

Hospital Educator Guide for Nursing Student Clinical Placements



1. **Student Placement.** Schools will contact the Hospital Educator to request a nursing clinical rotation placement.
2. **Affiliation Agreement.** Hospital Educator must verify a current affiliation agreement with the school exists.
3. **Send Nursing Student Group Details.** Hospital Educator will send Meeya Hill, Student Program Manager (SPM), the students' names, rotation start and end dates, rotation times, and type of student (NP/MSN/BSN/LVN/LPN/CNA) before the rotation starts, 314-659-2131, Meeya.Hill@Kindred.com. Please use the Nursing Student Placement request form.
4. **Onboarding Process. Upon receipt of the student group details,** the SPM (Meeya.Hill@Kindred.com) will send to the Hospital Educator the login username and password for the Registration Letter, necessary for students/faculty to complete their online registrations. This should include hospital specific information (i.e parking, attire, contact information, etc.) and should be sent to the Instructor. **Passwords change regularly, check with the SPM for current passwords.**
5. Instructor to **schedule** both student and instructor orientation with the Hospital Educator. Hospital orientation may be provided by oriented instructor members or by the Hospital Educator. Orientation Manuals are provided by the Hospital Educator.
6. **Student On-boarding Documentation.** The online registration process expects students and their instructor to verify required documentation is in order to meet Kindred requirements. Registration is required each time a student presents for a clinical rotation experience regardless of past experiences in the hospital.
7. **All Clear Email.** Hospital Educator will receive one email per student group from the SPM signifying that all student information and forms have been received and that the students are cleared to begin their rotation. Note that all students must complete online registration at least **15 days prior** to their rotation start date. Failure to complete registration before the start date may result in a delay in start of the entire group's rotation. ALL students must complete requirements to proceed.
8. **Hospital Educator will receive** a welcome letter from the SPM to distribute at orientation.
9. Each **student will also receive:**
 - a. General Hospital Orientation Self-Learning Packet and a Student Orientation Manual which includes a post-rotation survey to be completed at the conclusion of the experience (manuals provided by the Hospital Educator).
 - b. Welcome letter from the SPM distributed during their hospital orientation.
 - c. Communication from the SPM mid-way through their clinical rotation.
 - d. Outreach and updates from the SPM throughout their experience and at the end of their rotation.
10. **Remove student access to ProTouch** at the conclusion of all rotations (set a calendar reminder to manually inactivate access).
11. **Celebrate** a successful experience with the student and staff. Share your successful experience via email or phone with the SPM! **Collect** completed post-rotation surveys from faculty and students. After you review responses with appropriate hospital leadership, forward surveys to the SPM.
12. **RECRUIT Student:** Do you have or are you expecting to have a position? Connect with your HR Coordinator or the SPM.
13. **Student Programs Team** will maintain communications with students until graduation when they will be reconnected to the Human Resources Director at your hospital.

Questions? Contact Meeya Hill, Student Program Manager, 314.659.2131 or Meeya.Hill@Kindred.com