Palomar Health is closely aligned with the San Diego Nursing Service Education Consortium (SDNSEC), http://sdnsec.org/, and gives priority for placements to those schools with an Educational Affiliation Agreement contract. Schools without a current Educational Affiliation Agreement contract must **first** contact at StudentPlacements@palomarhealth.org in order to initiate the process.

E-mail correspondences that contain confidential information between Palomar Health and schools, students, etc. need to be encrypted.

- Refer to *ProofPoint: Sending Secure from Outside Palomar Health* on how to send encrypted information.
- Refer to *ProofPoint: Receiving Secure Emails* to receive secure information from Palomar Health.

Nursing Instructor Requirements

At least two weeks prior to the beginning of a clinical rotation, please check in with your school placement coordinator/liaison to ensure the Student Orientation Record (SOR) has been submitted for your course.

Student Placements will provide the Instructor with the Preceptor and Unit Manager's name and contact information. The Instructor should then contact the Preceptor to obtain their schedule to discuss objectives, skills the student is competent to perform, and evaluation method. If unable to contact the Preceptor, please inform the unit Manager.

1. Email the preceptor and Unit Manager a copy of the Course Syllabus/Objectives for Preceptorship.

Nursing Student Requirements

1. Complete a background check and drug screen according to the SDNSEC guidelines, by going to http://www.sdnsebackground.com/ to place order.
2. Complete online orientation by accessing http://pphol.org
   - Create an account using your full legal name.
   - Complete the **Nursing Student Orientation Course** (at least two weeks before first clinical shift).
   - If you will have contact with patients, complete **Accu-Chek Meter Competency**.
   - If you will be assigned to Palomar Medical Center, complete **Acute Care VersaCare Air Bed**.
   - If you will be assigned to an acute care area also complete the **Monitoring EtCO$_2$ During Opioid Delivery** module.
3. Review "Nursing Student Guidelines" available on Academics at Palomar Health Nursing Student *Resources* webpage http://www.palomarhealth.org/StudentPlacements/

Undergraduate Nursing Preceptorship

1. Students who are new to Palomar Health or returning with a greater than twelve (12) month lapse since your last rotation must complete Nursing Services Orientation (NSO). Promptly contact your Instructor to facilitate enrollment in the course. Bimonthly classes are offered and students must complete all 3 days (Tues – Thurs).
2. Once you instructor informs you to obtain a Palomar Health ID badge, bring a photo ID to the Security Office. Your school ID and Palomar Health ID must be worn at all times.
   Please return the Palomar Health ID badge to any Palomar Health Security office at the end of the last shift of your clinical rotation!
3. Contact your assigned Preceptor by email to schedule meeting times.

Organizational Learning |418 E. Grand Ave | Escondido, CA, 92025 Palomar Health - A California Health District
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