Thank you for your interest in a clinical experience with Henry Community Health! We are pleased to share information on our student approval process with you. Miscellaneous Clinical Experiences may include but are not limited to Capstone clinical experiences, internships, provider level clinical hours, and experiences where the student will be monitored by a preceptor within our facility and are present without school faculty/an instructor.

Because we have a limited number of clinical experiences available each semester, the applications are reviewed as they are received and will not be considered after the deadlines outlined below:

- Fall Semester Applications must be received no later than June 15th for the coming semester
- Spring Semester Applications must be received no later than October 15th for the coming semester
- Summer Semester Applications must be received no later than March 15th for the coming semester

What You Need To Do

- Complete the application in its entirety. Incomplete applications may not be considered. Provide as much detail as possible on the application to ensure that we are able to process the request timely.
    - The application for your request can be found here: https://forms.gle/6LXNGsNq8hXA8UY79
- The following is required, upon approval - some of these may be uploaded with your request, if you choose to do so:
    - TB Skin Test/QuantiFERON Gold (dated within 12 months prior to clinical experience dates on site)
    - Proof of vaccination (or positive titers) for Rubella, Rubeola, Varicella, Mumps, Hepatitis B
    - Drug screen (dated within 12 months prior to clinical experience dates on site)
    - Proof of Covid vaccination (Please note: NOT required, but we gather info for reporting purposes)
    - Proof of flu vaccination (only applicable for experiences between October 1 and March 31)
    - Criminal Background Check (dated within 12 months prior to clinical experience dates on site)
    - Letter of good standing from your college. Your program representative may email this to studentplacement@hcmhcares.org, or you may upload with your application
    - Documents will be sent through DocuSign for completion. These documents must be completed by the deadlines outlined in the approval notice or the on-site experience request will be declined
    - Complete any training as required by HCH

What to Expect From Us

- Once the application has been submitted, please allow a minimum of a three weeks processing time for the application to be reviewed and availability to be determined.
- If more information is needed, communication will be sent via email. Requested information must be submitted within the timeframes given or your application may be removed from the selection process.
- You will receive notification of the decision to fulfill/deny the request with steps to complete onboarding.
    - You MUST respond acknowledging your approval to confirm your intention to complete the requirements within 10 business days of this notification or your request may be removed.
- Requests for multiple clinical rotations that do not coincide with the current application window must be submitted separately on a new Google Form submission.
- Applications may be declined due to the following: insufficient information and/or failure to meet the deadline for application submission or information requests.

We look forward to helping you complete this next step in your educational journey! Please let us know if you have any questions by reaching out to studentplacement@hcmhcares.org!

Respectfully,
The Staff Development Team