

FAQs: Advanced Practice Provider Student Application

How far in advance can I submit a student application?

Applications will be reviewed upon receipt, beginning at the start of each application window. **Late/incomplete applications will not be processed.**

Application Submission Windows		
Clinical Term	Applications Accepted Starting	Application Deadline
<u>Spring Semester</u> January 1 – April 30	October 1	November 1
<u>Summer Semester</u> May 1 – July 31	February 1	March 1
<u>Fall Semester</u> August 1 – December 31	May 1	June 1

*Apply during the semester in which your start date falls

Do I need to complete an application for each term?

Yes. A new application is required for each semester (Spring, Summer, Fall) sent in during the appropriate application window.

How do I apply?

Visit <https://www.ohiohealth.com/medical-education/app-clinical-experiences/>

Does my application have to be submitted from a school program representative?

No, but it can be. We will be emailing the school representative listed on your application to confirm you are in good standing with the university.

What are the Required Documents?

You must submit your completed application. If you do not have a preceptor, you must upload your resume on the online application. You will NOT need to submit copies of any of the required additional materials listed in the last section (Driver's License, CPR card, TB skin test).

What if my school doesn't have an affiliation agreement with OhioHealth?

Unfortunately, OhioHealth is not initiating new affiliation agreements.

A provider has agreed to precept me, but I don't have contact information for the office



manager. What should I do?

Please be sure to provide all necessary information requested regarding the preceptor on your application. Failure to provide all the requested information could result in a delay in processing your application or a denial of the rotation.

I am a current OhioHealth associate. Do I have to submit information that should already be on file with the organization?

Yes, you must submit all the requested application materials.

I have a question about my application. Is there someone I can call?

All inquiries/questions regarding applications, student process, etc. should be sent to appstudent@ohiohealth.com. Please allow up to 72 business hours for a response.

When should I expect to receive a notification regarding my application?

All students should receive notifications within 30 days of the application window closing.

I submitted an application during the window, but was declined due to no available preceptor. What happens if I find a preceptor before my rotation is scheduled to start?

Due to OhioHealth requirements, we require at least a 30 day notice to facilitate the placement of APP students who have applications on file for the term in which they wish to rotate. If a preceptor is found 30 days or more before the rotation is scheduled to start, please send us the preceptor name, phone number, email address, location, and office manager's contact information. We will have to verify this information.

Also have your preceptor or their manager email appstudent@ohiohealth.com a confirmation of your rotation including the start and end dates.

When will I receive my computer login information?

A few days after you get your acceptance letter, you will receive an email from OhioHealthRegistration@ohiohealth.com asking you to register for your rotation. This link is only valid for 7 days. Your start date will be listed as 1 month earlier than your Day 1 to allow you access to do your online trainings at home. The Job Location is listed as a general hospital, not necessarily your assigned location.

We have partnered with Lexis Nexis for the verification questions. OhioHealth does not have or store your personal information.

You will receive your OPID and instructions on how to do your pre-rotation online trainings 2-3 weeks before the start of your rotation.

Is there an orientation for clinical rotations at OhioHealth?

Yes. The orientation is online and will be pre-loaded to your learning management system account. Login information will be provided prior to the start of the rotation.

I've completed a rotation at OhioHealth before. Do I need to re-take the LMS modules?

Completed LMS modules are active for one year before they need to be retaken.

What happens if I don't complete the LMS modules pre-assigned?

If a student is discovered to not have completed the assigned LMS modules, they will be removed from the clinical rotation and not permitted to return until the modules are completed.

My preceptor would like for me to go into the operating room as part of my clinical rotation. What should I do?

There is a mandatory Scrub Training course that must be taken by all students who will go into the operating room. Information on how to complete the class will be sent to students with the computer login information email.

How do I obtain a student badge?

Bring your student OPID and a valid government issued ID to your designated Badge Center listed below. The cost is \$10 (non-refundable)

Central Region (Columbus and surrounding areas)

Blom Administrative Center, 3430 OhioHealth Parkway Columbus, OH 43202.

Phone: (614) 955-2500 Hours Monday - Friday 7:30 to 3:45. Closed every day from 12 to 1 pm.

Northern Region (Marion)

Marion General Hospital at 1000 McKinley Park Drive Marion, OH

Protective Services Office is on the ground floor, Suite #0018

Hours: Monday through Friday, 8:00am – 3:00pm

Phone: (740) 383-8639

Southern Region (O'Bleness & Athens Area)

O'Bleness Hospital at 55 Hospital Drive Athens, OH

Protective Services Office is in the basement, Suite #0144

Hours: Monday through Friday, 1:00pm – 7:00pm

Phone: (740) 592-9341

I need to cancel my rotation or end my rotation earlier than originally scheduled. How do I proceed?

Please contact appstudent@ohiohealth.com in addition to notifying your school and the assigned preceptor.