

Guidelines for Student Placements

NC AHEC Offices of Regional Primary Care Education (ORPCE) Regions

To coordinate the best community placement for your students, the ORPCEs ask the following:

1. Before student placements are made within the AHEC ORPCE's region, contact the ORPCE by faxing a completed *Community Primary Care Rotation Form* and by telephone to confirm receipt of the fax. The following information is required:
 - 1) Course name and number, rotation dates, course contact name and phone number
 - 2) Student name, address, telephone number, and last 4 digits of social security number
 - 3) Requested preceptor name and site location
 - 4) Housing needs (a NC AHEC Housing Request Form must be completed to request housing)
 - 5) Brief description of rotation requirements, special learner needs
2. Notify the ORPCE of the student schedules once placements have been confirmed and **prior to** the beginning of the rotation. When possible, provide placement schedules for the entire academic year or by semester.
3. Notify the ORPCE **in writing** of any changes in student placements and housing requirements. Because housing is scarce and availability may impact other students, notify the ORPCE as soon as possible when housing is no longer needed.
4. Send handbooks and course materials to the ORPCE so preceptor questions can be addressed.
5. Share preceptor/site evaluation information and communicate any problems to the ORPCE.
6. Instruct students to check in personally at the following ORPCEs on the first day of the rotation: Area L, Coastal, and Southern Regional (Fayetteville).

HOUSING LOCATIONS (Check with ORPCE for availability)

Area L AHEC - Roanoke Rapids, Rocky Mount, Tarboro, Wilson

Charlotte AHEC - Charlotte, Shelby (for Gastonia and Lincolnton rotations), Concord, Albemarle*, Monroe*

Coastal AHEC - Burgaw, Oak Island, Whiteville, Wilmington

Eastern AHEC - Ahoskie, Beaufort, Belhaven, Goldsboro, Greenville, Hatteras, Jacksonville, New Bern

Greensboro AHEC - Asheboro, Eden*, Greensboro, Reidsville

Mountain AHEC - Andrews-Murphy*, Asheville, Brevard*, Burnsville*, Cashiers/Lake Toxaway*, Hendersonville, Horse Shoe/Etowah*, Linville*, Spruce Pine*, Rutherfordton*

Northwest AHEC - Banner Elk*, Blowing Rock*, Boone, Elkin*, Hickory, Lenoir*, Lewisville*, Mooresville*, Morganton, Mount Airy, Newland*, North Wilkesboro*, Salisbury, Sparta*, Winston-Salem, Yadkinville*

Southern Regional AHEC – Aberdeen, Clinton, Dunn, Fayetteville, Laurinburg, Lumberton

Wake AHEC – Cary*, Fuquay Varina, Henderson*, Middlesex, Raleigh*, Smithfield*, Warrenton*, Wendell*

*Housing in these locations is not rented on a 12-month basis.

Note: For some ORPCEs, no housing = no placement