



Kids deserve the best.

**Student Placement Process - Clinical Groups Deadlines**

Fall Semester March 1<sup>st</sup>

Spring Semester October 1<sup>st</sup>

Summer Semester March 1<sup>st</sup>

✓To Do

- Fill out and submit the [CHW Student Placement Request form](#) by the deadlines above. You may fax, e-mail or USPS to Schools of Nursing at the contact information below
- You will be contacted by e-mail or USPS 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 mailed or faxed 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 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 [CHW 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
- Safety 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 CHHS facility. This will be strictly adhered to.

**Mail paperwork to:**

CHW Schools of Nursing  
9000 W. Wisconsin Avenue, MS C140  
Milwaukee, WI 53226

**Fax paperwork to:**

Schools of Nursing  
414-337-3596

**Email to:**

CHW Schools of Nursing  
[CHWSNPlacement@chw.org](mailto:CHWSNPlacement@chw.org)  
Questions? Call 1-414-337-CALL (2255)