

Cleveland Clinic appreciates the opportunity to welcome your students through our preceptor program, which allows them to practice hands-on with an experienced nurse.

Requests- Schools should submit preceptor request forms to undergraduenursing@ccf.org at least 60 days before the session's start date. We will try to send preceptor placements to the school for ACEMAPP requests 3-4 weeks before the session starts. Schools can then accept or decline placements, ideally within 2 business days. We will then send approved assignments to the preceptors and our onboarding team.

Clinical Schedule- Students may be assigned to any shift (day, night, rotating, etc.). Students will plan their individualized schedule with their preceptor based on the preceptor's availability and the student's class schedule. Preceptors cannot change their schedule to accommodate students.

Capstone/Quality Improvement Projects- If the clinical hours are a part of a capstone/quality improvement project, you must contact Michelle Levay, levaym@ccf.org, 216-445-4749, in nursing research for project approval prior to or shortly after the start of the session.

Preceptor Communication- It is highly recommended that schools email preceptors at least two weeks before the intended start date to discuss learning objectives and collect any required paperwork. Sometimes external emails can get stuck in spam, or a nurse is busy at the bedside so emails can get unintentionally overlooked. If the preceptor does not respond after a week, try to reach out again. If there is still no response after a couple of days, let the nurse manager and Undergraduate Nursing know so we can make sure you have everything you need before the session starts.

COVID- Students are permitted to work with COVID+ patients, however, non-COVID patients will be assigned first whenever possible. Before students can work with COVID+ patients, they must be fit tested in accordance with Cleveland Clinic guidelines. The unit will supply all required PPE including N95s. Contact Undergraduate Nursing for fit testing guidelines if needed.

Badge/Network/EPIC Access Issues- If it has been more than 7 business days since the student(s) completed their last onboarding task and they do not have proper access, please contact undergraduenursing@ccf.org on their behalf. Students should not contact the HELP Desk directly unless instructed by the undergraduate team.

Preceptor Concerns- Please contact Christine Szweda to discuss any preceptor concerns or if any alternative/additional preceptors are needed. She will then escalate to the proper parties as needed. Please do not contact the nurse manager directly.