

Cleveland Clinic (CC) is excited to welcome you during your upcoming preceptor experience. We hope you find it educational and rewarding.

### **Onboarding**

- Students must complete Red Carpet/SilkRoad onboarding each session they are assigned to CC (spring, summer & fall).
- Some tasks need to be reviewed by CC before the next task can be assigned, therefore, the overall onboarding process can take several days.
- CC student ID badges from a previous clinical should be reused unless there is a task to get a new badge. Replacement badges can be reprinted for a fee.
- It is highly recommended that all onboarding tasks are completed at least 7 business days before the session start date to allow CC enough time to process your system access.

### **Students who are also Caregivers**

- Never use a caregiver badge or logins while onsite for clinical hours.
- Clinical hours should be scheduled outside of working hours.
- All onboarding tasks must be completed even if they were already done as a caregiver.

**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](mailto:levaym@ccf.org), 216-445-4749, in nursing research for project approval prior to or shortly after the start of the session.

**Clinical Schedule**- You will plan your schedule with your preceptor based on the preceptor's availability and your class schedule. Preceptors cannot change their schedule to accommodate students.

**Preceptor Communication**- It is highly recommended that you email your preceptor at least two weeks before the intended start date to introduce yourself and plan the schedule. 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, notify your faculty.

Be sure to ask for the exact location you should go to on the first day. Always arrive on time and ready to be engaged.

**Badge/Network/EPIC Access Issues**- If it has been more than 7 business days since you completed your last onboarding task and you do not have proper access, contact your faculty for assistance. Please do not call the HELP desk unless instructed to do so by your faculty.

**Preceptor Concerns**- Please contact your faculty with any concerns about your preceptor.

For information on Cleveland Clinic Career Opportunities, [Click Here](#).