

## Advanced Practice Student Request Tip Sheet

All **Advanced Practice Nursing and Physician Assistant (PA) Degrees** have the same requirements. **Advanced Practice Registered Nurse (APRN)** includes: Nurse Practitioner (NP), Clinical Nurse Specialist (CNS), Certified Nurse Midwife (CNM), Doctorate of Nursing Practice (DNP), Master of Science in Nursing (MSN) for Education, leadership, etc., Master of Organizational Learning (MAOL), etc.

### Affiliation Agreements

- Without an academic affiliation clinical experience agreement (CEA aka “contract”) no experience can be hosted/approved. See list of affiliated schools. [Academic Affiliations List](#).
- For Allina Health employees ONLY: See [Where to Start When Thinking About Going Back to School - Choosing an Academic Program.pdf](#)
- Preceptors CANNOT sign affiliation agreements or preceptor agreements/contracts. If asked to do so, direct the school to the [AllinaAcademics@allina.com](mailto:AllinaAcademics@allina.com). They also are not to provide license number or information provided under the agreement or available on the [Find a Provider](#) resource.

### Faculty

- Faculty of record cannot be the preceptor; the school must provide faculty.
- The faculty of record for all nursing degrees must be from the school and must have both an RN and APRN license in the state of Minnesota or Wisconsin (for WI experiences) for all experiences, per the MN/WI board of nursing.

### Preceptor

- Preceptors cannot be family members/friends.
- Preceptor/mentor cannot be a teammate. Teammate might be in the same reporting structure, same physical setting, intersecting work responsibilities, or shared patients. This is the community standard for academic programs and care organizations. This creates role confusion, creates a conflict in relationship and the Excellian student role may interfere with the employee documentation access.
- Preceptors may only tentatively approve a placement. All placements must be approved formally which includes the preceptor’s leadership approval. **See grid on second page for those potential preceptors you should not contact directly.**

### What to request:

- See document: [Differentiating Clinical – Leadership - and Project Experiences / Opportunities](#)
- Requests must be specific for location (clinic/department), dates, number of hours, and must match course objectives.
- Project related hours, leadership hours, and clinical hours must be approved separately.
- All nursing projects must be pre-approved by the Nursing Research Review Council. Project application must be submitted and approved through Clinician Nexus prior to onboarding for the opportunity.

## Whom to contact to make a request:

Allina Health does **not** have a centralized request/placement process, **except** for those specified below.

Experience Requested:	Student Type	Which Sites	Request Process	Primary Contact	Comments
For all <b>but</b> those listed below in <b>green</b> , it is a networking method.	APRN/PA	All sites, unless specified below.	Student/school to secure a preceptor independently before submitting formal request to Allina.	<a href="#">Find a provider   Allina Health.</a>	Approval by preceptor's leader &/or Medical Director must be obtained by preceptor or school.
Leadership	All	All	Follow the same process as clinical requests.		
Project Students	All APRN/PA including MSN, PhD, etc.	All sites	Submit Application in Clinician Nexus.  Do <b>NOT</b> contact the potential preceptor directly.	Nursing Clinical Inquiry Research (NCIR) Council Contact via <a href="mailto:AllinaAcademics@allina.com">AllinaAcademics@allina.com</a>	Applications are due a minimum 90 days prior to the requested start date.
Clinical Nurse Specialist (CNS)	Students specifically requesting experience with a CNS.	All sites for System CNSs for clinical hours	Submit Application in Clinician Nexus.  Do <b>NOT</b> contact the potential preceptor directly.	<a href="mailto:Christopher.Allen@allina.com">Christopher.Allen@allina.com</a> or <a href="mailto:AllinaAcademics@allina.com">AllinaAcademics@allina.com</a>	Applications are due a minimum 90 days prior to the requested start date.
ER with Emergency Care Consultants (ECC)	All APRN & PA	<ul style="list-style-type: none"> <li>ANW &amp; WestHealth Urgent Care</li> <li>Faribault</li> <li>Regina</li> <li>River Falls</li> <li>United</li> </ul>	Email request.  Do <b>NOT</b> contact the potential preceptor directly.	<a href="mailto:Betsy.Williamson@eccemergency.com">Betsy.Williamson@eccemergency.com</a>	<ul style="list-style-type: none"> <li>Do not send requests for other sites.</li> <li>ER only, not urgent care beyond WestHealth. For all other sites not listed, follow top row.</li> </ul>
Mental Health	APRN	All Sites	Email request. Do <b>NOT</b> contact the potential preceptor directly.	<a href="mailto:Karalee.LaBreach@allina.com">Karalee.LaBreach@allina.com</a>	
Minnesota Perinatal Physicians	All APRN & PA	<a href="#">MPP   Allina Health Locations</a>	Email request. Do <b>NOT</b> contact the potential preceptor directly.	<a href="mailto:Elin.Nelson@allina.com">Elin.Nelson@allina.com</a>	This is a specialty rotation, not a primary care clinic.
Palliative Care, Senior Health, & Hospice placements	APRN and PA	<b>Home Care Services</b> including community and hospital-based providers.	School submits request for <b>Home Care Services</b> .  Do <b>NOT</b> contact the potential preceptor directly.	<a href="mailto:Bette-Jo.Johnson@allina.com">Bette-Jo.Johnson@allina.com</a>	<b>Submission deadlines:</b> <ul style="list-style-type: none"> <li>Spring: October 1st</li> <li>Summer: March 1st</li> <li>Fall: June 1st</li> </ul> <ul style="list-style-type: none"> <li>Late requests will be reviewed, but not prioritized.</li> </ul>
Penny George Institute for Health and Healing (PGIHH)	APRN and PA	All Sites	Email request.  Do <b>NOT</b> contact the potential preceptor directly.	<a href="mailto:PGIHHClinicalTraining@allina.com">PGIHHClinicalTraining@allina.com</a>	Advanced students only, with specific interest in specialty.

## After Approval:

- Upon approval, faculty/school must follow the on-boarding processes as detailed in Clinician Nexus.