



STUDENT & RESIDENCY PROGRAMS

Placement, Observation & Onboarding Guide

For students, academic partners and prospective observers

Choose the experience that fits

ProHealth Care offers structured learning experiences for students completing an academic program and hands-off observation opportunities for people exploring health care careers.

STUDENT PLACEMENT	OBSERVATION / JOB SHADOWING
A formal clinical or nonclinical experience connected to an academic program.	A hands-off learning experience for someone exploring a health care role or department.
Includes preceptorships and clinical groups.	Available to participants age 16 and older.
The academic placement coordinator submits the request through the Student Portal.	The participant first secures a ProHealth Care sponsor and department leadership approval.
An affiliation agreement must be in place before placement is requested.	An Observation Agreement Form and required health documentation must be completed.

Types of student placements

- **Preceptorship:** A one-to-one learning opportunity in which one student is placed with a primary mentor.
- **Clinical group:** Students from the same academic institution are placed together and accompanied by an instructor.

Learning environments

Depending on availability and program needs, educational experiences may be offered across:

- Acute care hospital settings
- Primary care clinics
- Inpatient hospice
- Home health services
- ProHealth Westwood Health & Fitness Center

Student placement process

Who submits the request: Student Portal access is limited to academic placement coordinators or other authorized school representatives.

1. Secure an affiliation agreement

Every academic institution must have a Student Affiliation Agreement with ProHealth Care before requesting placement. To begin the agreement process, email studentaffiliations@phci.org.

2. Request placement

An academic representative submits the request through the ProHealth Care Student Portal at least six weeks before the rotation start date. Requests submitted later may delay the start of the rotation. For nursing placements, submissions are processed according to Southeastern Wisconsin Nursing Alliance (SEWNA) deadlines.

Important: Preliminary discussions between a school and a department are welcome, but they do not constitute an official request or approval. Formal approval is granted through the Student Portal placement process.

3. Receive placement confirmation

The requested department reviews each request based on capacity and organizational priorities. If approved, Student Affiliations will approve the request in the Student Portal.

4. Register the student or instructor

After approval, the academic representative registers each participant in the Student Portal and validates the required health, background and screening information.

5. Complete orientation and onboarding

Participants complete required orientation materials and the placement-specific Orientation Checklist on or before the first day of the experience.

Need an affiliation agreement or Student Portal access? [Email Student Affiliations](#)

Student placement requirements

Students and instructors submit documentation to their academic representative so the school can validate compliance in the Student Portal.

Health requirements

- **Measles, mumps and rubella (MMR):** Vaccination documentation or a titer indicating immunity.
- **Tuberculosis (TB):** Screening completed less than 12 months before the rotation start date. Individuals with a positive TB skin test must have a negative baseline chest X-ray on file and complete annual symptom screening.
- **Seasonal influenza:** Current vaccination when placement occurs between October 1 and March 31, according to organizational guidelines. Religious or medical exemptions must be approved by the participant's school before the rotation begins. ProHealth Care does not adjudicate student exemption requests.
- **Varicella:** Vaccination, titer or a statement of positive history is strongly recommended but not required.
- **Hepatitis B:** Vaccination is strongly recommended but not required.

Background checks and drug screening

Clinical and nonclinical students must communicate with their academic placement coordinator regarding completion of the following requirements:

- Wisconsin Caregiver Background Check
- Wisconsin Criminal Background Check
- Five-panel drug screen

Drug and TB testing are available through ProHealth Care Occupational Services at the participant's expense. For information, call 262-928-5900.

Orientation and onboarding

On or before the first day of placement, each participant must:

- Review the [Student Affiliations within ProHealth Care policy](#)
- Review and sign the [ProHealth Care Confidentiality Agreement for Students and Observers](#)
- Complete the [ProHealth Care Student Orientation module](#)
- Review the [Code of Conduct](#)
- Sign the [Code of Conduct Signature page](#).
- Complete the placement-specific Orientation Checklist with the department leader, preceptor or instructor, as appropriate.

Submit completed paperwork: Scan and email completed documents to studentaffiliations@phci.org.

Observation and job shadowing

Observation and job-shadowing experiences offer a hands-off look at health care roles. Participants must be at least 16 years old.

1. Secure sponsorship and approval

Required before requesting: Observation requests are considered only after a ProHealth Care employee has agreed to serve as sponsor and the requested department's leadership has provided written approval.

A sponsor serves as the observer's mentor and primary contact. To find one, you may:

- Ask a friend or family member who works at ProHealth Care.
- Contact the department of interest. If you need the department's phone number, call 262-928-1000 and ask the operator to transfer you.

Sponsorship and department availability cannot be guaranteed.

2. Complete health and orientation requirements

A health care provider must document all immunization records. Observers must provide:

- Completion of the [ProHealth Care Student & Observer Orientation Module](#)
- Two MMR vaccinations or positive titers for rubella, rubeola and mumps
- Two varicella vaccinations, a positive varicella titer, or a history of chickenpox or shingles
- A negative TB skin test completed within the previous 12 months, or a negative TB chest X-ray or blood test
- Current influenza vaccination during flu season, October 1 through May 30

3. Complete the Observation Agreement Form

After sponsorship, approval, and scheduling are confirmed, request the Observation Agreement Form from Student Affiliations. Incomplete forms and forms without a sponsor signature will not be accepted.

Questions and contact information

EXPERIENCE	CONTACT
Non-provider placement or observation	Student Affiliations Coordinator studentaffiliations@phci.org
Medical student placement or provider observation	Physician Relations physicianrelations@phci.org