

(1) EDUCATIONAL EXPERIENCE PROCESS (Applicable to Students, Residents, Fellows, and Interns)

We request that student.development@rsfh.com is provided with the information below at least three (4) weeks prior to the requested learning experience. For Residents and Fellows, a notice of 1-2 months is preferred for access and orientation purposes. RSFH reserves the right to exclude and/or remove any rotating individual and/or preceptor of which advanced written notice is not obtained.

Step 1: The rotating individual arranges their preceptor, host site, and dates/times.

Supervising physician approval must be provided for NP/APP preceptors.

Step 2: The school will coordinate completion of the following items, which must be returned to student.development@rsfh.com.

Required Items for STUDENTS/RESIDENTS/FELLOWS/INTERNS	
Completed by school or preceptor/host site	
(3)RSFH Student Development Template (SD Template) (attached)	
<i>* ALL fields must be completed.</i>	
<i>* If the rotating individual requires Other IS access or EMR access, please specify which access is needed. Access requirements can be provided by the individual's preceptor.</i>	
<i>* The identifiable information is requested by our IS team in case the individual needs to reset their password for EMR/IS access.</i>	
Completed by school	
(4)RSFH Experience Checklist (attached)	
<i>* The rotating individual will be responsible for providing these items if not provided by the school.</i>	
Completed by student/resident	
(5) RSFH Online Orientation, RSFH Participation Agreement (PA)	
(6a)Student or (6b)Resident/Fellow RSFH New Badge ID Request Form (attached)	
(7) Parking Waiver (attached)	
<i>*Once a Participation Agreement (PA) is on file with RSFH for an individual, renewals do not need to be submitted for future rotations.</i>	

Required Items for RSFH TEAM MEMBERS	
Completed by school or preceptor/host site	
(3)RSFH SD Template (attached)	
<i>* ALL fields must be completed.</i>	
<i>* Team members who already have EMR/IS access must still request student access if needed for clinical rotation. Our IS team requires that team members use a student account during clinical hours and an employee account during work hours.</i>	
<i>* If the student requires Other IS access or EMR access, please specify which access is needed. This can be provided by the student's preceptor.</i>	
<i>* The identifiable information is requested by our IS team in case the individual needs to reset their password for EMR/IS access.</i>	
(6a)Student or (6b)Resident RSFH New Badge ID Request Form (attached)	
<i>* A student badge must be worn during clinical hours and an employee badge during work hours.</i>	

Step 3: The RSFH Student Program Coordinator (SPC) will confirm that the school has an Affiliation Agreement in place with RSFH. If an agreement is not in place, one must be executed prior to the individual's rotation. A third-party agreement amendment between the school, preceptor's practice, and RSFH will need to be executed if the preceptor is a non-partner provider. Once an agreement is in place, the SPC will move forward with rotation coordination.

*****Please note: It can take several weeks for Affiliation Agreements and/or Amendments to be fully executed.**

Step 4: Once all requirements have been fulfilled and the SPC has confirmed that IS access and ID Badge needs have been met, the SPC will provide notification that the individual is permitted to commence clinical rotation.

Contact student.development@rsfh.com with any questions.

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