

You have been approached by a student or school coordinator.

Discuss with student/coordinator:

- *Student and school objectives/expectations
- *Student time frame requirements

Further consideration:

- *Department specific policies in accommodating students. ie. Dress code, access requirements, age restrictions
- *Staff schedules – ie. vacations, availability of appropriate preceptors
- *Volume of students already approved for the requested timeframe in the department

Can you accommodate the student?
Yes/No

Yes

No

Politely decline the visit

Confirm date range for visit
(tentative pending PACCAR approval of experience)

Confirm/Refer student to www.adena.org/institute for documentation completion

Submit Statement of Provider Responsibility to PACCAR

If necessary submit IT access form to IT