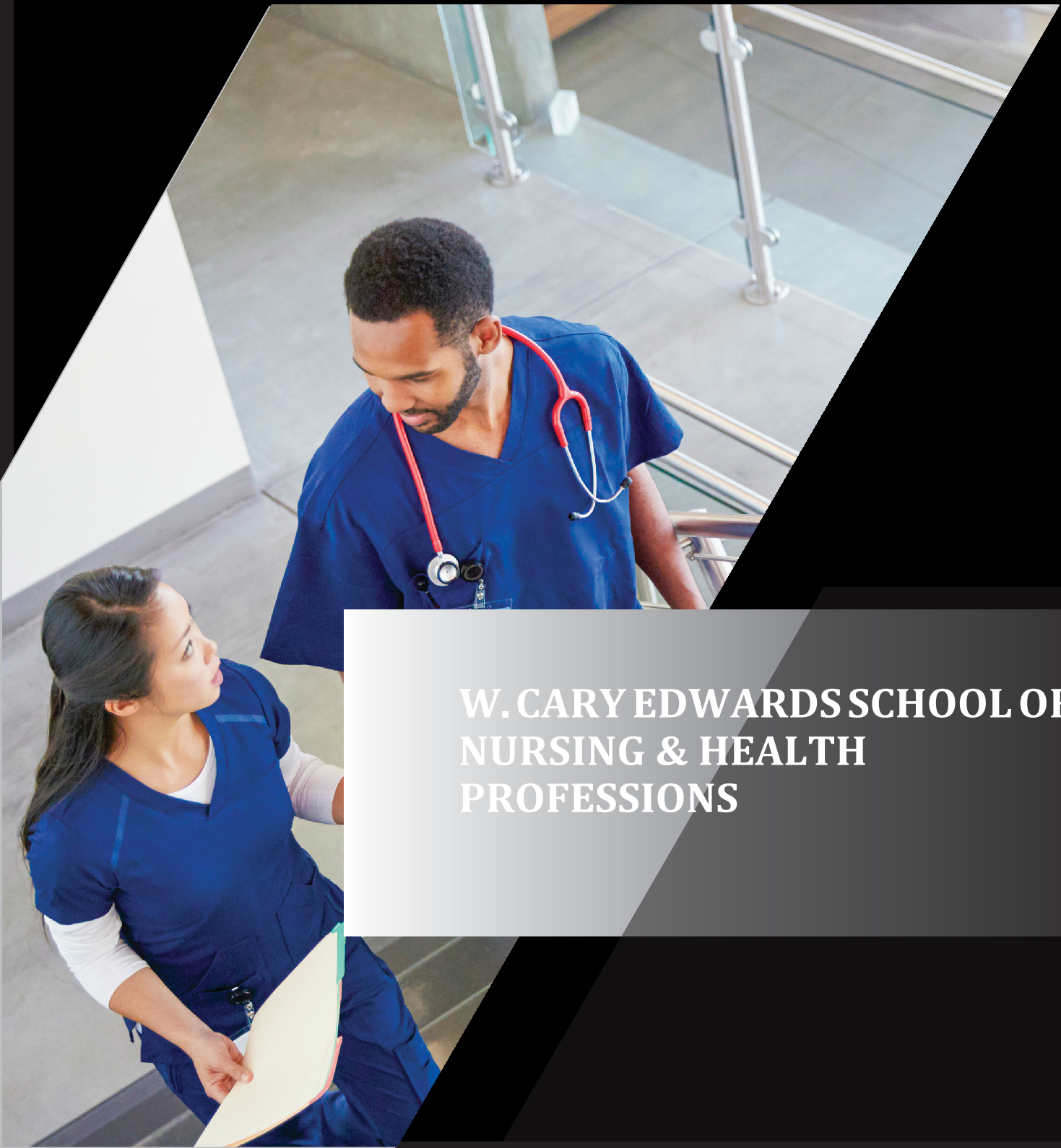# PRACTICUM PACKET

**Nurse Educator**
**Nursing Administration**
**Nursing Informatics**

**W. CARY EDWARDS SCHOOL OF NURSING & HEALTH PROFESSIONS**

Dear Student:

Congratulations on your readiness to start the MSN Practicum course(s). The enclosed Practicum Packet contains the information, procedures, 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. Health requirements, malpractice 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 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. If you need clarification regarding the enclosed information, please email nursing@tesu.edu, and we will be happy to assist you in the successful completion of this program.


Sincerely,

Ruth Wittmann-Price, PhD, RN, CNS, CNE, CNEcl, CHSE, ANEF, FAAN
Dean, W. Cary Edwards School of Nursing and Health Professions

# PRACTICUM TIMELINE

| Intend to take the Practicum In | January | March | May | July | September | November |
|---|---|---|---|---|---|---|
| Schedule Practicum Appointment and Review Practicum Packet *(9 months prior to start of practicum)* | April | June | August | October | December | February |
| Submit Form A and resumes *(6 months prior to start of practicum)* | July | September | October | December | February | April |
| NURSE EDUCATOR STUDENTS ONLY: Submit Form C, resumes, and Delineation of Responsibilities Direct Care Form *(6 months prior to start of practicum)* | July | September | October | December | February | April |
| Complete all Castlebranch requirements *(4 months prior to start of practicum)* | September | November | January | February | April | June |
| Submit signed Delineation of Responsibilities Form | Due at least two weeks prior to start of practicum *(submitted to nursing@tesu.edu)* | | | | | |
| Submit the Project Idea Form | Due the Friday before the practicum course begins *(submitted directly to the course gradebook)* | | | | | |

# INTENT TO REGISTER FORMS

**PART A: INTENT TO REGISTER FORM**

Checklist
- Complete an academic advisement appointment at least 9 months prior to the start of the practicum.
- Complete the Part A Form (6 months prior to Practicum)
- Attach student's current resume/CV to Part A Form
- Attach preceptor's current resume/CV to Part A Form
- Verify that nursing licensure for student and preceptor is active and current in the state in which the practicum will occur

**PART C: INTENT TO REGISTER FORM DIRECT CARE EXPERIENCE *FOR NURSE EDUCATOR STUDENTS ONLY**

Checklist
- Complete Part C Form (6 months prior to Practicum)
- Attach direct care preceptor's current resume/CV to the Part C Form
- Attach the Delineation of Responsibilities Form (Direct Care Experience) to the Part C Form
- Verify that nursing licensure for student and preceptor is active and current in state in which the practicum will occur

# PROJECT IDEA FORM & DELINEATION FORM

Checklist

- Complete the Project Idea Form with your preceptor. The Project Idea Form is submitted to the first Advanced Practice Practicum course (NUR-7510) the Friday before the course begins.
- Access the Delineation of Responsibilities form. Submit the signed form to [nursing@tesu.edu](mailto:nursing@tesu.edu) at least two weeks before the practicum start date.

# 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 at: 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 (16 weeks) prior to the start of the practicum.

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

**Health and Criminal Background Requirements**
• Health History & Physical Exam (Form is located in Castlebranch account)
• 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-19

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

# GUIDELINES FOR ADVANCED PRACTICE PRACTICUM

## NUR-7510

This practicum course consists of 100 experiential hours that foster theoretical learning application in a setting that enhances the student's advanced competencies. The expectations of this course include applying learned competencies to students, patients, or systems, depending on the graduate student's specialty, guided by an expert preceptor(s). This course will provide reflective analysis of learned advanced competencies and a practicum project to meet the end-of-program learning outcomes.

Students select their learning environment based on the Practicum's objectives and their professional goals, needs, and interests. Students will be required to a) reflectively discuss their experiences through discussion boards, b) complete assignments as posted, c) complete readings, and d) complete a series of journals and log entries during the 8-week session. One hundred (100) Practicum hours are required for the course.

**Note for Education Track –** A requirement of the American Association of Colleges of Nursing is that those in the Nurse educator track must spend time in direct care. Twenty-five (25) of the 100 hours in this course are spent in direct care.

## Selecting the Facility and Preceptor

Choosing an appropriate facility and preceptor for is an important aspect of this Practicum experience. Interview your preceptor and make sure that you are comfortable with the preceptor and the setting. Try to find a site which will accommodate multiple aspects of the Advanced Practice role and opportunities to interact with an interdisciplinary team. Choose a site that will enhance your learning and will meet your educational goals.

### Preceptor
- Master's prepared in nursing or approved graduate degree
- Willingness to work with a student
- A minimum of two (2) years' experience in the selected specialty preferred
- Certification in area of specialty preferred
- Prior experience precepting a graduate level student preferred
- Please note that the preceptor may identify and assign other individuals to provide specific learning activities for the student. These individuals do not have to meet the qualifications of the primary preceptor.

### Facility
- Accredited and licensed facility
- Facilities such as hospitals, home care agencies, long term care facilities, and departments of health are examples of acceptable sites
- To avoid any conflict or role confusion for the student and/or employer, students are not to complete the practicum on their own unit or department.

# GUIDELINES FOR MEETING HOUR REQUIREMENTS

## Nursing Administration Track

**Preceptor and student interaction:**

- Discussions with preceptor
- Synthesis of data, research, interviews, and other activities related to the development, execution, implementation, and evaluation of a nursing administration project. Examples of a project: developing, executing or evaluating project plans for the opening of new units, including developing staffing matrices, budgets, program plans, and unit standards.
- Other project related activities
- Interactions/activities with other staff
- Other meetings or activities which are approved by preceptor or mentor
- Participation in professional meetings, advisory councils, or other professional events related to nursing administration

## Nursing Informatics Track

The student will work closely with a preceptor who is under the direction of the nursing department but is actively involved with the IT department and/or vendor

**Preceptor and student interaction:**

- Project Development
- Attending meetings with preceptor or other activities approved by preceptor
- All phases of work related to development of the project. This may include research, data collection, interviewing, working with analysts and IT, writing reports, testing, training, and managing the Go Live. Examples of possible projects may include but are not limited to: Electronic Medical Record (EMR) implementations, analyses or revisions, creation of new logic - clinical decision support tools within existing EMRs, development of electronic forms for documentation to further support the clinical process for a variety of clinicians, development of electronic order sets or reports to meet quality measures, or implementing new technology (such as IV smart pumps or meters) that interface into an EMR. Additional projects may include the implementation of software such as PICIS, single sign on systems, medication administration and bar-coding systems.
- Participation in professional meetings, advisory councils, or other professional events related to nursing informatics.

# Nurse Educator Track

**\*If practicum is in an academic setting, it must be a** CCNE or ACEN accredited school of nursing, including associate degree, diploma, or baccalaureate or higher degree program. A school which primarily provides education to LPN's or nursing assistants is not appropriate.

**Preceptor and student interaction**:  The Education track spends 25 of the practicum hours in direct care described separately below.

- Discussions with preceptor
- Attending meetings with preceptor
- Actual teaching and interaction with students
- Creation of PowerPoint, review of texts, and other literature with faculty, librarians
- Preparation of tests, test reviews or student study sessions
- Other activities discussed with mentor
- Interactions and meetings with other faculty
- Other project related activities

## Direct Care Experience (Nurse Educator Students Only)

Students are required to complete twenty-five (25) supervised hours in a direct patient care role during each practicum. Hours are met by interacting with clients, patients, or residents. Hours are not met by teaching nurses or nursing students. Students select their site and preceptor for the direct care experience based on their professional goals, needs, and interests. The student should identify an area of advanced nursing practice that will provide the opportunity to develop in-depth knowledge and expertise in a particular area of nursing.

## Qualifications of the Direct Care Preceptor:

- MSN prepared (or higher) RN who practices in an Advanced capacity (ex. CNL, CNS, NP, or other MSN prepared RN)
- Willingness to work with a student
- Minimum of 2 years in an advanced practice role

## Qualifications of the facility where the Direct Care hours will be held:

- Accredited hospital, outpatient clinic, subacute agency, long-term care facility, primary care or public health agency.
- To avoid any conflict or role confusion for the student and/or employer, students are not to complete the Practicum on their own unit or department. Students currently employed in an academic setting must seek out another facility.

**Examples of Direct Care Activities/Experiences**

• Attending Individual, Family, Population Assessments
• Individual, Family, Population Care Planning
• Discharge Planning
• Quality Improvement
• Leading Group Therapy
• Direct Care

Selection of other specialty sites, preceptors, or experiences must be approved in advance by your nursing advisor.

# GUIDELINES FOR ADVANCED PRACTICE PRACTICUM HOURS FOR NUR-7511 (ELECTIVE)

## NUR-7511

This elective practicum course's 100 experiential hours foster theoretical learning applications in a setting that enhance the student's advanced competencies. Guided by expert preceptors, students will translate knowledge into practice and enhance competencies with students, patients, or systems, depending on each graduate student's specialty. Practicum focus activities are based upon student-driven personal objectives. This course will provide reflective analysis of gained advanced competencies.

This elective course is intended to provide the student opportunities for further advanced competency development in their specialty area.  Students will write their personal objectives for the course and select learning opportunities that they tailor to meeting their identified objectives.  These objectives are based upon standards of specialty practice.

Students select their learning environment based on their professional goals, needs, and interests. Students will be required to a) reflectively discuss their experiences through discussion boards, b) complete assignments as posted, c) complete readings, and d) complete a series of journals and log entries during the 8-week session. One hundred (100) Practicum hours are required for the course.