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 the Education Coordinator.
education@dcmedical.org or office phone (920) 746-3650 ext. 3324

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.