**Student Requirements**

Thank you for your interest in a student experience at St. Peter’s Health. We want to make sure your experience with us is positive. There must be sufficient institutional resources in order to accommodate students. Therefore, we are providing a detailed list of requirements below.

An active Affiliation Agreement must be in place along with a current Certificate of Insurance (COI) before a student may begin at St. Peter’s Health. If we indicate their either is needed, please contact your school administration office to have the paperwork emailed. *Please note: New Affiliation Agreements can take 3 months or longer to process. Please plan accordingly.*

\_\_\_\_\_ The Affiliation Agreement and COI are on file for your school

\_\_\_\_\_ The Affiliation Agreement is on file for your school but the COI is not current

\_\_\_\_\_ No active Affiliation agreement or COI are on file for your school

**Documentation of the following is required (*if marked*):**

\_X\_\_\_\_ Two step TB test within the past 12 months or current TB test or negative chest x-ray

\_X\_\_\_\_ Letter of good standing from School/University

\_X\_\_\_\_ Background Check (Criminal & Violent /Sex Offender)

Finally, we must have a preceptor available who can accept you as a student. This may take us several weeks to coordinate.

**Send all requested documentation to:** Cindy Harlan, Clinical Nurse Educator at [charlan@sphealth.org](mailto:charlan@sphealth.org)

Following submission of all completed information you will receive an email with orientation information.

* Orientationis provided every Monday morning at approximately 08:30 am. Please plan to be at the hospital for this orientation.
* Each student is issued a badge during orientation. The badge must be worn at all times while at St. Peter’s Health. Your badge needs to be returned to People Development at the conclusion of your student experience.
* Computer training is provided for applicable students. If you are issued a laptop for use during your clinical rotation, it must be returned to People Development at the end of your rotation.

**If you have questions, please contact People Development at 406-444-2312.**