

## Common Practice Guidelines Banner Health

Topic	Process	System/Platform
<b>Rotations</b>	Request to be made in mCE prior to established deadlines (refer to each agencies guidelines)** <b>Requests submitted after the deadlines will not be approved**</b>	<b>MyClinical Exchange (mCE)</b>
<b>Compliance</b>	Deadlines are based on each agency’s affiliation agreement. Once the agency’s deadline has been reached, <b>students and faculty who are not 100% in compliance by the deadline will be removed from the rotation.</b>	<b>MyClinical Exchange (mCE)</b>
<b>Required Information</b>	Requests that are missing required information (ie preceptor information, pre-approval information, etc) will be returned to the school for completion prior to agency approval. <b>Corrected/completed request must be received by the agency deadline for requests in order to be considered for approval. School e-mail addresses must be entered in mCE for instructors.</b> Communication will not be sent to instructors using personal e-mail addresses.	<b>MyClinical Exchange (mCE)</b>
<b>Changes</b>	<b>Students and on-site instructors must be assigned to a rotation by the established compliance deadlines.</b> <u>Any changes (adding and removing students and/or instructors) after the compliance deadline must be approved directly by the agency clinical coordinator prior to changing in mCE.</u>	<b>MyClinical Exchange (mCE)</b>

**Current Compliance Deadlines:**

Banner Health: **Two weeks**

**Current Request for Rotation Deadlines:**

Banner Health: **Four weeks**