefer not to. This is on a unit to unit basis. You may receive the name of the preceptor or unit orientation coordinator or simply a confirmation that we can take your student with specifics coming as soon as we know them. We adhere to the SEWNA guidelines for deadlines.

- If we have indicated that we can accept your request(s), please fill out the [Student Certification Form](#) (with the [Student Roster Information Sheet](#) if there is more than one student placed) attached a minimum of 30 days prior to the first date indicated on your request form. You must have a representative that is able to certify the students sign the form and it must be mailed or faxed to us. The contact information is below.
- Have each student read and sign the [Privacy/Confidentiality Agreement \(HIPAA\)](#). These forms must be received prior to ID badges being issued. Please mail or fax 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 the [CW website](#) to review orientation materials:

- View the Student Prezi Presentation (...your treasure awaits you)
- Read the unit profiles to familiarize themselves with our patient populations & units.
- Register for Epic Training via CHWSNPlacement@childrenswi.org

Read the following policies:

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

- 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. **Students must have their ID easily visible above their waist at ALL times when in any CW entity.**

Email to:

CW Schools of Nursing
CHWSNPlacement@childrenswi.org

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