

# IRF Hospital Guide For Nursing Clinical Placement



1. **Student Placement.** Schools will contact the Hospital to request a nursing clinical rotation placement.
2. **Affiliation Agreement.** Confirm with Meeya Hill, Student Program Manager (SPM), that you have an Affiliation Agreement with the school, [Meeya.Hill@Kindred.com](mailto:Meeya.Hill@Kindred.com), 314-659-2131.
3. **Send Nursing Student Group Details.** Hospital will send Meeya the students' names, rotation start and end dates, rotation times, and type of student (MSN/BSN/LVN/LPN) before the rotation starts. Please use the Nursing Student Program placement request form.
4. **Onboarding Process. Upon receipt of the student group details,** the SPM ([Meeya.Hill@Kindred.com](mailto:Meeya.Hill@Kindred.com)) will send the Hospital 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 Faculty Instructor by the Hospital. **Passwords change regularly, check with the SPM for current passwords.**
5. If it applies, the Hospital will reach out to schedule both student and instructor orientation with the Hospital before the start of the rotation or on the first day.
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 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. Each **student will also receive:**
  - a. Hospital orientation information unique to each hospital and as applicable.
  - b. Communication from the SPM mid-way through their clinical rotation.
  - c. Outreach and updates from the SPM throughout their experience and at the end of their rotation.
9. **Celebrate** a successful experience with the student and staff. Share your successful experience via email or phone with the SPM!
10. **RECRUIT Student:** Do you have or are you expecting to have a position? Connect with your HR Coordinator or the SPM.
11. **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](mailto:Meeya.Hill@Kindred.com)