
Subject	Medical Education Learner Placement-External
Index Number	MedEd-100
Section	Medical Education
Subsection	General
Category	Departmental
Contact	Shari Kjos
Last Revised	6/19/2017

References

Not applicable

Applicable To

This procedure applies to the Gundersen Health System for learner placement in clinical and non-clinical rotations.

Detail

As part of the intake process for placing learners, we must have a consistent process in place for learners to register and for placement in clinical and non-clinical rotations to occur. The purpose of this SOP is to better outline the structure of learner placement process at Gundersen Health System, to better serve our organization, schools/universities, and learners.

Implementation

The following process must be followed for placement of learners:

1. The learner/school/university will notify the Medical Education office of future clinical or non-clinical rotation request(s) within Gundersen Health System.
2. The Medical Education Specialist will notify the Medical Education Leader if an agreement is needed with the school/university for learner placement
 - a. Please note this process can be lengthy
 - b. There is no guarantee that an agreement will be successfully negotiated
 - c. Learner cannot be placed or start a rotation until an agreement is in place
3. After receiving notification that an agreement is in place, the Medical Education Specialist will notify the department/unit that learners can be placed for clinical rotations.
4. If the department/unit approves the learner(s) to complete a rotation, then the appropriate individuals, including the learner, will be notified by the Medical Education Specialist.
5. If the department/unit cannot take the learner(s) for clinical placement, the appropriate individuals, including the learner, will be notified by the Medical Education Specialist.
6. Learners are required to register four weeks prior to their rotation start date. The Medical Education Specialist will contact the learner(s) with notification of how to register for the clinical rotation. This information may also be given to the liaison/faculty at the school/university, who will be responsible for distributing the information to the learners.

7. The learner will receive a registration confirmation email, which will contain log-in information to complete the on-line educational requirements. This information will come from GLacctadmin@gundersehealth.org.
8. If the on-line registration and educational requirements are not completed two weeks prior to the clinical start date, a second and final notification will be sent. All education is required to be completed one week prior to the start of the clinical rotation. If the online education is not completed one week prior, this will result in missing the first day of the clinical rotation. The delay will continue until all required on-line education has been completed.

Exceptions:

1. Gundersen Health System technology issues or data entry misinformation.
2. Emergency-please notify the Medical Education Specialist immediately. Emergency will be determined by Medical Education.
3. Learner's beginning clinical experience the first week in January will be given a 1 week extension to complete online educational requirements.

REVIEW AND CHANGES:

This document should be reviewed optimally on an annual basis, with two years as the maximum review date. The review will be done by the Director of Medical Education, UME Manager, and UME Specialists. Changes require retyping document or form and review by the Director of Medical Education.