

## PRECEPTING REQUIREMENTS FOR ADVANCE PRACTICE STUDENTS<sup>1</sup> (Not for use by SUNY Upstate NP or PA students)

Advance Practice students must be enrolled in a program which has an affiliation/contract with Upstate Medical University.

Precepted Advance Practice student status may be issued for a limited period and requires acknowledgment of responsibility for supervising the student by the preceptor of record.

Students in advanced practice programs, other than SUNY Upstate programs, who desire a clinical rotation at Upstate Medical University, University Hospital are required to provide the following items to Medical Staff Services (Fax: 315.464.8524 **or** e-mail: [Medstaff@upstate.edu](mailto:Medstaff@upstate.edu)):

- A notice that includes the student's name, preceptor name(s), institution, degree obtained (if applicable), dates of the rotation, and department.
- CV / resume - must include complete student contact information, social security number, and date of birth.
- Proof of liability insurance coverage or a letter from the school, with statement that the provider is covered during their clinical experience at Upstate University Hospital.
- Confidentiality statement, signed: ([http://www.upstate.edu/medstaff/pdf/forms/conf\\_attest.pdf](http://www.upstate.edu/medstaff/pdf/forms/conf_attest.pdf))
- Non-employee orientation (Parts 1 & 2):  
[http://www.upstate.edu/hr/new\\_staff/orientation/non\\_employee\\_orientation.php](http://www.upstate.edu/hr/new_staff/orientation/non_employee_orientation.php)
- Epic Account Request form - signature of the preceptor on this form and scheduling of a training course must be complete in order to access Epic
- Signed NY State RN license registration (for NP rotations)
- Students who will be precepted at Upstate for **more than three months** must complete the Safety At Work (SAW) education (packet available at [http://www.upstate.edu/hr/document/saw\\_all\\_staff.pdf](http://www.upstate.edu/hr/document/saw_all_staff.pdf). Packet and post-test for licensed staff available on [http://www.upstate.edu/hr/new\\_staff/orientation/non\\_employee\\_orientation.php](http://www.upstate.edu/hr/new_staff/orientation/non_employee_orientation.php).

The following should be faxed to Employee/ Student Health services (Fax: 315.464.5471):

- Certificate of health, sections I and II, (<http://www.upstate.edu/forms/documents/F82034.pdf>)
- Documentation of Flu vaccination is required once the State Commissioner announces that the flu season has started, and throughout each flu season.

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<sup>1</sup> Residents and medical students are not eligible for precepted advance practice student status