****

**INSTRUCTIONS FOR MASTER’S NURSING STUDENTS**

**IF YOU ARE A CLINICAL MASTER’S OR NURSE PRACTIONER STUDENT:**

1. Confirm that your school has an affiliation agreement with Baptist Health System.

2. Contact the physician practice group with whom you wish to complete your preceptorship, and have agreement signed with them.

3. If you are not a Baptist employee, complete the online student orientation at www.baptisthealthalabama.org

* 1. Click on the facility you will be utilizing, “More Information”
	2. Click on “Students”
	3. On the left hand side of the page, complete “Student Online Orientation”, “Student Glucose Monitoring Presentation”, “Student Nurse Test” and “Student Confidentiality Agreement”
	4. Once completed, email the completed test and confidentiality agreement to the address instructed on the document.

4. Once you have completed the above steps, bring your signed agreement with the physician group, driver’s license and school issued nametag to Nursing Education so a copy can be made.

5. If you will be accessing and documenting in the electronic medical record, contact Rebecca Kriner (Rebecca.kriner@bhsala.com) to schedule a physician documentation class.( Even if you are a current employee!) and contact Michelle Snow (michelle.snow@bhsala.com) to request a computer ID (even if you are a current employee!)

**IF YOU ARE A MASTER’S STUDENT IN A NON-CLINICAL SPECIALTY:**

1. Confirm that your school has an affiliation agreement with Baptist Health System.

2. Contact the employee with whom you wish to complete your preceptor hours, and have agreement signed with them.

3. If you are not a Baptist employee, complete the online student orientation at www.baptisthealthalabama.com.

* 1. Click on the facility you will be utilizing, “More Information”
	2. Click on “students”
	3. On the left hand side of the page, complete “Student Online Orientation”, “Student Glucose Monitoring Presentation”, “Student Nurse Test” and “Student Confidentiality Agreement”
	4. Once completed, email the completed test and confidentiality agreement to the address instructed on the document.

4. Once you have completed the above steps, bring your signed agreement with your preceptor, driver’s license and school issued nametag to Nursing Education so a copy can be made.

If you have any questions regarding completing Master’s level preceptorships at Baptist Health System, please contact Vicki Hill at Vicki.hill@bhsala.com.