

To Whom It May Concern,

The Office of Advanced Practice Providers (OAPP) at UT Southwestern (UTSW) oversees the placement of Advanced Practice Registered Nurse (APRN) students and non-UTSW matriculating Physician Assistant (PA) students. OAPP would like to inform you about new requirements and guidelines for student placement starting September 1, 2021.

We are asking schools to partner with the OAPP to ensure students/staff read and adhere to the requirements and guidelines. Please note that non-adherence to the requirements and guidelines outlined below will result in the denial of the rotation request. Additionally, all communication regarding student placement should be sent to APPStudents@UTSouthwestern.edu. Inquires sent to personal email addresses will not be accepted.

Students will be given preferential consideration for placement according to the following levels:

1. UTSW employee
2. Partner Health Systems: Children's, Parkland, Texas Health employee
3. Texas public university or college
4. Private local (DFW Metroplex) university or college
5. Established affiliation agreement

Student Placement timeline is outline below:

Requested Rotation Start Date	Application Period	Approval / Denial Notification
January – April <i>(Spring)</i>	May 1 – August 31	September 30
May – July <i>(Summer)</i>	September 1 – December 31	January 31
August – December <i>(Fall)</i>	January 1 – March 31	April 30

Requirements / Guidelines:

Students or school representatives are required to initiate a rotation request utilizing the [Electronic Rotation Request Form](#). Only rotation request sent through this link will be accepted. Requests sent via email will be automatically denied. Students will be required to submit a rotation request for each semester. Rotation request for multiple semesters are not allowed.

The OAPP Student Placement team will review the rotation request submitted through the electronic form. The student may list the name of a preferred preceptor on the data field in the above electronic

form. However, we are unable to guarantee placement with the preferred preceptor due to department availability or other factors.

The OAPP Student Placement team will seek available preceptors based on the rotation request selected.

- If a UTSW preceptor is selected, the OAPP Student Placement team will send a “placement email” to the student and the assigned preceptor. The email will outline the next steps for the student.
- If a UTSW preceptor is not selected, the OAPP Student Placement team will send a “denial email” to the student.

Next steps, after a preceptor has been assigned:

The OAPP Student Placement team will request the student’s attestation letter from their school. Attestation letters should be sent to APPStudents@UTSouthwestern.edu. Attestation letters for students that have not been approved by our office for a rotation will not be accepted.

The following is required for attestation letters:

- The attestation letter must be received by the OAPP 30 days prior to the student’s start date. If the attestation is not received at least 30 days prior, this will result in the student’s start date being delayed.
- The attestation letter must be on school letterhead.
- Text box is fully completed.
- All appropriate boxes on the attestation letter must be checked.
 - If the student is an UTSW employee only the Professional and General Liability insurance coverage box needs to be checked. We will attest to the Criminal Background Check, Drug Screen, Current Immunizations, BLS, DFWHC Orientation, and HIPPA.
 - If the student is not an UTSW employee then every box needs to be checked.
- The attestation letter must be signed and dated.
- An updated attestation letter is required if the student needs to extend their rotation dates.
 - The updated attestation letter needs to be sent prior to the end date on the original attestation letter.

Once the attestation letter is received, the OAPP Student Placement Team will send the student’s information and attestation letter to the Nursing Education Department to create the student’s profile. This takes up to 30 days to be completed.

- The student will be notified via email by the Nursing Education Department once completed. The email will contain the student’s EPIC access, parking, student badge, and Taleo learning information.
 - Students should not contact the UTSW Information Resources office about access.
- Once the student profile email is received, the student is cleared to start their hours. The student is approved to complete hours until the last date listed on the attestation letter.

For non-UTSW matriculating PA students, the following additional steps will be performed:

- a. The non-UTSW matriculating PA student request will be sent to the applicable Director of Advanced Practice Providers to review for initial consideration. The Director of Advanced Practice Providers may decline to consider the rotation without proceeding further.
- b. If the placement of the non-UTSW matriculating PA student is to be considered (e.g., specific request by a UTSW Faculty member for a non-core rotation), the Director of OAPP will contact the Program Director of Physician Assistant Studies describing the unique circumstances for consideration. Approval from the Program Director of Physician Assistant Studies is required for the placement of any non-UTSW matriculating PA student with a UTSW employee/faculty member or at a UTSW site.
- c. If approved by both the Program Director of Physician Assistant Studies and the Director of Advanced Practice Providers, a limited affiliation agreement between UTSW and the non-UTSW matriculating PA student's school will be pursued. It will be required that the affiliation agreement is limited to a specified term and specified student. It may take up to 18 months to complete the limited affiliation agreement.