

## Clinical Rotation Request Form

**PLEASE DO NOT PUT MORE THAN ONE GROUP PER FORM**

School: \_\_\_\_\_ Year: \_\_\_\_\_ Qtr: \_\_\_\_\_ Level of Student: \_\_\_\_\_

Faculty Member & Phone: \_\_\_\_\_

Faculty Member email address: \_\_\_\_\_

Instructor on Unit & Phone: \_\_\_\_\_

Instructor on unit email address: \_\_\_\_\_

(If instructor is new, please list dates for their orientation prior to clinicals) \_\_\_\_\_

Date Clinicals Begin: \_\_\_\_\_ Date Clinicals End: \_\_\_\_\_

Unit(s) Requested: \_\_\_\_\_

Days of Week & Hours Requested for Time on Units: 1st Choice: \_\_\_\_\_  
2<sup>nd</sup> Choice: \_\_\_\_\_

**HOSPITAL ORIENTATION REQUESTED**

|                          | Month | Day – Date | Time | Total Number of Students |
|--------------------------|-------|------------|------|--------------------------|
| <b>Day 1</b>             |       |            |      |                          |
| <b>Day 2 (if needed)</b> |       |            |      |                          |

**LOCATION**

| At Brookwood | Or At Which Campus |
|--------------|--------------------|
|              |                    |

**Attach the following to this Request:**

- Clinical Experience Objectives
- Evidence of CPR certification \*
- Student List/schedule
- Exhibit A & B forms for Each Student
- Exhibit C- Background Information Sheet & Authorization Form (If Brookwood is to do the screen) \*
- Phys Exam, TB test \*
- Rubella & measles immunity, drug screen \*
- List of all of students FN, MI, LN, DOB, SSN
- Complete Tenet HIPAA training at the site below:  
<http://www.tenethealth.com/about/pages/InformationPrivacySecurityandHIPAATraining.aspx>. Print certificate of completion and give to instructor to keep on file at school.
- \* School can submit letter that these documents are on file.

**Send Completed Forms and Attachments To:**

Julie Smith, RN, MSN  
Director Education  
Brookwood Medical Center  
Education Dept  
2010 Brookwood Medical Center Drive  
Birmingham, Alabama 35209  
Ph: 205-877-2028 Fax: 205-877-1265  
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Please turn in requests by July 15 for next school year. Six weeks prior to first day of rotation for other requests.



