

W. CARY EDWARDS SCHOOL OF NURSING

PRACTICUM PACKET

DNP Students





301W.StateSt.
Trenton,NJ08618
www.tesu.edu

Dear Student:

Congratulations on your readiness to start the **DNP Practicum courses**. The enclosed Practicum Packet contains the information, timeline and forms you will need to submit to be eligible to start the Practicum.

Components of the Practicum experience include identifying your academic goals for your Practicum and setting personal objectives for the educational experience. Take time now to determine what your learning experience will accomplish, and begin to search out the Practicum experience that will help you to meet your goals.

The criminal background requirements must be completed using the vendor selected by the University. Please follow the application directions at <https://www.tesu.edu/nursing/programs/dnp-practicum>. Health requirements, professional liability insurance and other requirements must be submitted by the student to the vendor site in accordance with policies that are included in this packet. You must hold a valid RN license in the state in which your Practicum will occur. Fees apply for use of the vendor site.

Clinical affiliation agreements must be in place for all students, at all sites, prior to registering for the Practicum course. The timelines established reflect the time that it takes to obtain clinical affiliation agreements with facilities. Please follow the directions and submit all requested forms and documents in the time frame requested in order to process the application packet, obtain institutional and individual agreements and finalize all paperwork. You should begin working on your Practicum placement three (3) terms prior to the term you expect to register for your first Practicum course.

Sincerely,

Ana Maria Catanzaro, PhD, RN
Associate Dean, Graduate Nursing Programs
W. Cary Edwards School of Nursing
Thomas Edison State University

Practicum Timeline

Intend to start NUR-902 in	July	October	January	April
Submit the Intent to Register: Part A form along with the following attachments: <ul style="list-style-type: none"> • Submit the DNP Project Site and Preceptor Information Form • Submit the preceptor’s resume and the signed Delineation of Responsibilities form • Submit the verification of post-baccalaureate clinical hours form DNP Project Site and Preceptor Information.pdf (campussuite-storage.s3.amazonaws.com) Practicum Delineation of Responsibilities.pdf (campussuite-storage.s3.amazonaws.com) Verification of Post-Baccalaureate Supervised Clinical Hours.pdf (campussuite-storage.s3.amazonaws.com)	January 1	April 1	July 1	October 1
Complete all Castlebranch Requirements	March 1	June 1	September 1	December 1
Complete CITI Ethics Certification	March 1	June 1	September 1	December 1
Complete Institutional Review Board Requirements <ul style="list-style-type: none"> • Students must have agency IRB approval prior to completing TESU IRB approval process Research-Project Review Approval Form Part A and Part B.indd (campussuite-storage.s3.amazonaws.com)	Due 60 days prior to the start of NUR-912			

CastleBranch Information

CastleBranch is the vendor the University uses to verify and track practicum health and safety requirements.

The CastleBranch tracking system can be accessed:

<https://portal.castlebranch.com/HZ14>

A visit to your healthcare provider is needed to complete the forms required for verification of your health and immunization status. These records are required by the practicum agency and are not negotiable.

Failure to submit documents that allow your health and immunization status to be verified will impact your ability to progress in the program.

All Health and Criminal Background Requirements are due 4 months prior to the start of NUR-902

***If the practicum is being completed at your place of employment or within your health system please speak with the associate dean about a possible waiver of health requirements.**

Health and Criminal Background Requirements

- Health History & Physical Exam (Form is located in CastleBranch accounts)
- CPR Certification
- Health Insurance
- Professional Liability Insurance
- Criminal Background Check
- Drug Screening
- RN License
- FBI Fingerprinting

Immunizations**

- Tdap
- MMR (titer required within the past 12 months)
- Hepatitis B (titer required within the past 12 months)
- Varicella (titer required within the past 12 months)
- Tuberculosis
- Influenza
- COVID Vaccination

**Detailed explanations of immunizations/titers and clearance form requirements can be found in CastleBranch accounts .

Acceptable Experiences for DNP Clinical Hours

For clinical experiences to be accepted toward the required DNP clinical hours, experiences must be directly related to the clinical component of the DNP project. The student must describe the experience and number of hours and must justify how the experience and hours are relevant to the DNP project.

Types of acceptable experiences:

- Networking with stakeholders to establish relationships necessary for DNP project
- Investigating IRB requirements
- Preparing IRB applications and proposals
- Meetings with preceptors and stakeholders to assess need, plan, implement, and evaluate the project
- Preparation time in advance of clinical experience (maximum 10 hours per term)
- Conferences or educational activities directly related to the DNP project (maximum 10 hours per term)
- Presentation of DNP project to a relevant group (e.g., board of directors, administrative group, conference)

Types of experiences not acceptable:

- Driving to/from the clinical site
- Conducting literature reviews and other assignments required for a class (e.g., needs assessment, SWOT analysis)
- Completing assignments required for a course in the DNP program
- Telephone conferences with the course mentor
- Applying for library a card and/or learning how to use library databases
- Consulting or advising an agency on issues not directly related to the DNP project
- Volunteer work with an agency or organization on activities not specifically related to the DNP project
- Attending meetings with groups or organizations that are not involved with the DNP project

Note: If the activity is required for a class assignment, it may not be used for clinical hours.

Final Reminders

- The DNP program requires completion of 1000 post-baccalaureate supervised clinical hours. If you did not complete any supervised clinical hours during your master's degree program, you may receive credit for 500 clinical hours if you pass the Advanced Nurse Executive Certification Exam offered by the ANCC or the AONL. This certification must be completed before you register for **NUR-912**.
- If you plan to register for **NUR-912** within the next six months, please be sure your Castle Branch account is updated and current. **Do not procrastinate** on obtaining IRB approval from your agency and TESU. Once you obtain IRB approval from your agency, make an appointment with the associate dean for assistance completing the TESU IRB application. The completed IRB application is submitted to associate dean and then to the IRB chair. Both IRB approvals must be obtained no later than 60 days before the start of **NUR-912**.
- Before you register for **NUR-922**, make sure your Castle Branch account is updated and current.
- **CITI Ethics Training**
 - Step 1: Visit <https://about.citiprogram.org/en/homepage/>
 - Step 2: Click on “register” at the top right.
 - Step 3: Search for “Thomas Edison State University”
 - Step 4: Follow the Prompts to register
 - Step 5: When prompted, choose the role “DNP Students / Mentors - Doctor of Nursing Practice”
 - Contact the IRB Chair Jeffrey Harmon at jharmon@tesu.edu if you experience any difficulties.