

Guide to Requesting Graduate Placement
Barnabas Health
Saint Barnabas Medical Center – Department of Nursing Education

STUDENT RESPONSIBILITIES: (all forms must be completed 2 weeks prior to start of clinical rotation)

1. Contact selected preceptor/mentor to request clinical placement
2. Selected preceptor/mentor must direct you to the Department of Nursing Education
 - a. Department of Nursing Education will confirm if a clinical affiliation agreement with the institution is in place and valid
 - b. Department of Nursing Education will confirm approval of preceptor/mentor with Nursing Administration
 - c. Preceptors/Mentors must not be from the same department or discipline in which the student is employed
 - d. Once approval is received, the student will be informed and all clinical forms will be distributed
 - i. Attestation Agreement will be sent to school for completion
 - ii. Student forms for competition
 1. Graduate Application
 2. Orientation to hospital PowerPoint with attestation form
3. Graduate Roster (includes request for ID Badge and Request for Electronic Health Record View Only Access)

SCHOOL RESPONSIBILITIES: (all forms must be completed 4 weeks prior to start of student rotation)

1. Confirm clinical affiliation agreement is in place with the hospital
2. Program Director (or designee) will complete student attestation agreement forms and return to Department of Nursing Education

GENERAL CONSIDERATIONS:

1. Selected preceptor/mentor must be approved by the Department of Nursing Education and Nursing Administration prior to the start of any clinical rotations or practicum hours
2. All Capstone/Practicum projects must be quality improvement, evidence based practice or research related to the specialty setting
3. All Capstone/Practicum projects must be approved by the Department of Nursing Education and Nursing Administration (request form provided)
4. ID badge fee is \$14.00; returned at the completion of the clinical rotation

PARKING

1. Parking will be in Lot #7 (parking in the visitor lot will require you to pay the parking fee)