

**Process for
Request from
Student of:**

Medicine,
Osteopathy,
Physicians Assistant,
or Advanced Practice
Nursing (e.g., NP,
CRNA, CNM, etc.)



1. Student submits rotation request to Risk Management (Todd.Stuve@LPNT.net; Viviana.Galindo@LPNT.net), including the following:

- Name of student, educational institution, specific program, and sponsoring provider
- Name of coordinator/administrative contact at educational institution
- Specific objectives for student during rotation, and expectations of facility
- Specific length of time rotation is expected to begin and end

If Affiliation Agreement is already active for the program under request, then proceed to Step 3.

1. Student/Facility ensure that there is a current Affiliation Agreement. If not, a request will need to be made to Risk Management (Todd.Stuve@LPNT.net; Viviana.Galindo@LPNT.net).

3. Acceptance letter written from sponsoring provider to Medical Staff Office.

4. Fully Complete Student Clearance Packet submitted to Human Resources at least 2 weeks ahead of expected start date.

5. Human Resources will review, and if necessary, will coordinate with Information & Security Department for computer access.

6. Once all requirements verified, Human Resources will contact Student to pickup badge.

7. Once the approved Student rotation is complete, Student returns badge to Human Resources.