

Nursing Cover Letter for Instructors from Institutions of Higher Learning

Thank you for expressing interest in the educational opportunities provided by the Stark County Health Department Nursing Division. As an academic health department, we hope to provide your student(s) with an opportunity to become educated in the field of public health and make it a rewarding experience for them.

In order to facilitate an effective learning environment and to better serve your students in an organized and efficient manner, several forms will need to be completed prior to the experience.

The enclosed packet includes the following:

- Student Roster: *place the names of all students who will be participating in a learning experience at the Stark County Health Department and the dates agreed upon and requested.*
- Agreement: *this needs to be reviewed and signed by each student and the faculty member from the academic institution.*
- Confidentiality statement: *this needs to be reviewed and signed by each student and the faculty member from the academic institution.*
- Student Evaluation: *please have the student bring this with them to their assigned clinic day to be completed at the end of the clinical and the student should leave it with the last Stark County Health Department employee they are with.*

Please make copies as necessary for your students and keep a copy for your own records. These forms are due back as soon as possible to your contact person from the Stark County Health Department. We will also need a clinical affiliation agreement from your facility (if we do not already have one) and copies of liability insurance coverage for your student.

Your contact person will be:

Name: Delight Howells BSN, RN

Phone: 330-493-9917 x 2055

E-Mail: howellsd@starkhealth.org

We appreciate this opportunity to work with your academic institution and look forward to making this a beneficial experience for everyone.

If you have any questions, please feel free to contact me.

Sincerely,

Delight Howells BSN, RN
Nursing Manager