



## 1. GENERAL

Physician appointment and credentialing is managed by Clinical Education. Students who want to refer a physician or site to be credentialed as a clinical site or preceptor will follow the policy and procedure herein.

## 2. DESCRIPTION

- 2.1. Students will obtain written approval from Clinical Education before contacting physicians, physician groups, clinics, hospitals, residency programs, or anything of the like to inquire about precepting or clinical rotation opportunities.
- 2.2. Once written approval is received, the student will coordinate the contact with the potential preceptor with their Regional Clinical Coordinator.
- 2.3. Students will provide Clinical Education the name and contact information for the physician(s), physician group(s), clinic(s), hospital(s), residency program(s), or anything of the like that they would like to complete a rotation with then Clinical Education will manage the process from there.

## 3. PROCEDURE

- 3.1. Student identifies a clinical opportunity they would like to pursue.
- 3.2. Student emails [clined@shsu.edu](mailto:clined@shsu.edu) with the name and contact information (and any additional information available) for the clinical opportunity they are referring.
- 3.3. Clinical Education will make contact to initiate credentialing and affiliation agreement inquiry process.
- 3.4. Clinical Education will credential the physician and acquire the legal agreements needed.
- 3.5. If the physician/site agrees to host SHSU-COM student(s), Clinical Education will coordinate the schedule of the physician/site with the student's schedule.
- 3.6. Clinical Education will notify the student who made the referral of the outcome.