



Request Form: 2022-2023

Berkeley Medical Center (BMC) & Jefferson Medical Center (JMC)

Clinical Request Form: Rotations/Externship/Observations

Instructions: Use a separate form for each unit or observation requested. Confirmation will be sent by email to requestor.

The following deadlines are for priority scheduling and coordination with other school requests. After this time, requests will be reviewed in the order received. No request is guaranteed, and approval must be received by the school prior to scheduling students.

- **Fall Semester:** priority submission between March 15th and April 15th
- **Spring Semester:** priority submission between October 15th and November 15th
- **Summer Semester:** requests reviewed in order received

Today's Date:	
Semester & Year:	
Name of School & Program:	
Requestor Contact Information:	Name: Email: Phone:
Instructor Contact Information:	Name: Email: Phone:
Indicate BMC or JMC	
Unit or Department Requested - please submit separate form for each	
Preferred Day/s of the week	
Time or Shift	
Indicate Observation, Rotation or Capstone *for capstone requests, attach/send list of students and their desired units (3 max for each, listed in order of priority)	
Total Number of Students	
If Group Rotation, # Students Per Group	
Number of students returning, if applicable	
List ALL Clinical Dates students will be at facility. If not yet known, list date range from start of presence on unit to finish.	

Completion of this form does NOT guarantee clinical placement.

Please email all requests to: JMC & BMC: Allison Flynn – Allison.flynn@wvumedicine.org

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