UPMC
LIFE CHANGING MEDICINE

General Reminders for Program Coordinators and Students

- Please review (and share) the OAPP Placement Policy and the information below with your students.

- Determine whether the preceptor is employed by UPMC or not. If they are, an application is required even if they perform some work at non-UPMC facilities and practices. If they are not a UPMC employee but provide clinical services at UPMC facilities, an application is required. If neither – no application is required.

- Clinical Coordinators must set up rotations for their students using previously established relationships. Students are not permitted to directly call any clinician or site to enquire about rotation availability, unless they have a personal relationship with the clinician. A reference from a personal contact is not acceptable.

- Exceptions to the above guidelines:

  - CCP requests – these should never be made by students, only by clinical coordinators.
  - Emergency Medicine requests – these must always be made by clinical coordinators through EMCCHMstudents@upmc.edu first for the locations listed on our placement policy. No contact can be made to EM providers prior to placing this request.

- PA, NP, CNM Students should submit an online application via the OAPP's application website no later than three months prior to the requested start date for rotation placement assistance for their elective rotation, and no later than six weeks prior to the start of their rotation if their preceptor was confirmed by their program via an established relationship.

- CRNA students should submit their application no later than three weeks prior to the start of their first clinical experience at UPMC.

- Parking, Scrub and Badge access will be handled by the individual sites and not the OAPP.

OAPP Online Application System

Information for First Time Applicants:

- Do not upload more documents than requested to the application site. That means no receipts or additional information.

- Uploaded documents must have a properly labeled file name, so that it is clear to the OAPP what it is before it is opened. Ex: The EMTALA certificate should be uploaded as EMTALA.pdf.

- Double check that you have the correct rotation dates identified.

- Make sure that you apply and submit all documentation with the same name.

- Sign all module certificates.

- All Health information must include dates.

General Student Reminders:

- Core Rotations: If you have not worked with your school to identify a preceptor do not apply, as we cannot provide placement assistance.

- Elective Rotations: OAPP can provide placement assistance on a case by case basis. There is an option to select "No" for preceptor identified- this option should only be used for elective requests.

- Do not reapply for the same rotation request. Each rotation request should be entered only once, unless otherwise notified by the OAPP. If you have any adjustments to make, send an email to APPStudents@upmc.edu.

- If you are working with more than one preceptor for a given rotation, you must still only submit one application. Choose the primary preceptor as identified by your academic program.

- Do not show up to your rotation unless you have a green thumbs up next to your rotation in mCE.

- Do not apply without a preceptor identified to hold your place. It will be rejected.

- Use the preceptor's full name when applying. For example, do not apply for a rotation with "Dr. Edmonds". You must enter "Rebecca Edmonds".