

Greater Green Bay Healthcare Alliance- Request Instructions

1. Complete request for clinical site placement through the Greater Green Bay Alliance (GGBHA) www.ggbha.org
 - a. *The following are a list of the requirements for clinical placement including forms:*
 - i. Clinical Placement Request Forms
 - ii. Guidelines for State of Wisconsin Background Approval
 - iii. Orientation modules
 - iv. Affiliation Verification Form
 - v. Confidentiality Agreement and Acknowledgment of Orientation Modules Form
 - vi. Clinical Site Evaluation of Students (*For Instructor Led Clinicals*) This form is completed by the clinical site staff. It should be returned to the clinical coordinator within two weeks after the students' completion of the clinical experience.
 - vii. Hepatitis B Declination
 - viii. RN Preceptor Handbook
 - ix. Contacts (*College/University*) for Important & Time Sensitive Communications from GGBHA Clinical Sites
 - x. Clinical Instructor Preclinical Checklist
 - xi. Student Evaluation of the Clinical Site OR Precepted Clinical - At the completion of a clinical experience, students are to complete this form and it is to be returned to the healthcare facility's clinical site coordinator no later than **two weeks** after completion.

****Once request for placement has been approved. The Instructor will need to complete the following 3 weeks prior to the students expected start date.**

The following information/Forms are to be sent to Renee Glesner RN, MSN Clinical Education. renee.glesner@dcmmedical.org or office phone (920) 746-3563

1. Affiliation form from GGBHA
2. Request spreadsheet from GGBHA
 - a. Requested unit, start date, and end date for rotation, total hours needed
 - b. List of students
3. Computer access agreement form
4. Student agreement form
5. Student information:
 - a. Last name, First name, Middle name
 - b. Month and date of birth
 - c. Last 4 of social security number
6. Dates of possible student orientation to facility/unit
 - a. Students will be assigned learning through Healthstream that will need to be completed prior to starting on the unit.