



Nursing Clinical Experience Guidelines

Dear Program Director/College Faculty,

Thank you for choosing Aultman Hospital as a clinical site. We would like to provide a positive educational experience for all students and instructors. We will do our best to accommodate your site and preceptor requests as outlined by our affiliation agreement with your school. Please read the following guidelines and complete the requested tasks in preparation for student clinical experiences at Aultman. ***This information packet can serve as a reference of the required processes at Aultman.***

Clinical Requests: Please complete a [clinical request form](#) and submit requests to NursingClinicals@aultman.com by the following deadlines:

- **Fall Semester:** May 1st
- **Spring Semester:** October 1st
- **Summer Semester:** March 15th

Clinical requests cannot be guaranteed if requests are not submitted by the deadline dates above. A confirmation email will be sent regarding all dates and units that are approved.

Preceptor Requests: Please use the [preceptor request form](#) and submit by the deadlines as indicated under the "Clinical Requests" section.

Student and Instructor Demographic Information (Demo Sheet): When clinical placements have been confirmed, you will receive a spreadsheet to complete STUDENT and INSTRUCTOR demographic information. Given the number of students we accommodate, the format created in the spreadsheet will help to process their names and give access to Cerner in a timely fashion. Please return the spreadsheet within 4 weeks of receiving it. Thank you for your assistance with this.

Paperwork: The following documents must be completed before any student, including those precepting, will be permitted on the clinical unit.

Responsibility of the school-due 4 weeks prior to fingerprinting session:

- Verification of Immunization Records
- Seasonal Influenza Immunization (November 1-March 31, Annually)
- Background Verification Agreement
- Proof of Liability Insurance



When submitting this documentation, schools may choose to submit one form, titled “External Nursing student Verification Form” on our [Nursing Internships & Clinicals webpage](#) and send a list of students on school letterhead either attached to the form or sent directly to studentexperiences@aultman.com.

To be completed online by student due 4 weeks prior to fingerprinting session:

- Annual Safety Education
- Review and Sign Hospital Dress Code and Conduct Standards
- Review and Sign Tobacco Free Policy
- Review HIPAA & Compliance Education
- Copy or photo of Current CPR Card (scanned or emailed)
- Read and Sign Student Acknowledgment Statement
- COVID-19 Education (if applicable)
- Computer Training Verification (scanned or emailed)

IT Access Session: The session will be held on-site and will involve setting up student access to our electronic patient record system. Aultman will coordinate a date(s) and 1-hour timeframe during which clinical groups will attend and be fingerprinted. Please note that adherence to the assigned dates and times is important as the schedule reflects availability of IT resources.

Clinical Instructors: Clinical instructors are expected to meet with the Unit Director prior to the first clinical day to discuss specific expectations of the unit. Clinical instructors should consult the charge nurse each day when making patient assignments. New clinical instructors are expected to spend a minimum of 4-6 hours on their specified unit.

Cerner Training: Aultman’s computer documentation training is provided via online training that is provided to program coordinators to distribute to both students and instructors. In addition to the online training, each student should complete the Computer Training form (also distributed to the program coordinators) and submit this to the Student Experiences Representative at studentexperiences@aultman.com or upon check-in at the IT Access Session.

Dress Code and Personal Conduct: Students must abide by the Dress Code. Aultman ID Badges are provided to clinical instructors. Students are expected to wear their clinical uniform and school ID Badge at all times while on site.

Parking: Students and faculty will be permitted to park free of charge in a gravel lot on the corner of Arlington Rd and Tuscarawas Street (Across from Hungry Howie’s Pizza Shop). All parking areas are patrolled on a routine basis. If you would like a security officer to provide a



ride to the main hospital, please contact Security Services at 330-363-6268. Students and faculty members wishing to park in the parking deck may continue to do so, but you may be assessed a small fee at the time of parking. For specific questions related to parking, please contact Security Services at 330-363-6268.

Affiliation Agreements: Contracts will be reviewed and require a new signature annually. Please submit to NursingClinicals@aultman.com or via USPS to the Center for Professional Practice address listed below.

If you have any questions or concerns about scheduling, preceptors or affiliation agreements, please contact:

Center for Professional Practice
Chris Gemma, Staffing Coordinator
Aultman Hospital
2600 6th Street SW
Canton, OH 44710
330-363-1380
NursingClinicals@aultman.com

For questions regarding paperwork or IT Access Sessions, please contact:

Student Experiences, Human Resources
Aultman Hospital
2600 6th Street SW
Canton, OH 44710
330-363-5415
studentexperiences@aultman.com