



College of Nursing and Health Sciences

MSN Nurse Educator & Health Care Leadership Clinical Practicum Handbook

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United States University
7675 Mission Valley Road
San Diego, CA 92108



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Welcome to Your MSN Clinical Practicum Experience

The purpose of this handbook is to assist students and faculty members in the tasks of clinical practicum instruction and assessment for the United States University (USU) College of Nursing and Health Sciences (CONHS) Master of Science in Nursing - Online Education and Education Technology and Leadership for Health Systems Management Innovation programs and serves as a guide for the Office of Field Experience (OFE). *Students, faculty, and preceptors are required to read this handbook. All students must sign and return the acknowledgment form in this handbook to the OFE prior to starting his/her clinical practicum experience (Appendix B).*

It is the intent of the CONHS to assist in developing a more consistent clinical practicum experience for all students independent of their field experience. This consistency revolves around appropriate supervision, regular formal and informal feedback, and consistent assessment of students' clinical practicum proficiencies among other topics and skills. This is an ongoing process and we look to each of you and your respective professional and life experiences to aid us in shaping the field experience so that it reflects our mission and goal of developing outstanding nurse educators and leaders. While advisors and faculty are available to guide students with respect to the requirements, students ultimately bear the responsibility of following the requirements.

*****All communication with the College of Nursing and Health Sciences must be sent from a student's United States University issued email address due to confidentiality, HIPAA, and FERPA restrictions. Please do not send emails from your personal email addresses. Please do not use texting as a method of communication.**

Notice: Please make sure you are referencing the latest edition of this handbook as policies are subject to change.



FACULTY AND STAFF CONTACT INFORMATION

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7675 Mission Valley Road
San Diego, CA 92108

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GENERAL GUIDELINES FOR CLINICAL PRACTICUM EXPERIENCES

Please click on the applicable program link below for information regarding programs of study and course descriptions: <https://www.usuniversity.edu/colleges/college-of-nursing/>

EXPECTATIONS OF ALL STUDENTS

Active Learning

It is our expectation that as a student, you identify your strengths and areas for improvement, set personal goals that address the areas for improvement, and actively seek learning opportunities to meet your goals. As active learners, it is important that you give critical thought to your learning needs and devise a plan to address them. As you get into clinical practicum areas, you might want to discuss your thoughts with your course faculty and ask for feedback. We also expect that you actively prepare for every clinical practicum day and set aside time at the end of each clinical practicum day to identify the things you need to review, and then take time during the week to get that learning done.

Time Management

You cannot socialize to the role you are learning if most of your energy is in other roles. If you haven't already, look at your obligations outside of school and identify ways that you can be successful over the course of the program. You may want to seek resources and formulate a plan now so that you can get the most out of this experience.

Communication with Faculty

You will have a designated course faculty member who is responsible for the evaluation of the student's performance. It is essential that you keep your designated course faculty member informed of any change in your clinical practicum site or schedule, as well as any unanticipated events that occur during the clinical practicum experience, e.g. illness or injury related to experience.

Professionalism

Good communication skills, a positive attitude, and respectful and productive interactions are part of being a professional. Being a great health care provider does not mean you possess manual skills, but that you possess the heart of a nurse who is compassionate, caring, and willing to lead with humility. Your professors can help you network and develop connections within the profession, so the impact of your professional image is important to consider. We hold faculty to the same expectations.

Clinical practicum time is also best spent seeking new learning opportunities and discovering your area of interest. Practice involves a variety of activities that include direct care and indirect care experiences. Direct care refers to care activities provided at the point of patient care. Indirect care refers to interventions that are provided on behalf of patients. What counts as clinical practicum experiences in your coursework is tied directly to the clinical practicum learning objectives for that particular setting and is part of meeting the overall program competencies based on the program standards. The standards provide an important framework for designing and assessing graduate education programs for professional practice.



Strong moral values and character are the backbone to the profession. It is imperative that health care professionals maintain collaborative relationships with patients, doctors, fellow health care providers, and other health care staff. If conflict arises, students must make an effort to resolve the situation in a way that supports the situation in positive way. Many of you are natural leaders and we encourage you to discover the power of positive leadership as you move toward your future. Faith, religion, and spirituality are distinct components of what defines many human communities and allows individuals to make sense of their experiences. Your ability to understand and support those beliefs is key to your role as a caring, compassionate health care provider.

ESSENTIAL FUNCTIONS OF NURSING STUDENTS

The *essential functions* are basic cognitive, psychomotor, and affective activities that are essential to the successful completion of the United States University advanced practice program.

CATEGORIES

ESSENTIAL FUNCTIONS

A student must be able to:

Motor/Physical Strength

Possess the physical strength and mobility to safely carry out nursing procedures and provide routine and emergency care and treatment to patients of all ages in all assigned health care settings.

*Perceptual/Sensory
Math*

Use their senses to make accurate clinical practicum assessments and judgments.
Accurately calculate medication/solution dosages and any needed information specific to patient care.

*Behavioral/Interpersonal
(relationships)/Emotional
Stability*

Develop mature, sensitive and effective therapeutic relationships with individuals, families and groups of various social, emotional, cultural and intellectual backgrounds.
Adhere to United States University policies, procedures and requirements as described in the university academic catalog, student handbook, and course syllabi.
Demonstrate ethical behavior, including adherence to professional and student university honor codes.

Communication

Communicate effectively and accurately in English using speech, reading, writing, language skills, and computer literacy.
Use of appropriate nonverbal communication is also essential.

*Problem Solving/Critical
Thinking*

Collect, analyze, prioritize, integrate, and generalize information and knowledge to make sound clinical practicum judgments and decisions to promote positive patient outcomes.

Punctuality/Work Habits

Adhere to classroom and clinical practicum schedules.
Complete classroom and clinical practicum assignments and submit assignments in a timely manner.

General Health

Work in an environment that puts one at risk for infection.
Meet all health and safety requirements to perform patient care in assigned clinical practicum facilities.

Adapted from Yocum, C. J. (1996). *A validation study: Functional abilities essential for nursing practice*. National Council of State Boards of Nursing, Inc.: Chicago, IL.



BEHAVIORAL/ETHICAL CODE FOR STUDENTS

As students are involved in the clinical practicum and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, in addition to the USU Student Code of Conduct within these environments, we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for your actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical practicum staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical practicum staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical practicum staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical practicum setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse in ensuring that there is full disclosure and those proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical practicum setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse or mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical practicum performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.
19. Abstain from accepting gifts from patients/clients.

All graduate students are professional nurses, therefore, they are also accountable for knowing and following the American Nurses Association (2015). Code of Ethics for Nurses with Interpretive Statements. Retrieved from <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>



PROFESSIONAL BOUNDARIES

Professional codes of conduct are the foundation for caring relationships. These relationships exist primarily during the student’s education within the timeframe of their enrollment in the nursing program. These relationships are developed between client-nurse, student- faculty, faculty-faculty, and student-student. The student –client relationship exists within the timeframe of the nursing course. The National Council of State Boards of Nursing has developed a document that provides the basis for understanding the boundaries for such relationships. It is available at

https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf

HIPAA GUIDELINES

As health care providers, and as one of its covered entities, nurses must be knowledgeable about the various aspects of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). United States University CONHS offers the guidance below for those persons to ensure compliance with those requirements and asks that all students sign the HIPAA Confidentiality Agreement (Appendix C).

Students and faculty are required to do the following:

1. Sign the HIPAA Confidentiality Agreement before any involvement in a clinical practicum agency.
2. Attend HIPAA training or in-classroom clinical practicum instruction on requirements relating to patient privacy.
3. Know and adhere to a clinical practicum site’s privacy and procedures before undertaking any activities at the site.
4. Maintain the confidentiality of any patient information at all times, regardless of whether the identifiers listed in the “Do not” section of these guidelines have been removed.
5. Promptly report any violation of those procedures, applicable law, or HIPAA Confidentiality Agreement by a CONHS student, faculty or staff member to the appropriate CONHS clinical placement coordinator or course faculty member.
6. Understand that a violation of the clinical practicum site’s policies and procedures, of applicable law, or HIPAA Confidentiality Agreement will subject the student to disciplinary action. Students and faculty are not to do the following:
 - a) Discuss, use or disclose any patient information while in the clinical practicum setting or outside of clinical practicum unless it is part of the clinical setting.
 - b) Remove any record from the clinical practicum site without the prior written authorization of that site.
 - c) Disclose any information about a patient during the clinical practicum assignment to anyone other than the health-care staff of the clinical practicum site.
 - d) Use patient information in the context of a learning experience, classroom case presentation, class assignment, or research without attempting to exclude as much of the following information as possible:
 - i Names
 - ii Geographical subdivisions smaller than a state
 - iii Dates of birth, admission, discharge,



- death
 - iv Telephone and fax numbers
 - v E-mail addresses
 - vi Social security numbers
 - vii Medical records or account numbers
 - viii Certificate/license numbers
 - ix Vehicle or device numbers
 - x Web locators/Internet protocols
 - xi Biometric identifiers
 - xii Full face identifiers
 - xiii Any other unique identifying number, characteristic, or code
 - xiv All ages over 89
- e) Access any patient information unless patient is clinical practicum assignment.
 - f) Disclose any Personal Health Information (PHI) to any entity not requiring PHI for health care purposes without their consent.

OSHA GUIDELINES

Students are responsible to review OSHA training for Healthcare training at this [OSHA site](#). You should review all topics across the ribbon including: Culture of Safety, Infectious Disease, Safe Patient Handling, Workplace Violence, Other Hazards, and Standards/Enforcement.

STUDENT RIGHTS AND RESPONSIBILITIES

United States University strives to treat students and student organizations in a consistent and fair manner while respecting their rights and responsibilities as members of the United States University community. We are committed to balancing the interest of the individual student or student organization with the needs of the community at large. Our goal is to uphold our institutional values.

All students who attend USU should be aware of their rights and responsibilities. USU policies are listed in the United States University Catalog. The most recent version is downloadable online at <https://www.usuniversity.edu/current-students/university-catalog/>.

PROFESSIONAL DRESS AND BEHAVIOR

Students must obtain and wear a lab coat or other attire as appropriate to the clinical practicum setting. Students will always wear their USU official identification badge whenever on site in the student role. Students must also bring their USU official identification badge during their practice immersions. Students should order this badge as early as possible, but no later than 8 weeks prior to the clinical practicum course to ensure receipt before the course start date. The link to order your USU badge is: <https://goo.gl/forms/na0a12HTJtpQD9g32>. Nursing students have a specific dress code listed below. All students are expected to present themselves as representatives of United States University's program. All students are expected to be respectful to faculty, student colleagues, staff, patients, and their families. Reports of unprofessional behavior will result in your being counseled by the course faculty and/or the Program Director/Clinical Placement Coordinator and initiation of a



Code of Conduct violation which is subject to review by the College of Nursing and Health Sciences. You are expected to follow United States University's official Code of Conduct policy identified in the University Catalog.

Nursing students are expected to be clear of any felony convictions at the time of admission into the College of Nursing and Health Sciences and to remain free of felony convictions for the duration of the program. If the prospective student or enrolled student is charged with a felony, or another undesignated offense either before formal admission or during the program, he/she must notify either their Academic Advisor, or the Clinical Placement Coordinator and Program Director immediately.

MSN Student Professional Attire

The student should have professional attire for all clinical practicum experiences and immersions. Any deviations in dress at clinical practicum will result in a warning or the student being sent home from clinical practicum and placed on probation. Proper identification **MUST** be worn at all times in all clinical practicum settings. The dress code and identification requirements of the clinical agency are to be followed.

The uniform consists of:

1. The name badge will show your picture, legal first and last name, and "MSN Student." The name badge must be worn while attending any clinical practicum activities. Name badge will not be worn outside of the clinical practicum agency or campus.

Professional Appearance

1. In most clinical settings, business casual is acceptable and can be interpreted as:
Women: wrinkle free slacks (dress pants), skirts (mid-calf to about two inches above the knee), blouses, shells, cardigans, blazers or dresses, clean low-heeled shoes that cover the entire foot.
Men: wrinkle free dress pants, button down shirts, polo shirts (short sleeved shirts with a collar), blazers, clean shoes that cover the entire foot.
Do not wear:
 - Denim/jean material
 - Anything that is see-through, short, tight, or shows too much skin.
 - Low neck lines or visible midriffs
 - Flip-flops or tennis shoes/sneakers.
2. The clinical practicum facility's ID must be worn whenever in that facility. Students who do not wear this ID may be asked to leave the facility.
3. Hair should be short or pulled back and styled neatly. Natural hair color is required with no purple, blue, etc. Beards or mustaches, if worn, should be neatly trimmed.
4. Fingernails should be neatly trimmed and free of cracked nail polish. Only clear or neutral nail polish may be used if desired. Acrylic nails or any other nail enhancements are not permitted.
5. Permitted jewelry includes one pair of studded earrings, a watch, a plain ring band. No other visible jewelry is acceptable including tongue rings or other facial jewelry. Clear spacers may not be worn in place of facial piercings. Tattoos and any other body art should be covered where possible



6. Perfume, scented lotions, after-shave lotion, and heavy makeup are not acceptable in the clinical practicum area.
7. Gum chewing is not acceptable.
8. Clothing worn in non-clinical practicum setting activities not requiring student uniform should adhere to professional standards as stated in this handbook and in USU's Catalog under Dress Code.
9. Cell phone use is not permitted in the classroom or in the patient clinical practicum setting. Students are expected to follow agency guidelines and course faculty directions regarding appropriateness of cell phone usage in the clinical practicum setting.
10. Please remember that students represent United States University. Your appearance must be clean, neat, and professional.

TRANSPORTATION/TRAVEL TO CLINICAL PRACTICUM SITES

Students must provide their own transportation to clinical practicum. Students are encouraged to work with Office of Field Experience to assist finding placements. Every attempt will be made to secure placements close to where you work or live, but you may have to travel up to 3 hours. Office of Field Experience, in conjunction with sites, make every attempt to minimize the distance that students travel to their experience, but sometimes additional travel is unavoidable. We know attending clinical practicum can be challenging, but rest assured your learning experience is a valuable one and will guide your future as a well-prepared professional.

GENERAL HEALTH AND SAFETY REQUIREMENTS

Students and course faculty are expected to take measures to maintain their personal health so as not to jeopardize themselves or any patient with whom they come in contact. Students who are accepted into the program must show evidence of the USU required immunizations and diagnostic procedures as required by the clinical practicum agencies utilized. At any time, a student may be required to receive a medical examination if deemed necessary by the course faculty for the wellbeing of the student and/or the patients.

As students are in contact with patients in a variety of health situations, it is imperative that students maintain protection against communicable illnesses. In addition, students must meet agency health requirements to enter clinical practicum course work. Students are responsible for updating BLS, personal health insurance, immunizations when needed. **Students will not be allowed to participate in clinical practicum experiences unless all agency and USU requirements are current.** Any student that falls out of compliance due to expired documentation will immediately be restricted from clinical practicum participation until renewed documentation is provided and coinciding faculty will be notified. Missing clinical practicum may jeopardize student success in the program. All students are responsible for the completion of the required documents. **The deadline to submit required documentation is a minimum of 16 weeks prior to the planned clinical practicum course. Documentation submitted late may result in a later registration of the clinical practicum course. Students should submit their documentation early to avoid a delay in their clinical practicum start date.** Instructions on completing *Complio* are included in the appendices (**Appendix D**). Please note that a student's clinical



practicum site may require additional or different health and safety documents than those in the lists below, as stipulated in an affiliation agreement.

NOTE: A CHECKLIST FOR USU REQUIRED HEALTH & SAFETY REQUIREMENTS IS IN APPENDIX A.

Item	Description				
Tuberculosis (TB) For continued enrollment - required annually.	Negative 2-Step PPD, where the 2nd Step is dated with 7-365 days of the 1st Step. Annually thereafter, only an Annual 1-Step PPD is required.. Subsequent tuberculosis testing is a one-step PPD repeated annually. The skin test reaction should be read between 48 and 72 hours after administration. A patient who does not return within 72 hours will need to be rescheduled for another skin test. A TB test is valid for one year. TB records must be current and on file. The QuantiFERON®-TB Gold blood test may be accepted in lieu of the PPD. For positive PPD or QuantiFERON®- TB Gold Test/T-Spot, negative CXRs will be required, along with the annual symptoms checklist (Appendix F). A chest x-ray is valid for 5 years, but the evaluation form must be submitted annually. INH and the annual symptoms checklist (Appendix F) may also be submitted. The PPD is not contraindicated for anyone including pregnant women, persons who are HIV-infected, or persons who have been vaccinated with BCG. Evaluation will be made on an individual basis.				
BLS card For continued enrollment - Re-certification required prior to expiration date.	BLS certification for the Professional Rescuer or Healthcare Provider is required. Information as to the availability of courses may be obtained by calling either the American Heart Association or checking online. This certification is valid for a two-year period and provides comprehensive training in this area. <i>Other BLS courses will NOT fulfill this requirement. Online-only courses are not acceptable.</i> <table border="1" data-bbox="418 1119 1523 1192"> <thead> <tr> <th data-bbox="418 1119 911 1155">Provider Name</th> <th data-bbox="911 1119 1523 1155">Course Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 1155 911 1192">American Heart Association</td> <td data-bbox="911 1155 1523 1192">BLS Healthcare Provider</td> </tr> </tbody> </table>	Provider Name	Course Title	American Heart Association	BLS Healthcare Provider
Provider Name	Course Title				
American Heart Association	BLS Healthcare Provider				
Tetanus-Diphtheria (Tdap) For continued enrollment – required prior to expiration date.	Documentation of Tetanus-Diphtheria with Acellular Pertussis vaccination administered within the past 10 years. If you have a medical condition which does not allow current immunization, then you may contact the Office of Field Experience that documents your medical exception (<i>please note this may jeopardize clinical practicum placement if clinical practicum site requires this documentation</i>). Evaluation will be made on an individual basis.				
Influenza (Flu) For continued enrollment - required annually.	Flu vaccines are available from late September through early May. Students are required to have a current flu vaccine on file in order to enter the clinical practicum setting. Influenza vaccine is required annually. If you have a medical condition which does not allow current immunization, then you may contact the Office of Field Experience that documents your medical exception (<i>please note this may jeopardize clinical practicum placement if clinical practicum site requires this documentation</i>). Evaluation will be made on an individual basis.				
Medical Clearance Form	A physician or other health care provider completes this form following a physical exam of the student. If the physical was performed within the last six months, the form may be completed based off that exam.				

<p>Hepatitis B</p>	<p>Hepatitis B vaccine (3 doses) OR blood titers are required. A lab confirmation must be presented (see below) if using blood titers. You will be required to repeat the vaccine series if there is no immunity. If you have repeated vaccination series and completed a second titer and the results are still negative, equivocal, or borderline, then you may sign a waiver for this disease. If you have a medical condition which does not allow current immunization, then you may contact the Office of Field Experience that documents your medical exception (<i>please note this may jeopardize clinical practicum placement if clinical site requires this documentation</i>). Evaluation will be made on an individual basis.</p>
<p>MMR: Measles, (Rubeola), Mumps, Rubella</p>	<p>Students must show proof of immunity (lab evidence indicating positive MMR titers). It is not sufficient to report having had any of these illnesses or vaccinations as a child. Titers must indicate adequate protection. Equivocal results are considered negative and the student is required to get a booster for the MMR vaccine. If not immune (negative titer results), then student must be vaccinated and be re- tested at least 30 days after receiving the vaccination. If, after the second blood test, the student is still showing “negative” or “non-reactive” for immunity, no further vaccines/titer requests then you may sign a waiver for this disease. If you have a medical condition which does not allow current immunization, then you may contact the Office of Field Experience that documents your medical exception (<i>please note this may jeopardize clinical practicum placement if clinical practicum site requires this documentation</i>). Evaluation will be made on an individual basis.</p>
<p>Varicella (Chicken Pox)</p>	<p>Students must show proof of immunity (lab evidence indicating positive varicella titers). Because of recent changes in policies, documentation of history of chicken pox or varicella vaccinations are not sufficient. If not immune (negative titer results), then student must be vaccinated and be re- tested at least 30 days after receiving the vaccination. If, after the second blood test, the student is still showing “negative” or “non-reactive” for immunity, no further vaccines/titer requests will be required. If you have a medical condition which does not allow current immunization, then you may contact the Office of Field Experience that documents your medical exception (<i>please note this may jeopardize clinical practicum placement if clinical practicum site requires this documentation</i>). Evaluation will be made on an individual basis.</p>
<p>Health Insurance For continued enrollment - required prior to expiration date.</p>	<p>Verification of the student’s current health insurance coverage. (e.g., copy of insurance card.) This information is be required to be current throughout your clinical practicum. Please note that this is only for your nursing file and is NOT shared with other departments.</p>
<p>Malpractice Insurance Coverage</p>	<p>\$1M per incident, \$3M aggregate. The coverage should state that student is covered as a Student. OFE does not require a specific provider.</p>

Background Check	All nursing students, must complete a background check prior to first clinical practicum rotation. No felonies accepted, and misdemeanors will be subject to review by the Program Director whose decision is final. A student must report, within 10 days, any legal violation such as a DUI, misdemeanor or felony if occurrence is during the program. Students will not be permitted to continue in the program without a disposition date. Students may not be allowed to continue in the program depending on the offense. The student must pay the cost of the background check.
Hepatitis A	Recommended but not required.
Drug Screen	Students are required to have a negative drug screen prior to beginning first clinical practicum experience. Students will be notified by the Office of Field Experience when drug screen is required. The student pays the cost of the drug screen. All students should refer to the detailed Policy for Student Drug, Nicotine & Alcohol Screening below.
HIPAA Form	Students must sign and return this form, which certifies the student has completed the HIPAA training within the Nursing Caring Corner and completed the quiz with an 80% or higher.
Universal Precautions	Based on the mandatory CDC and OSHA guidelines, students and course faculty will consistently observe blood and body fluid precautions when working with all clients in all settings. Students are required to complete the Blood-borne Pathogens Training in the Nursing Caring Corner. Once training is completed, students must take quiz and get an 80% or higher. Students will submit a screenshot of the grade page (showing name, date, and grade) to meet this requirement.

POLICY FOR STUDENT DRUG, NICOTINE, & ALCOHOL SCREENING

The practice of professional nursing demands that the clinician be free from the influence of any substance that would impair judgment and thinking ability. As a result, health care agencies are requiring students who work directly with patients to undergo drug screening. Nursing students must also be free from impairing substances. Health care agencies and the CONHS require drug screening of all nursing students prior to their first clinical practicum experience. In addition, CONHS students are subject to screening if either the faculty suspects that the student is impaired at any time on campus, or during any health care experience or any other university or work-related activity. Any student whose test is deemed positive will not be able to enroll or continue in the nursing program for a minimum period of one year. Determination will be made by the Program Director. The CONHS is required to report any positive screens and/or suspicion refusal to the appropriate board.

This policy is designed to identify the procedures to be followed for both types of testing as well as to outline the appeal and readmission to the program.

Initial Urine Drug Screening

1. First clinical practicum course and new transfer students will be randomly given a drug screen authorization form and a 24-hour time frame to complete a urine drug screen at one of the laboratory options provided.



2. Students will be required to show picture identification upon arrival. A driver's license or passport are acceptable forms of identification.
3. The cost for all screening and medical review (if deemed necessary) is the students' responsibility.
4. A screen with questionable results will be sent by the lab for a medical review. Costs for review and retest will be the responsibility of the student.
5. A negative report is necessary to continue in the program of study in the CON.
6. This screen need not be repeated as long as the student maintains continuous enrollment. Continuous enrollment is defined as enrollment in nursing classes during all consecutive semesters until graduation.
7. Students may be re-tested for cause or reasonable suspicion.

For Cause or Reasonable Suspicion Drug, Nicotine & Alcohol Screening

The CONHS may ask a student to submit to a drug and alcohol screening at any time a faculty member believes that the student may be under the influence of drugs or alcohol. This includes but is not limited to the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's possession, unusual conduct on the student's part that suggests possible use or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness. Determination will be made by the Program Director after consultation with the course faculty.

1. Students will be asked to submit to an immediate oral drug and alcohol screening test conducted at one of the laboratory options provided.
2. Students may also be given a drug screen authorization form and asked to immediately complete a urine drug screen at one of the laboratory options provided.
3. Students will be required to show picture identification upon arrival. A driver's license or passport are acceptable forms of identification.
4. The costs for all screening and medical review (if deemed necessary) are the students' responsibility.
5. A screen with questionable results will be sent by the lab for a medical review by the company completing the drug screen. Costs for review and retest will be the responsibility of the student.
6. A negative report, excluding a positive nicotine result, is necessary to continue in the program of study in the CONHS.

Follow-up Action: Positive Screen (For Cause or Initial Drug Screen)

1. Positive drug screens (including those medically prescribed) may result in withdrawal from the nursing program for a minimum of 12 months. After this 12-month period, the student may apply for readmission under general guidelines stated in the United States University Catalog,



provided there is submission of evidence of satisfactory participation in a rehabilitation program for alcohol/substance abuse. Determination will be made by the Program Director.

2. Sources of evidence include:
 - a. Documentation of completed program of rehabilitation.
 - b. Acknowledgement of continuance in a twelve step or after-care program.
 - c. Letter from therapist or licensed health care provider stating the student is now able to function safely in a course facility.
3. The student must have a negative screen prior to being readmitted to the nursing program. The screen will be done at the direction of the Program Director and may be periodic while the student is in a CONHS program. The student is responsible for all costs of screening.
4. The decision to readmit will be made by the Program Director after review of submitted materials. As with other applications for readmission, space availability may be a determining factor.
5. A report will be filed with the CA Board of Nursing upon withdrawal from the program consistent with the rules and regulations of the CA Board of Nursing.
6. Any student who screens positive after one readmission may be expelled from the nursing program.

Follow-up Action For-Cause Negative Screen

1. Students whose drug screens are negative will meet with the Program Director to discuss the perceptions of impaired behavior and the implications and steps to avoid similar situations in the future.
2. A review by the Medical Review Officer (MRO) by the company collecting the drug screen for documentation of any medical condition or treatment may be requested.
3. Students will not be counted as absent from clinical practicum during this evaluation process. However, students will be expected to meet the clinical practicum objectives.
4. A reasonable suspicion/cause drug screen that is positive; however, is deemed negative by a MRO will follow these guidelines:
 - a. The student will meet with the Program Director.
 - b. The student may be required to undergo, at the student's expense, an evaluation for drug use/prescription drug use/impairment by a psychiatrist recommended by the State Board of Nursing.
 - c. The student will follow other recommendations deemed necessary by the Program Director.
 - d. The student will be required to provide a negative drug screen prior to returning to clinical practicum and be subject to periodic drug screens at the student's expense.
 - e. More than one incident of a reasonable suspicion/cause drug screen that is positive; however, deemed negative by a MRO may result in withdrawal from the nursing program for a minimum of 12 months. In this case, the student will follow the positive drug screening



guidelines.

Students Who Refuse Drug Screening

Students who refuse to participate in screening will be required to leave the clinical practicum area and make an appointment with the Program Director. The student will remain out of the clinical practicum area until an investigation has been done and a recommendation has been made by the Program Director. Students who refuse screening may be subject to dismissal from the CONHS. A student who refuses to participate in a rehabilitation program will not be allowed into clinical practicum courses; therefore he/she cannot complete the nursing program.

Substances Included in Urine Drug Screen

Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine metabolite, Cotinine (tobacco/nicotine), Fentanyl, Meperidine, Methadone, Opiates, Oxycodone, Phencyclidine, Propoxyphene

**Please note certain clinical practicum facilities include nicotine as part of their screening and will not allow students to rotate at their facility who test positive from nicotine or its byproduct, cotinine.*

SAFETY GUIDELINES FOR STUDENTS

Standard Precautions

Students will adhere to all guidelines for Standard Precautions within the clinical practicum agencies.

Bodily Fluids Exposure and/or Injury during Clinical Practicum Experiences

United States University acknowledges the inherent risks associated with working around or with patients and health care organizations, including a potential exposure to blood and body fluids. Once in a patient care setting, you will have access to and are expected to utilize appropriate blood borne pathogen barriers, proper sanitary precautions, and appropriate biohazard disposal equipment and procedures at each clinical practicum site. The following policy outlines your responsibilities in this area:

- You must have and maintain current health insurance and show verification of coverage each year while matriculated in the program.
- United States University and the clinical practicum agencies that provide clinical practicum experiences for students are not responsible or liable for the costs of medical follow-up or expenses incurred.
- If evaluation and treatment is required by the facility where you are completing clinical practicum experiences, the student is responsible for all costs and associated follow up.
- In the event that you are injured or exposed to blood and body fluids, you will:
 - Immediately notify your course instructor or site supervisor.
 - Wash the area immediately and thoroughly with soap and water.
 - Within 24 hours, follow-up with your own Primary Care Provider who will decide of immunization status and give appropriate prophylaxis or referral for appropriate



prophylaxis.

- Assume full responsibility for disease sequelae.
- Follow the policies of the agency (if any).
- Complete an incident report with the course faculty who was present during incident. A copy of this report will be given to the Office of Field Experience and placed in the student's file.

Protocol for Puncture Wounds and Exposure to Blood or Bodily Fluids

- Incidents involving any type of needle stick or body-fluid exposure must be reported to the Course Faculty/Facility immediately. The course faculty will then notify the Office of Field Experience.
- All faculty and students should observe the protocol for safe needle usage when practicing or performing parental injections, IV starts, blood draws, or using syringes, or performing any invasive procedure as part of a skills check off, or in a clinical practicum setting. The faculty/student should follow the protocol for needle usage at the agency where clinical practicum are being held.

Uncontaminated Needle Stick or Intact Skin Exposure

A student who accidentally punctures him/herself with an uncontaminated needle or is exposed to blood or bodily fluid that is an intact skin exposure should:

1. Wash the area immediately and thoroughly with soap and water
2. Follow-up with their own Primary Care Provider who will make a determination of Tetanus immunization status and give appropriate prophylaxis or referral for appropriate prophylaxis.
3. Complete an incident report with the course faculty who was present during the incident. A copy of this report will be given to the Office of Field Experience and placed in the student's file.
4. Counseling referral and other referrals can be arranged through the student's personal Primary Care Provider.

Contaminated Needle Stick or Non-Intact Skin or Mucous Membrane Exposure

If the exposure is via a contaminated needle or if a bodily fluid exposure to non-intact skin, or to mucous membranes the student should continue with the following:

1. Wash the skin area immediately with soap and water. If exposure is to mucous membranes, flush area with water immediately.
2. Report the incident to your course faculty.
3. Immediately seek medical attention. If in an acute care setting, always follow agency guidelines. This may include reporting to either Occupational Health or the agency Emergency Department.

In the event that this incident occurs, in the community setting, when the agency Occupational Health Center or Emergency Department are not available, United States University recommends that you seek immediate treatment at an Urgent Care or Physician's Office equipped to treat contaminated needle stick injuries.



An incident report will be completed by the student and the course faculty who was present during incident. A copy of this report will be given to the Office of Field Experience to be placed in the student's file. Financial responsibility for testing and recommended care following an exposure rests solely with the student. This could include testing, evaluation, treatment, and counseling.

If you have questions about the appropriate medical treatment, the Centers for Disease Control and Prevention recommend that you call a 24-hour assistance line at 1.888.448.4911 (Clinicians' Post Exposure Prophylaxis Hotline).

TUBERCULOSIS EXPOSURE PLAN

According to the CDC, "It is important to know that a person who is exposed to TB bacteria is not able to spread the bacteria to other people right away. Only persons with active TB disease can spread TB bacteria to others."

"Some people develop TB disease soon (within weeks) after becoming infected, before their immune system can fight the TB bacteria. Other people may get sick years later, when their immune system becomes weak for another reason. Many people with TB infection never develop TB disease."

<http://www.cdc.gov/tb/topic/basics/exposed.htm>

Students will not be held from clinical practicum experiences unless they have an active TB infection, not TB disease. Active TB is determined using TB screening and confirmation by qualified health care providers/professionals based on symptoms of active TB.

Tuberculosis (TB) exposure potential is defined as any exposure to the exhaled or expired air of a person with suspected or confirmed TB disease. A high hazard procedure involving an individual with suspected or confirmed TB disease is one that has the potential to generate potentially infectious airborne respiratory secretions such as aerosolized medication treatment, bronchoscopy, sputum induction, endotracheal intubation, and suctioning. Workplaces with inherent exposure potential to TB disease:

- Health care facilities
- Corrections facilities
- Homeless shelters/clinics for homeless
- Long term health facilities
- Drug treatment centers
- Post-exposure Procedure

1. When a Tuberculosis (TB) exposure occurs, the involved student will report the incident to the course instructor and the appropriate administrative staff at the involved institution or agency.
2. The student will be counseled immediately and referred to his or her personal health care provider, or local Health Department.
3. A baseline Tuberculosis Skin Test (TST) should be administered as soon as possible after the exposure.
4. Frequency of follow-up TSTs will be performed per provider protocol. A TST performed 12 weeks after the last exposure will indicate whether infection has occurred.
5. A student with evidence of new infection (TST conversions) needs to be evaluated for active TB. Even if active TB is not diagnosed, prophylactic therapy for latent TB is recommended.



6. A student with a previously documented reactive TST need not be retested but should have a baseline symptom screen performed following the exposure and repeated 12 weeks after the exposure. If the symptom screen is positive a chest x-ray is required.
7. Any active case of TB must be reported to local Health Department.

Return to Class for Active TB

A student diagnosed with active pulmonary or laryngeal TB may be highly infectious; and will not be able to attend class or clinical practicum experiences until he/she is noninfectious. In order to return to school, the student will need to provide documentation from the health care provider that he/she is noninfectious. The documentation needs to include evidence that:

- The student has received adequate therapy for a minimum of 2 weeks.
- The cough has resolved, and the student is not experiencing chest pain, hemoptysis, fever or chills.
- The results of three consecutive sputum acid-fast bacilli (AFB) smears collected on different days are negative

Documentation and Financial Responsibility

- After the student returns to school and remains on anti-TB therapy, periodic documentation from their health care provider is needed to show that effective drug therapy is being maintained for the recommended period and that the sputum AFB smear results remain negative.
- The student is responsible for all costs related to the exposure incident.
- The student’s health records will be maintained in a confidential file.

COMMUNICABLE DISEASE POLICY

You may not participate in classroom or field experiences during the time you are affected by or suspect you have a communicable disease. A communicable disease is a health disorder that can be passed from one person to another. If suspected of communicable disease, you must immediately visit your personal physician for evaluation. If the evaluation shows possible communicable disease, you must remain out of contact with patients for the duration suggested by the physician and report this to the course faculty and program director. You may not return to participation in clinical practicum until you have been re-evaluated by a physician, nurse practitioner, or physician assistant and released with written verification from the medical provider. You must contact the course faculty upon suspicion and verification of the disease.

The following are examples of communicable diseases:

AIDS	Strep pharyngitis	Hand, foot, mouth syndrome
Cholera	Measles	Influenza
Tetanus	Herpes Simplex	Viral and acute hepatitis
Shingles (Herpes Zoster)	Meningitis (bacterial)	Herpes
Conjunctivitis	Mumps	Lice (pediculosis)
Impetigo	Pertussis (whooping cough)	Lyme disease
Diphtheria	Rubella	Escherichia coli (E coli)
Yellow Fever	Shigellosis	Tuberculosis
Chickenpox	Streptococcal pneumonia	Group A Strep
Diarrhea-infectious Hepatitis	Scabies	Pinworms
A, B or C		Ringworm



HEAD LICE PROCEDURE

- Transmission to another host occurs when two heads are in direct contact for one minute or more. They can climb rapidly in dry hair and are not removed by washing.
- Standard Infection Control Precautions (Universal Precautions Policy) should be implemented for the management of lice.
- Staff should wear appropriate PPE (long sleeved gowns and gloves) during application of treatment and when prolonged contact occurs.
- Remove linen and clothing carefully and treat as infected linen.
- Minimum of daily linen changes may be necessary to reduce the number of lice where there is heavy infestation.
- Personal clothing can be sent home in a sealed plastic bag for washing which should be washed at temperatures suitable for the fabric but ideally above 65 degrees and preferably dried in a tumble drier and ironed.
- Student needs to go home for treatment and cannot return for 24 hours: Obtain the recommended product from the pharmacy. Treat the patient according to product instructions. Two treatments are recommended seven days apart to prevent lice emerging from eggs that survive the first application. All family members, close contacts and affected staff (head to head contact for 1 minute or more) to be treated at the same time on the same day.

Malpractice Insurance/University Insurance Coverage

Student-Self Coverage: Students are required to carry their own professional liability insurance. The coverage is a minimum of \$1,000,000 per event/\$3,000,000 aggregate. This coverage must state “Student”. *Note: Your clinical practicum site may require additional coverage.*

CONHS carries Medical Professional Liability Insurance on all students for our programs that require clinical practicum experiences. The coverage is \$1,000,000 each occurrence and \$3,000,000 aggregate.

OFFICE OF FIELD EXPERIENCE

Students enrolled in CONHS programs that require field experiences will be assisted by the Office of Field Experience (OFE) to secure appropriate clinical practicum settings for completion of their clinical practicum hours. The OFE staff will carefully monitor each of your placements to ensure they meet USU’s high academic standards.

Placements

Students enrolled in the MSN Nurse Educator and MSN Health Care Leadership programs will be assisted by the Office of Field Experience to secure appropriate clinical practicum settings for completion of their clinical practicum hours. Some travel may be required to obtain hours at a clinical practicum site. The OFE will work with you to ensure all health and safety and site required documents are verified and on file prior to clinical practicum placement. It is your responsibility to work to complete these requirements on a timely basis to ensure successful placement.



Clinical Practicum Hour Requirements

Online Education and Education Technology – MSN (Nurse Educator, 5/2019)

- **MSN 575, Online Teaching and Learning Strategies in Nursing (45 Clinical practicum hours)**
- **MSN 578, Specialist Clinical Practicum for Nurse Educators (135 Clinical practicum hours)**

Nursing Leadership for Health Systems Management Innovation – MSN (Health Care Leadership, 5/2019)

- **MSN 587, Residency in Nursing Leadership and Systems Management (90 Clinical practicum hours)**

Selection Criteria for MSN Clinical Practicum Sites

MSN Nurse Educator:

MSN 575: Each graduate student will complete 45 clock hours of online or hybrid teaching activities with guidance from a nursing mentor. Learning goals will be mutually agreed upon by mentor and graduate student and documented. Clinical practicum hours will be submitted by students to Project Concert and students will work with the Office of Field Experience (OFE) at USU (ofe@usniversity.edu) to select a teaching mentor and expedite necessary paperwork. Students may not complete clinical practicum hours that are part of their current employment position/work-related roles and responsibilities. Examples of learning activities include but are not limited to: Virtual class observation, assisting with developing virtual lectures, discussion board facilitation, developing discussion board questions; grading quizzes or papers, analyzing exam statistics, view and grade video or other creative assignments; working on special course projects and attendance at faculty and/or curriculum meetings with mentor permission. Students may also assist mentors with course development activities. If the mentor is teaching a hybrid course (partly online and partly on-ground), teaching activities may include assisting with simulation learning, skills lab learning or classroom teaching as well in addition to online teaching activities.

MSN 578: Each student will complete 135 clinical practicum hours in this teaching clinical practicum over an eight week period with guidance of a specialty nurse educator preceptor or faculty preceptor. Learning goals, plans and evaluation criteria will be mutually agreed upon by mentor and graduate student and documented. Clinical practicum hours will be submitted by students to Project Concert and students will work with the Office of Field Experience (OFE) at USU (ofe@usniversity.edu) to select a teaching mentor and expedite necessary paperwork. Students may not complete clinical practicum hours that are part of their current employment position/work-related roles and responsibilities.

This course assures learning by engaging the student using strategies that may include face-to-face meetings with preceptor and/or online lectures, classroom lectures, demonstrations, case studies, simulations, discussions, and other interactive and group activities. The clinical practicum component of the nurse educator program is designed to provide experiences for teaching practice development in the nurse educator role. Students interact with nurse educator preceptors, clients and other members of the healthcare team or with school of nursing faculty and nursing students in assessing, planning, implementing and evaluating healthcare services or nursing education activities. Students are encouraged to discuss their clinical practicum experiences with their clinical practicum preceptor weekly.

The 135 hours of precepted clinical practicum practice time required affords the student clinical practicum decision-



making opportunities in the specialist clinical practicum nurse educator role through the application of theoretical concepts and strategies for a diverse patient population in a variety of clinical practicum settings. The specialist clinical practicum role for the nurse educator will be analyzed and applied in collaboration with a master's or doctoral prepared nurse preceptor with experience in the clinical practicum specialty. Evidence-based strategies will be developed into a comprehensive learning plan to engage learners in active learning and implemented to meet mutually determined outcomes. Clinical practicum evaluations will be performed using evaluation rubrics. Project Concert will be used to track students' clinical practicum experiences. *Nurse educator graduate students licensed and practicing in the state of Tennessee need to choose a teaching preceptor in a clinical practicum specialty area. Others may choose an academic or clinical practicum specialty setting.

MSN Health Care Leadership

MSN 587: Students will complete 90 hours of clinical practicum residency with guidance from a qualified healthcare leader mentor employed in a healthcare leader role. Clinical practicum experiences will engage the student in a customized leadership opportunity of the students' choice. The student will be expected to use current leadership strategies to connect their previous coursework, leadership goals and capstone project. Clinical practicum hours will be entered by students into Project Concert.

Goals could focus on, but are not limited to, the following:

- a) Committee meeting observations
- b) Assisting with developing & conducting staff meetings
- c) Meeting with local, state or federal policy makers
- d) Attendance at nursing organization meetings
- e) Working on special projects identified by mentor or designing special projects.

Selection Criteria for MSN Clinical Practicum Preceptors

MSN 575: Volunteer preceptors need to hold at least one earned higher degree in nursing, ie, MSN or preferably, a doctoral degree such as DNP, Ph.D., Ed.D.,etc. Preceptors will be affiliated with an employer, either a school of nursing, acute care hospital, home health, a long-term care organization or any other healthcare related organization with responsibility for education of nursing students or nursing staff. Preceptors should possess one year of teaching experience, preferably with experience teaching online or hybrid (partly online and partly on-ground/on campus with face-to-face student or staff nurse contact in a classroom, skills lab, SIM lab or clinical practicum setting). Preceptors need to be willing and available to communicate with students and share some teaching responsibilities with the student. Preceptors and students will meet initially to mutually agree upon learning goals, plans and evaluation criteria and document student progress at week four and week eight of the term.

MSN 578: Volunteer preceptors need to hold at least one earned higher degree in nursing, ie, MSN or a doctoral degree such as DNP, Ph.D., Ed.D.,etc., and possess at least one year experience as an RN in the clinical practicum specialty area. Preceptors need to be affiliated with an employer in a healthcare organization which includes responsibility for education of patients and/or staff nurses in a clinical practicum specialty area or an employer of nursing faculty in an academic school/college of nursing setting, ie, community college or university setting. Preceptors need to be willing and available to communicate with students throughout the eight-week term and provide verbal and written feedback to the student regarding his or her progress with pre-determined learning goals.



MSN 587: Volunteer healthcare leadership mentors need to hold at least one earned graduate degree, ie, MSN, MHA, MBA or preferably, Ph.D., DNP, Ed.D., DNS, etc., and have at least one year of healthcare, healthcare technology or other qualifying leadership experience. Leadership mentors need to be willing and available to communicate with students weekly throughout the eight week leadership experience, initially meet with the student to identify mutually agreeable learning goals, a plan for implementation and participate in providing verbal and written feedback to students regarding their progress at mid-term (week four) and end of term (week eight).

MSN students engage in clinical practicum experience under the guidance of a qualified preceptor. The mandatory preceptor/student ratio (direct supervision) is 1:1. The preceptor must be:

- Formally educated for professional practice
- Preceptors may be used to enhance faculty-directed clinical practicum learning experiences, but not to replace faculty. A preceptor shall be approved by program administration and:
 - Hold a current unencumbered license or multi(-)state privilege to practice as a registered nurse in the state in which the preceptor practices or, if employed by the federal government, holds a current unencumbered RN license in the United States;
 - Has at least one year clinical practicum experience as a registered nurse.
- Be actively involved in teaching or leadership experiences.
- Once the Office of Field Experience receives preceptor licensing, credentialing, CV/Resume and certification information, the documents are sent to the Program Director who reviews and provides final approval or denial of the preceptor.

Preceptor Fit

It is intended that students stay with the preceptor and site arranged by themselves or the OFE during the course. If the fit between the student and preceptor/site is not working or the student is not being exposed to the appropriate learning experiences student will discuss the need to identify another site with course faculty and the OFE placement coordinator. All students who do not wish to remain with their preceptor and site for other various reasons will be responsible for finding a new clinical practicum preceptor and site and must be in communication with the OFE and their course faculty regarding any preceptor and site changes as soon as practical. The College and faculty must be apprised of students' placement at all times. Any new preceptor or site would need to be approved by OFE and Program director respectively.

Affiliation Agreements

USU must have an agreement with the site prior to the student beginning field experiences. It is the student's responsibility to provide OFE their site's appropriate contact information (the individual who handles Affiliation Agreements), so that the OFE can work directly with the facility to obtain the required paperwork. **It is important to remember this process is not complete when submitted for approval. The agreement must be fully signed to be complete.** If a current agreement is not already in place, the legal contract will be sent directly to the preceptor's site from the OFE. Completing new site agreements can be a lengthy process and the Affiliation Agreement must be in place prior to the clinical practicum course start date. **Students should allow at least four to six months for a new agreement to be finalized.** Failure to provide site information accurately and entirely can slow this process and may prevent the student from beginning the field experience on time. Once an Affiliation



Agreement has been finalized, students will be notified via email. Some sites may have specific requirements for documentation for a placement. Students are to work with both the site and OFE to ensure all requirements are met (e.g. a hospital may require a background check different from the original background check and has the right to specify their own institutional requirements that are not within the control of the University).

Project Concert (PC)

Project Concert is a “clinical practicum hub” used by students and course faculty. It has three main functions:

- 1) An environment for students to log their clinical practicum hours–Reports can be pulled in excel format and with graphing for facilitating both personal records of experiences for the students as well as reporting to demonstrate the quality of clinical practicum experiences for accreditation.
- 2) Houses documents and records for students.
- 3) Shows schedule for student which includes course, timeframe, preceptor and site. Students may not log hours with a preceptor and site that they are not scheduled to be at.

Students will receive an email from OFE by the end of their first course. The email contains the student’s login information, detailed instruction sheets on how to log clinical practicum hours and how to pull reports to track hours for program requirements. Videos are also available on PC website upon logging in for additional help. Students are required to watch the training video in PC and read all training materials. It is the student’s responsibility to properly document clinical practicum hours in PC. Additional guidance may be available from clinical practicum course faculty. For technical difficulties students and faculty may reach out to OFE for assistance.

All clinical practicum experiences must be documented using Project Concert within 48 hours of completion or the associated hours will not count towards the clinical practicum hour requirement

ATTENDANCE AND PARTICIPATION

Absences in clinical practicum rotation may jeopardize a student’s successful progression and completion of the program. Clinical practicum absences may result in clinical practicum probation at the discretion of the course faculty.

Students who are too ill to perform safely in clinical practicum should seek medical attention and contact their course faculty prior to missing clinical practicum.

Attendance of 100% is strongly recommended. Students are responsible for any and all material covered in class, in clinical practicum, and in their assigned readings. Participation in the online classroom and clinical practicum experience is essential to meet the objectives for all clinical practicum courses. Attendance at all scheduled lectures, discussions, and clinical practicum and laboratory courses is expected. Students are expected to be on time to all scheduled activities. Students are required to notify faculty of any absence and/or anticipated tardiness. Individual faculty will discuss the mechanism for notification of absence. Absenteeism may interfere with student attainment of course objectives, and may impact the grade students receive in clinical practicum and theory courses.



Any student who has experienced an Emergency Department visit or hospitalization or an acute illness, trauma, surgery, or pregnancy/delivery will need a health care provider's release to return to clinical practicum.

Such a release should provide information that attests to the fact that the student is physically and emotionally able to provide direct patient care.

Students who must miss clinical practicum due to pregnancy or extended illness may not be able to complete clinical practicum objectives. Students must contact the clinical practicum faculty member to discuss options or students are encouraged to contact the Office of Field Experience. The CONHS is not obligated to provide makeup clinical practicum opportunities for students unable to complete clinical practicum during their clinical practicum course.

Absence Policy

Failure to complete the minimum clinical practicum requirements will result in failure of that clinical practicum course. All absences are to be reported to the preceptor in a timely manner via email, text, or phone, as required by the preceptor and/or healthcare organization.

If a student is unable to attend clinical practicum, the student must:

1. Contact, by phone or in person, the preceptor at least one (1) hour prior to the scheduled clinical time.
2. At the discretion of the preceptor or course faculty member, submit a release signed by a health care provider to return to clinical practicum.
3. Obtain a Release from medical provider if absence is related to pregnancy.

Tardy Policy

Clinical practicum tardiness is defined as being late at the beginning of a clinical practicum. Any anticipated tardiness is to be reported to the appropriate Preceptor.

Consequences of being tardy three times within the same course are:

- o First Occurrence: Student will receive a clinical practicum warning.
- o Second Occurrence: Student will be placed on clinical practicum probation
- o Third Occurrence: Student will fail clinical practicum.

Clinical Practicum Restriction

Clinical practicum restriction is the official means of restricting the student from any clinical practicum experience when students have missing, expired, or insufficient immunizations or documentation requirements on file with the Office of Field Experience. You will be notified by the OFE and/or through Complio before documentation is set to expire. Once documentation has expired, the Clinical Placement Coordinator will notify your clinical course faculty of your restriction status. **At all times, it is your responsibility to ensure that your health and safety documentation is up to date and current, and that all other program requirements have been met.** Health and safety requirements are mandatory for all students where indicated in this handbook.

Clinical Practicum Probation

Clinical practicum probation is the official means of notifying you of unacceptable behavior or



unsatisfactory performance. Being placed on probation can affect the clinical practicum experience and will result in a Student Code of Conduct violation and may result in being administratively withdrawn from the course as determined by the Program Director.

Clinical practicum probation status is conferred at the discretion of the course faculty after conferring with the student and clinical preceptor for any unsafe or unprofessional behaviors. The following are examples of behaviors that lead to probation:

- ◆ Participating in a setting with expired or outstanding immunizations or documentation or delay in completing *COMPLIO* by the due date
- ◆ Unexcused absences
- ◆ Tardiness, failure to notify preceptor of tardiness or absences in clinical practicum
- ◆ Insufficient preparation for the field experience
- ◆ Failure to follow preceptor guidance.
- ◆ Unsafe practice in the clinical practicum area
- ◆ Causing a client unnecessary suffering or harm
- ◆ Failure to report abnormal data in a timely manner to the appropriate persons
- ◆ Conduct inappropriate to the role of the student as outlined in this manual
- ◆ Failure to dress in approved program attire
- ◆ HIPAA violations
- ◆ Acting outside the graduate student's RN scope of practice.

Probation Procedure

- ◆ Code of Conduct processes will be initiated.
- ◆ A discussion with course faculty and a letter of probation will be provided to you by the Office of Field Experience.
- ◆ A copy of the letter will be sent to the Program Director and will be placed in your file.
- ◆ Refer to <https://www.usuniversity.edu/current-students/university-catalog/> for more information
- ◆ Clinical practicum probation may result in up to 10% reduction in the overall course grade and may result in the student being withdrawn from the course

FAILURE/PROGRAM EXPULSION

If you fail to meet the course objectives, policies, and procedures outlined in the online course syllabus and this manual, you may face course failure or program expulsion. Any failed course(s) must be repeated before proceeding to the next course outlined in your program of study. Refer to the Repeat Policy in the University Catalog for more information on number of allowable attempts and failure of co-requisite didactic courses. A Code of Conduct violation will be filed by course faculty for any action that results in clinical failure. Clinical practicum experience or Clinical practicum course failure may result in a failure of the co-requisite didactic course. Examples of clinical practicum failure, program expulsion, or Code of Conduct violation actions, include but are not limited to:

- ◆ Compromising United States University's relationship with any site



◆ Compromising safety in any form

◆ Plagiarism and ethical conduct resulting in Code of Conduct Violations

ROLES AND RESPONSIBILITIES

Student Responsibilities

- Upon enrollment the student must have a preceptor and clinical practicum location site confirmed, or three potential clinical practicum sites using the *Preceptor and Clinical Practicum Placement Interest Sheet* (Appendix G) that can be contacted by the OFE.
- A *Preceptor Information and Acknowledgement Form* (Appendix H) must be on file with OFE for each preceptor prior to the student starting the clinical practicum rotation. The student is responsible for providing the *Preceptor Information and Acknowledgement Form* to be completed and signed by the preceptor. A copy of this form is to be given to the Preceptor, and a copy is sent to the OFE and filed under “Student Documents” in Project Concert.
- A change of address (especially a move to another state) may cause the inability to progress in your program of study. The inability to progress in the program of study may delay the student’s graduation. The United States University College of Nursing and Health Sciences program is not responsible for guaranteeing a clinical practicum placement when a student moves after the start of a term, or after a move the term before clinical practicum starts in the case of out-of-state placements.
- The student must thoroughly complete all OFE Requirements, including *Complio* (American Data Bank) prior to completing any clinical practicum course. Note: Students cannot start clinical practicum until all *Complio* and site affiliation requirements are completed. **Complio and site requirements must be current throughout each clinical practicum course.**
- If needed, meet with the appropriate person at the clinical practicum site (preceptor, office manager, etc.) to negotiate the dates and times to be in clinical practicum.
- Provide all clinical practicum sites with required information requested by the site (i.e. Immunizations, fingerprints, criminal background checks, Health information, OSHA training, copy of nursing license, American Heart Association Healthcare CPR lesson, drug screening, patient confidentiality statement, or any other agency requirements).
- The student’s personal and work schedules are expected to accommodate the required number of hours required in each course.
- Students must meet all orientation, health and safety, and administration expectations of the facility before scheduling field experiences.
- Complete the **Student Evaluation of Preceptor** for each Preceptor (example in Appendix).

Course Faculty Responsibilities

- a) Reviewing and approving initial clinical practicum learning plan proposals signed by student and preceptor;
- b) reviewing preceptor and student comments at mid-term and end of term, adding comments and signing



clinical practicum forms as required for the course;

- c) conferring with preceptor regarding any questions or concerns during or at the end of the clinical practicum course (contact may be initiated by preceptor or course faculty);
- d) Reviewing and approving weekly clinical practicum hours online in Project Concert submitted by students which includes weekly student comments regarding clinical activities and actual hours in clinical practicum;
- e) Approve final summary of clinical practicum hours submitted by student to the course assignment drop box. (Students download summary of clinical practicum hours from Project Concert and upload to the course assignment area). Course faculty ensures that the minimum number of clinical practicum hours for the course have been met and are approved;
- f) Course faculty assigns the final course grade with consideration of preceptor comments on clinical practicum evaluation forms and consultation with the preceptor as needed during the course and at the end of the course.
- g) Responsible to ensure students are aware of and complete requirements for placement in the clinical practicum setting and maintain their approved status.
- h) Will work with students to insure all necessary health and safety documentation is uploaded and cleared in required systems in advance of start of the clinical practicum experience. Works with student to determine and identify best placement options.
- i) Works collaboratively with other OFE staff and management as well as CONHS leadership.
- j) Will manage the Affiliation Agreement legal review as necessary with USU legal department and the legal departments of the site.
- k) Will monitor and ensure all preceptors have been approved by CONHS based on submitted document and will provide access to required systems.

OFE Clinical Placement Coordinator Responsibilities

- Ensure that students understand the nature of the clinical practicum experience and the expectations involved.
- Assist students in ensuring all required health and safety documents and site requirements have been met.
- Be available to counsel with students as situations dictate.
- Act as the centralized point of contact for any student course faculty issues or concerns brought forth.
- Works with all students as assigned following enrollment into the MSN program.
- Responsible to ensure students are aware of and complete requirements for placement in the clinical practicum setting and maintain their approved status.
- Will work with students to insure all necessary health and safety documentation is uploaded and cleared in required systems in advance of start of the clinical practicum experience. Works with student to determine and identify best placement options.
- Works collaboratively with other OFE staff and management as well as CONHS leadership.



- Will manage the Affiliation Agreement legal review as necessary with USU legal department and the legal departments of the site.
- Will monitor and ensure all preceptors have been approved by CONHS based on submitted document and will provide access to required systems.

Preceptor Responsibilities

A preceptor is a licensed professional who, while employed by a clinical practicum facility school or college of nursing or other healthcare organization in a community setting, is assigned to directly supervise a student's clinical practicum education for the duration of a formal course designed to prepare registered nurses to transition to advanced practice nursing. As a preceptor, you allow the student to observe and experience what you, the expert, do on a daily basis, to ask questions, and to critically analyze what is observed. You challenge, guide, direct, and support the student. Fundamental to the process is your willingness to share professional values, beliefs, and skills, while incorporating professional standards of practice within legal and ethical parameters.

- Possess clinical expertise appropriate to accomplish the goals of the preceptorship and has at least one year of work experience at or above the level of licensure of the student's program.
- Authorized to practice in the state or currently licensed as a Registered Nurse as required by state regulations.
- Current unencumbered RN license
- Professional certification is desirable.
- Provide the student with ongoing constructive feedback that relates performance standards to student performance
- Participate in faculty/preceptor conferences and communicate with faculty to clarify roles and the nature of the learning experience verbally and/or in written format.
- Provide an orientation for the student to the practice area and expectations of nursing care standards
- Participate in orientation to the preceptorship.
- Participate with the faculty and student in the evaluation of the student's goals and/or clinical competence.
- Complete the *Preceptor Evaluation of Student* as provided by the student from individual course syllabi.

United States University College of Nursing & Health Sciences is responsible to orient the Preceptor on the following items:

- Mission, goals, and curricular outline of the program.
- Student objectives, course objectives and course outline.
- Role of the preceptor and faculty.
- Performance expectations of the student.
- Evaluation responsibilities and standards for the student, course, and preceptor.
- Avenues of communication between the program, faculty, preceptor, facility, and student.
- Student assignments related to the experience.
- Expected initial level of knowledge, skills, and abilities of the student.

INCIDENT REPORTING

If the student's performance is unsatisfactory on any given day, the Preceptor and/or Course Faculty will initiate an informal conference with the student. This informal conference will provide the student with constructive feedback to assist them in ongoing improvement in clinical practicum practice.

Should the student's performance continue to be unsatisfactory, the course faculty will formulate a written plan explaining areas of concern and behaviors necessary to correct these deficiencies. This process will be completed by mid-course, so the student has time to improve. The course faculty will contact studentservices@usuniversity.edu after communicating with the preceptor to acknowledge the course faculty/preceptor concerns and develop a written remediation plan.

- If the conditions of the remediation plan are not met by the student by the last clinical practicum day, the student's clinical practicum performance will be unsatisfactory on the final clinical practicum evaluation and the student will receive a failing grade. At any time if a student's clinical practicum performance in a clinical practicum course indicates an inability to perform at a safe and/or professional level of practice, the clinical practicum faculty will assign a failing grade regardless of the point in time such a decision is made. In such case, the student will be ineligible to continue in the course.



APPENDICES

Appendix A	Health & Safety Requirements Checklist
Appendix B	Student Acknowledgement of MSN Clinical Practicum Handbook Guidelines
Appendix C	HIPAA Confidentiality Agreement
Appendix D	Complio Instructions
Appendix E	Medical Clearance Form
Appendix F	Annual Positive TB Skin Test Questionnaire
Appendix G	Preceptor & Clinical Practicum Placement Interest Form
Appendix H	Preceptor Information and Acknowledgement Form

HEALTH AND SAFETY REQUIREMENTS CHECKLIST

The following documentation must be on file with the Office of Field Experience 16 weeks BEFORE a student's first clinical course and must be current throughout all clinical courses.

Upload/Complete in Complio:

- Signed Medical Clearance Form
- Student Acknowledgement of MSN Clinical Practicum Handbook Guidelines**
- Signed HIPAA Confidentiality Agreement**
- AHA CPR for Healthcare Professionals/Providers
- Proof of Health Insurance Coverage
- TB
- Tetanus vaccination (Tdap)*
- MMR*/**
- Varicella*/**
- HepB*/**
- Annual Influenza*/**
- Drug screen**
- Background check**
- Malpractice Insurance Coverage (\$1M per incident, \$6M aggregate)
- Student Nursing License**
- Release of Information Form**
- Blood-borne Pathogens Training**
- Students Resume**

Submit by email to Clinical Placement Coordinator in OFE:

- Preceptor Acknowledgement and Information Form
- Preceptor Resume/CV
- Preceptor Nursing/Medical License/Certification
- Affiliation Agreement Information (OFE will confirm if on file once site name is provided, if it is not on file, student to provide necessary requested information to OFE, OFE will negotiate agreement)
- Preceptor and Clinical Placement Interest Form (if applicable/requested)

Note: Course Facility may require additional requirements.

**Waivers are available for medical exceptions but may jeopardize placement. Please contact OFE if waiver is needed. **Due by end of week 7 in MSN565 (or at the latest, the student's fourth course)*

The deadline to submit required documentation is a minimum of 16 weeks prior to the planned clinical practicum course. Documentation submitted late may result in a later registration of the clinical practicum course. Students should submit their documentation early to avoid a delay in their course start date.



Appendix B

STUDENT ACKNOWLEDGEMENT OF MSN CLINICAL PRACTICUM HANDBOOK GUIDELINES

Student:

I have read and agree to abide by the guidelines for clinical practicum experiences as stated in the United States University College of Nursing and Health Sciences MSN Clinical Practicum Handbook including the General Overview, Sections, Appendices, and information specific to myself as a student.

Student Signature: _____ Date: _____



HIPPA CONFIDENTIALITY AGREEMENT

All students must complete this form.

Student Full Name: _____

The discussions, uses and disclosures addressed by this Agreement mean any written, verbal or electronic communications. I understand that I am never to discuss or review any information regarding a patient at a clinical practicum site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical practicum site to which I am assigned. I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professionals about patients are confidential under law and this Agreement.

I understand that, while in the clinical practicum setting, I may not disclose any information about a patient during the clinical practicum portion of my clinical practicum assignment to anyone other than the medical staff of the clinical practicum site. I understand that I may not remove any record from the clinical practicum site without the written authorization of the site. Additionally, I understand that Patient Protected Health Information (PHI) includes patient medical and financial information or any other information of a private or sensitive nature that is considered confidential. I understand that before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must exclude the following:

Names	Certificate/license numbers
Geographical subdivisions smaller than a state	Vehicle identifiers Device identifiers
Dates of birth, admission, discharge, and death	Web locators (URLs)
Telephone numbers and Fax numbers	Internet protocol (IP) addresses
E-mail addresses	Biometric identifiers
Social security numbers	Full face photographs
Medical record numbers	Any other unique identifying number, characteristic, or code
Health plan beneficiary numbers	All ages over 89 years
Account numbers	Any other PHI, financial or confidential information

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes at United States University, and must otherwise remain confidential. I understand that I must promptly report any violation of the clinical practicum site’s privacy policies and procedures, applicable law, or this Agreement, by me, or an United States University student or faculty member to the appropriate United States University Program Director.

I am familiar with the guidelines in place at United States University and in my clinical practicum settings pertaining to the use and disclosure of patient PHI or other confidential information. Prior approval should be obtained before any disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of United States University and clinical practicum sites. I understand the HIPAA Video and PowerPoint information and that if I have questions regarding the HIPAA Video and PowerPoint that I need to take my questions to the appropriate Program Director at United States University. I confirm by signing this Agreement, that I have successfully passed the HIPAA Training Quiz.

Finally, I understand that if I violate the privacy policies and procedures of the clinical practicum site, applicable law, or this agreement, I will be subject to disciplinary action. By signing this Agreement, I certify that I have read and understand its terms and will comply with them.

Signature: _____

Date: _____

Complio Instructions

MSN students are required to follow the below process and watch all video tutorials. United States University requires all MSN students to order the following packages:

- Immunization package
- Background & Drug Screen (*Note: Single drug screen package is available if retake is required/approved*)

Please contact American Data Bank if you have questions about your account, compliance requirements, or using Complio. They are available to assist you Monday-Friday 7am-6pm MT (Denver) via email at complio@americandatabank.com or by calling (800) 200-0853.



Welcome to Complio Tracking!

Complio is an online tracking system, selected by your school, to host details and documentation proving your compliance with immunizations and other requirements. Follow these step-by-step instructions to create an account and move towards compliance.

[Video: Complio Overview](#)



http://www.americandatabank.com/VideoDirectory/complio_overview.html

Create your Account

Step 1: Create an account by going to www.sdnahcbackground.com. On the right hand side of the page, click **Create an account** to get started with Complio. Enter your personal information. Be extra careful with your email address, as this is the system's main mode of communication with you.

Step 2: Complio will send an email to the email address used during account creation. Click on the Activation Link within the message or copy and paste the URL in your web browser.

Place Order

Step 3: Please note: An Account is not the same as a Subscription. Before you can begin entering information, you will need to order a subscription. Click **Get Started** to begin your order. Select your school, applicant type and program of study and click Load Packages. Select a Tracking package and a Screening package:

- Immunization package
- Background & Drug Screen (*Note: Single drug screen package is available if retake is required/approved*)

[Video: Subscribe to Complio](#)



<http://www.americandatabank.com/VideoDirectory/subscribe.html>

Step 4: Carefully enter the information required to complete your order. Please read the Disclaimer on the next screen, sign, and click Accept & Proceed to continue.



[Video: Signing Forms](#) <http://www.americandatabank.com/VideoDirectory/SigningForms.html>

Drug Screen Registration: Select the drug screen location that is most convenient for you. The current page loads based on the zip code of your current address, you can provide a different zip code to view additional locations.



Upon completion of your order, you will receive an email (Check your spam and/or junk mail) with the registration and collection location you have chosen. Make sure to print out the electronic drug screen registration form and go to the collection site you selected along with a photo ID to submit a specimen. **BE AWARE OF THE EXPIRATION DATE ON THE DRUG SCREEN ORDER.** **The drug screen must be completed prior to the expiration date. If the drug screen is not completed prior to the expiration date, the drug screen will be flagged and the student will be required to purchase another drug screen subject to USU approval.**

Please note: If you pay for your order by money order, you will not receive this information until the payment has been received.

Step 5: Review your information on the Order Review screen. If everything is correct, enter your payment. You can pay by credit card or money order. Once they have received payment for your subscription, you can begin to enter your data by clicking Enter Requirement for each category.

Add Details & Documents

Step 6: Click Upload Documents to browse your computer and upload your records and use the Browse button to locate documents within your computer.

[Video: Upload Documents](#)



<http://www.americandatabank.com/VideoDirectory/upload.htm>

Step 7: Click Enter Requirement to add details for a specific requirement. There may be multiple options, but you may not need to complete them all.

[Video: Entering Data](#)



<http://www.americandatabank.com/VideoDirectory/data.html>

Step 8: Select a Requirement, complete the required fields and select from the drop---down list of documents you've uploaded. Click Submit to save what you've entered. You can update the item at any time before it is approved.


[Video: Exceptions - • - When and How to Apply](#)



<http://www.americandatabank.com/VideoDirectory/exceptions.html>

United States University generally does not accept exceptions. Please discuss any exceptions with Office of Field Experience.

Wait for Approval

Once you have entered a document, the red "x" to the left of the item  will turn into a yellow circle with an exclamation point , indicating the item is ready to be reviewed. American DataBank verifies and reviews items within 1-3 business days (excluding holidays and weekends). Please plan ahead.

Monitor Your Status

We recommend checking Complio regularly. You are not fully compliant until your Overall Compliance Status = Compliant, indicated with a **Green Checkmark**. Complio will notify you via email when your compliance status changes, if an item is approaching expiration, or if a new requirement is added.

Questions?

Please contact American Data Bank if you have questions about your account, compliance requirements, or using Complio. They are available to assist you Monday-Friday 7am-6pm MT (Denver) via email at complio@americandatabank.com or by calling (800) 200-0853



Appendix E

MEDICAL CLEARANCE FORM

Physician/NP: We rely heavily on your history with and examination of this nursing student. We appreciate as much information as possible on history and physical examination. Thank you.

Name _____ Social Security Number (last 4) _____

Blood Pressure (1) _____ (2) _____ Pulse _____ Ht. _____ Wt. _____

Vision (without glasses): Right _____ Left _____ (with glasses) Right _____ Left _____

Allergies _____

Clinical Exam: Check each Item in appropriate column. Elaborate as needed.

Normal Abnormal

H.E.E.N.T. _____

Pupil Size _____

Skin _____

Heart _____

Lungs _____

Abdomen _____

Hernia and Genitalia (males) _____

Neurological _____

Spinal Column (scoliosis, etc.) _____

Upper Extremities _____

Lower Extremities _____

Present Health Problems:

Comments/Recommendations:

Restrictions:

Required for all Nursing Students: Rubella Screen _____ Mumps Screen _____

(May attach records/reports) Results (+/-) and Date Results (+/-) and Date

Rubella Screen Varicella Screen _____ Tdap shot date _____ Results (+/-) and Date
Results (+/-) and Date

TB PPD (1) _____ TB PPD (2) _____ (OR) CXR _____
Date Read and Result Date Read and Result Result and Date

Yes No _____ is physically and mentally able to perform duties
Student Name of a nursing student.

Provider's Address _____ City _____ State _____ Phone: _____
Provider's Signature _____ Date: _____
Provider's Name (print) _____



ANNUAL POSITIVE TB SKIN TEST QUESTIONNAIRE

Positive TB Skin Test (PPD) Date: _____ Last Chest X-Ray Date: _____

Please indicate if you are having any of the following problems for three to four weeks or longer:

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Chronic cough lasting longer than three weeks | _____ | _____ |
| 2. Chills that recur | _____ | _____ |
| 3. Unexplained weight loss (over 10 lbs. in 2 months) | _____ | _____ |
| 4. Night sweats | _____ | _____ |
| 5. Fever lasting several days | _____ | _____ |
| 6. Coughing blood-streaked sputum | _____ | _____ |
| 7. Fatigue—easily and ongoing | _____ | _____ |
| 8. Shortness of breath | _____ | _____ |
| 9. Have you been recently diagnosed with diabetes, silicosis, HIV disease, renal disease or liver disease? | _____ | _____ |
| 10. Have you recently been exposed to a family member or other person with active TB? | _____ | _____ |
| 11. Have you ever received the BCG immunization? | _____ | _____ |

If you checked YES to any of the above questions, are you currently being treated by a Physician? Yes or No (circle one). Please explain:

Any additional symptoms:

I have indicated the symptoms above and have no symptoms at this time:

Signature:

Date:

Print Name: _____

Healthcare Provider	
Name (<i>print</i>): _____	
Certification: MD / NP / PA / RN _____	
Signature	Date
40	



Preceptor & Clinical Practicum Placement Interest Form

OFE is pleased to work with students to secure placement. As student clinical practicum placement is highly competitive, we encourage you to provide us as much information to help you achieve your preferred location and preceptor. Please provide at least 3 preceptors and the sites where they are in practice. *Please complete the applicable sections in their entirety as to not delay processing.*

STUDENT INFORMATION

Student Name: _____

Student ID: _____

The following are needed for which clinical practicum course: M SN 575 M SN 578 M SN 587

CLINICAL PRACTICUM SITE/PRECEPTOR INFORMATION (1st Priority)

Clinical Practicum Site Name: _____	Facility Phone: _____
Clinical Practicum Site Address: _____	Clinical Practicum Site City, State & Zip code: _____
Facility Email: _____	Type of Practice: _____
Preceptor Name: _____	Preceptor Credentials: _____
Preceptor Phone: _____	Preceptor Email: _____

Agreed to Precept Me Contacted, need OFE to follow up

CLINICAL PRACTICUM SITE/PRECEPTOR INFORMATION (2nd Priority)

Clinical Practicum Site Name: _____	Facility Phone: _____
Clinical Practicum Site Address: _____	Clinical Practicum Site City, State & Zip code: _____
Facility Email: _____	Type of Practice: _____
Preceptor Name: _____	Preceptor Credentials: _____
Preceptor Phone: _____	Preceptor Email: _____

Agreed to Precept Me Contacted, need OFE to follow up

CLINICAL PRACTICUM SITE/PRECEPTOR INFORMATION (3rd Priority)

Clinical Practicum Site Name: _____	Facility Phone: _____
Clinical Practicum Site Address: _____	Clinical Practicum Site City, State & Zip code: _____
Facility Email: _____	Type of Practice: _____
Preceptor Name: _____	Preceptor Credentials: _____
Preceptor Phone: _____	Preceptor Email: _____

Agreed to Precept Me Contacted, need OFE to follow up



Preceptor Information and Acknowledgement Form

Student Name: _____

Student ID Number: _____

PRECEPTOR INFORMATION

Name: _____

Board Certification: _____

Phone: _____

License #: _____

Fax: _____

Email: _____

Years of Practice: _____

Foreign Languages: _____

Clinical Practicum Site Name: _____

Clinical Practicum Site Address: _____

PRECEPTOR RESPONSIBILITIES

- I have read the MSN Nurse Educator and Health Care Leadership Practicum Handbook and agree to abide by its guidelines
- I will read the syllabus provided by the student. USU has courses with clinical practicum hours, not clinical practicum courses, for MSN Nurse Educator and Health Care Leadership graduate students
- I have participated in orientation to the preceptorship
- I understand I may need to confer with course faculty during and/or at the end of the course(s) to provide information I believe is necessary for assessment of progress in the clinical practicum experience
- I agree to act as preceptor to the student listed above as part of his/her enrollment at the United States University College of Nursing and Health Sciences.
- I have provided USU with a current resume or curriculum vitae).
- I agree to provide verbal and written feedback to the student regarding his or her clinical performance as outlined by the course requirements

Preceptor Signature: _____

Date: _____