



STUDENT CHECKLIST FOR FINDING A T10 PLACEMENT

THE BIG PICTURE

T10 Externship is a specialized program available to students through Clinical Education. Students are eligible for an Externship during their 10th trimester if they have completed all clinical requirements.

Students can leave a University or CBI clinic for a 10th trimester externship experience when the following criteria have been met:

- 1) the 10th trimester doctor, contract, and placement has been approved by Clinical Education;***
- 2) all internship requirements {i.e. quantitative, workbook assignments, rotations, and paper-work} have been verified by the Clinical Education Coordinator (Jennifer Hewitt) as complete};***
- 3) the end-of-the-term check-out has been completed with the Clinical Education Coordinator (Jennifer Hewitt);***
- 4) T10 orientation has been completed;***
- 5) the 9th trimester has ended and the 10th trimester has started;***
- 6) Clinical Education has authorized you to depart and start your 10th trimester internship.***

Students with signed contracts with an authorized doctor in a clinical placement approved by Clinical Education are covered by malpractice insurance and qualify for earning credit toward completing requirements for graduation. Students who have not turned in a signed contract and/or are doing clinical activities without the authorization of Clinical Education will not receive credit toward completing requirements for graduation, and are not covered by malpractice insurance.

THE DETAILS

- Am I on track to finish my clinical requirements by the end of T9?
T10 occurs in a University-owned clinic, or a Community Based Internship clinic, unless a student has finished the clinical requirements. More T10 options are available to you in Minnesota if you finish your requirements by the end of T9. You also have the option of going outside Minnesota for T10 if you finish your requirements by the end of T9.
- Have I reviewed the T9 and T10 internship dates? These were distributed in class and are available in Clinical Education and on Clinical Education's website.
- Am I meeting the deadlines for T10?
Check the internship calendar, and the T10 Fact Sheet.
- Have I attended a Preceptorship Search Seminar?
This class is given by Clinical Education (CE) during Clinic Prep Lab. The class: 1) is the source for accurate information about T10, 2) answers the most frequently asked questions about T10, and 3) includes tools on how to find a doctor for T10.
- Did I review the Summary of Allowable Scope of Practice chart
 - Can I do T10 where I want to?
 - Can I do the clinical activities that I want to do during my T10?
 - Do I need to submit a student application to the State Board?
 - Does my doctor need to apply to the State Board?
- Did I meet with Dr. Hvidsten by the specified deadline (if I want to do T10 outside MN)?



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DOCTOR DETAILS

- Have I found a doctor for my T10?
 - Did I review the T10 doctor files in Clinical Education?
 - Did I ask my doctor how long s/he has been licensed and in practice?
 - Does my doctor meet the minimum number of years for being licensed and in practice in his/her most recent jurisdiction to qualify for the T10 program?
In Minnesota the minimum is 3 years. With the exception of Ohio (7years), the minimum is 5 years outside Minnesota, even if a state, province, or country has a lesser requirement.
 - Did I check with Amy Skarsten in Clinical Education to confirm my doctor's eligibility to be a T10 doctor:
 - Is my doctor currently authorized by Clinical Education to host T10 students?
 - Does my doctor have all the necessary application materials on file with the Clinical Education to be current during the dates of my T10 term?
- If "no" to either of these questions...**
- Did I request an application packet be sent to my doctor?**
To do so, give the following information to Amy via hard-copy or email (askarsten@nwhealth.edu) and ask Amy to mail a T10 application packet to your prospective supervisor: doctor's full first and last name, clinic name, address, telephone number, and email.
 - Have my doctor's completed application materials been received by Clinical Education according to the deadline specified on the T10 Fact Sheet?**
 - Has my doctor been approved to host T10 students?**
- If the doctor is approved to mentor T10 students, did I review the doctor's records on file in Clinical Education?**

CONTRACT DETAILS

- Did I meet with my doctor to complete the T10 Learning Agreement and to sign my T10 contract? Did we specifically address the expectations my doctor has and the expectations I have (e.g. can I adjust patients and which patients) prior to signing the contract? What activities will my doctor allow me to do, and approximately at what point in the term?
- Did I turn in my signed T10 Contract to the Clinical Education Department?
- Did I complete T9 Check-out?
- Did I complete T10 Orientation?
- Did I receive authorization from Clinical Education (Jennifer Hewitt) to start my T10?
- Do I want to do a postgraduate preceptorship? Did I meet with Dr. Hvidsten about this?
Some states allow postgraduate preceptorships. Postgraduate preceptorships allow you to continue doing clinical activities during the gap after graduation, but before licensure. There is additional required paperwork to do a postgraduate preceptorship.

HELP

- If I need more information, have I checked the Clinical Education (CE) website?
<http://www.nwhealth.edu/clinicaled>
- If I am stuck in finding a doctor, have I sought guidance and suggestions from CE?
- If I still have questions, have I checked with Clinical Education personnel?