1. In order to schedule student(s) for a clinical experience in a Health First facility, a request must be made using a Clinical Request Form found at HF.org/education > Instructor Resources. Requests will only be accepted from schools with a current affiliation agreement on file with Health First.

2. The Clinical Request form should be emailed two months prior to the start date of the semester to StudentExperience@Health-First.org

3. You will be informed if your request has been granted, denied or needs modification.

4. The following documents (available at HF.org/education > Instructor Resources) should be emailed by the school coordinator to StudentExperience@Health-First.org:
   
   a. Badge Form (Single or Multiple student form)
   
   b. Release of Responsibility Form (for each student)
   
   c. Confidentiality Form (for each student)
   
   d. Student Attestation (for each student)

5. After the forms are completed, they need to be alphabetized and emailed to StudentExperience@Health-First.org, two months prior to the start of the semester.

6. Students’ names, Social Security numbers and birthdates are used to arrange for log-in IDs for computer documentation. These log-in IDs or Universal ID (UID) will be issued at the time of the class.

7. The badge form must be in Excel format and sent electronically by email. You may password protect the spreadsheet and send a separate email with the password to StudentExperience@Health-First.org.

8. The students will review and complete the appropriate online student orientation (available at HF.org/education>Student Resources). The student is responsible for completing all student paperwork and submitting to the school. The student orientation must be completed before beginning their clinical experience.

9. Student badges should be worn at all times during their clinical experiences in the facility.

10. All students and instructors working in a clinical area, where documenting takes place, require a computer documentation class (form available at HF.org/education> Instructor Resources). Email the computer class request to StudentExperience@Health-First.org.

11. Students and instructors are required to park in associate parking areas at the hospital campuses. All students will be issued parking cards, which need to be displayed in the left corner of the rear car window.

12. At the clinical site, the students should be able to provide a document that indicates their current competencies and objectives.