



Education, Health Care & Jobs for Alabama

Date: September 1, 2019

To: Clinical Students (MD, DO, NP, and PA) and Faculty

From: Southeast Alabama SEAAHEC Staff

Re: Student Clinical Placement Policy

Thank you for contacting the Southeast Alabama Area Health Education Center (SEAAHEC) to request preceptor/site assistance for your clinical training. We congratulate you on reaching this milestone and are pleased to work with you to establish a strong training opportunity. To begin the process, a current resume, signed copy of this policy, and training request form are required from all students seeking placement. *

Priority:

SEAAHEC is an independent, non-profit agency with placement assistance provided on a first come-first served basis. This means student requests are placed in queue with other students and ranked in order of request date and when we receive **completed, required information.**

*Students may request placement assistance one semester prior to the term when placement is needed, i.e. request during the Summer term for the Fall term, etc.

Updates:

The SEAAHEC staff works with several sites to secure placement for your training needs; but preceptors are very limited in our region, and students should continue, individually, to seek placement - as SEAAHEC does not guarantee placement. *To be fair to other students,* please update your status: Still Seeking or Placement Secured to pcheatwood@seaahec.org as follows:

- If *Still Seeking*, SEAAHEC staff will continue to assist you. However, we must hear from you via email every other Monday to update your placement status.
- If *Placement Secured*, email staff immediately. SEAAHEC will consider you placed and remove your name from the queue.

Placement:

If SEAAHEC secures placement, students will be notified. Students are responsible to complete forms and signatures, required by your institution, and forward to pcheatwood@seaahec.org. Students will be required by SEAAHEC to complete an evaluation form for each preceptor facilitated by SEAAHEC. These forms are to be submitted during the last week of the rotation, no later than the last day on site.



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Orientation and Attendance Continued:

Some clinical sites require students attend Orientation prior to training; SEAAHEC staff will notify you, accordingly. It is your responsibility to attend Orientation and each day of training. Students are to notify SEAAHEC staff immediately if you are unable to attend. **Failure to notify SEAAHEC staff and training site contact of any changes in your schedule after requesting placement will forfeit any future placement assistance from SEAAHEC.**

I have read, and I understand the policies outlined above. I agree to abide by all requirements and to keep the SEAAHEC staff informed as required. I understand that my failure to abide by these guidelines may forfeit any future placement assistance from SEAAHEC.

Printed Name

Signature

Date

SEAAHEC Staff Contact:

Paula Cheatwood

Email: pcheatwood@seaahec.org

Office Phone: 334.676.4180

Updated September 1, 2019



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Training Request Form

1. Name _____
2. School _____
3. Discipline (MD, DO, PA, NP) _____
4. Rotation Type (PEDs, OB, Family) _____
5. Hours Needed _____
6. Start Date _____ End Date _____
7. Permanent Address _____

8. Location Request (By County Name) _____
Note: Requested location not guaranteed
9. How far are you willing to travel? _____