

**Office of Student Affiliations (OSA)**

**Guidelines for potential UMMMC precepted experiences**

<b>Preceptor</b>	<b>Student</b>
<ul style="list-style-type: none"> <li>• School must have an Affiliation Agreement with UMMH. Check with the OSA to see if there is one in place.</li> <li>• Preceptor will agree to precept and notify student.</li> <li>• Preceptor will need to obtain appropriate computer/medical record access for student. Undergraduate nursing student access will be obtained by the OSA.</li> <li>• Shadowing is not allowed unless individuals are enrolled within the volunteer and clinical shadowing program and have completed all necessary requirements prior to observation time OR is a current UMass Memorial Medical Center employee with written permission from the Sr Director of APPs and the Chief Medical Officer. Please see Policy 1413, Volunteer and Clinical Professional Shadowing Program on the HUB.</li> </ul>	<ul style="list-style-type: none"> <li>• Student will reach out to their school with details (preceptor name, dates, department, campus etc).</li> <li>• Student should only communicate with school not the OSA.</li> <li>• On-boarding documentation and process are outlined in the link: <a href="https://www.umhhealth.org/umass-memorial-medical-center/student-on-boarding-process-schools">https://www.umhhealth.org/umass-memorial-medical-center/student-on-boarding-process-schools</a></li> <li>• School will send all required documentation to the OSA.</li> <li>• All students are required to complete orientation modules <b><u>before they are cleared to begin their clinical rotation:</u></b> <ul style="list-style-type: none"> <li>A. Nursing students complete their modules in the CCP.</li> <li>B. All others will be assigned the modules in EL4U by OSA.</li> </ul> </li> </ul>
<p>Once student is all cleared/on-boarded, a clearance email will be sent to the student, preceptor and school contact, along with approved signed badge form.</p>	
<p><b>Nursing Students:</b> All requests for preceptors should go through the Centralized Clinical Placement Site</p>	

**QUESTIONS?**

Please contact Jane Bania, Student Affiliations  
[Jane.Bania@umassmemorial.org](mailto:Jane.Bania@umassmemorial.org)  
 508-334-6607