

Office of Student Affiliations (OSA)

Guidelines for potential UMMMC precepted experiences

Preceptor	Student
- School must have an Affiliation Agreement with UMMH. Check with the OSA (Office of Student Affiliation) to see if there is one in place. - For RN to BSN and graduate students (NP/ MSN)- the student or the school will contact a preceptor. The school will submit the request through CCP (Centralized Clinical Placement). OSA will approve as appropriate. - Shadowing is not allowed unless individuals are enrolled within the volunteer and clinical shadowing program and have completed all necessary requirements prior to observation time OR is a current UMass Memorial Medical Center employee with written permission from the Sr Director of APPs and the Chief Medical Officer. Please see Policy 1413, Volunteer and Clinical Professional Shadowing Program on the HUB.	- Graduate Students will work with their school to clarify details (preceptor name, dates, department, campus etc.). - Undergraduate Nursing Students will have preceptorships approved in CCP as available and a preceptor will be assigned. - Students should only communicate with the school not the OSA. - On-boarding instructions and required documents can be provided by reaching out to Jane.Bania@umassmemorial.org - School will send all required documentation to the OSA. - All students are required to complete orientation modules <u>before they are cleared to begin their clinical rotation:</u> - Nursing students complete their modules in the CCP. - All others will be assigned the modules in EL4U by OSA.
Once student is all cleared/on-boarded, a clearance email will be sent to the student, preceptor and school contact, along with approved signed badge form.	
Nursing Students: All requests for preceptors should go through the Centralized Clinical Placement Site	

QUESTIONS?

Please contact Jane Bania, Student Affiliations
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 508-334-6607