

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
SCHOOL OF NURSING**

**MASTER'S/DOCTORAL PROGRAM SPECIALIZATIONS
Practicum Site / Preceptor Request Guidelines**

The SIUE School of Nursing (SON) Graduate Program faculty believe that advanced practice nursing students learn to practice effectively under the guidance and supervision of qualified preceptors. All family nurse practitioner (FNP), nurse educator (NE), and healthcare and nursing administration (HCNA) students, as well as nurse anesthesia (NA) students taking Advanced Health Assessment, must successfully fulfill course/program practicum hours at practicum sites found and secured by the student. Below are guidelines to facilitate this process.

SITE SELECTION

Students are required to take a proactive role in finding appropriate sites for the practicum experiences. Acquiring practicum sites provides students with a growth opportunity to develop effective communication, accountability, problem-solving, and networking skills. Below are guidelines to direct students in searching for practicum sites.

- Be aware of the specialization progression and deadlines for obtaining practicum sites (see “DEADLINES” below).
- Three to six months before registering for a course requiring a practicum, students should begin searching for a practicum site and preceptor using one of three strategies:
 1. Choose a site (primary care site, educational institution, or healthcare facility depending upon specialty and specific course) from the SIUE SON approved practicum contract list which is located in both the SON Master’s Program Blackboard course site under Practicum Information and Complete Site/Preceptor Request Packet on the left menu bar, or within the DNP Program Information site for DNP students under Forms. After obtaining approval of a preceptor, students should upload a complete practicum site / preceptor request packet* to the SON Master’s Blackboard site under the correct semester and course, or under the Forms section of the DNP Program Information site.
 2. Identify a new preceptor and practicum site through individual personal contacts. Students may send an email to either Dr. Ketchum, kketchu@siue.edu, or the Graduate Secretary to verify if a new contract is needed, then upload a complete practicum site / preceptor request packet * to the Blackboard site to initiate the contract process.
 3. Contact the SON Assistant Dean for Graduate Programs, Dr. Kathy Ketchum at kketchu@siue.edu if you need verification of contract information.
- Obtaining a preceptor and site can be a lengthy process; **allow sufficient time prior to the deadline**. For sites without contracts, this can take three to six months.

***Complete practicum site / preceptor request packet :**

A complete packet consists of the following:

Page 1: Student form

Page 2: Preceptor form

Page 3 -4: Preceptor license and certification (if applicable)

Forms are available on the Blackboard SON Master's Program Information, the Blackboard DNP Program Information site, or on the SON website at <http://www.siu.edu/nursing/graduate> per specialty.

PRECEPTOR QUALIFICATIONS

Students should only choose preceptors who express a willingness to provide guidance and experience appropriate for a master's or doctoral level graduate student. Please keep the following criteria in mind:

- Preceptors for the FNP and NA (NAs - Advanced Health Assessment) specializations should be advance practice nurses and hold appropriate certification as a nurse practitioner, certified nurse anesthetist, certified midwife, or an MD or DO. FNP and NA students may not precept with a clinical nurse specialist or physician assistant. Students may not precept with their own family member.
- HCNA and NE preceptors should be master's prepared, or higher, if possible. HCNA students may complete a select number of practicum hours with a financial or organizational expert who is not master's prepared, but these hours should be overseen by a nurse with a master's degree.

ROLES AND RESPONSIBILITIES

Responsibilities of the preceptor before and during practicum experiences:

- Complete Page 2 of the practicum site / preceptor request packet* and provide a copy of their current license and, if applicable, certification (the SIUE graduate student should provide the packet to the preceptor for completion).
- Serve as a role model.
- Orient the student to the practicum setting.
- Assure that all staff members at the practice setting understand the role of the student.
- Negotiate learning activities with the graduate student.
- Provide the student with consultation and constructive feedback as needed.
- Arrange for inter-professional collaboration, if available.
- Review agency policies and applicable state laws with the student.
- Maintain communication with the student and Southern Illinois University Edwardsville SON faculty. If the student's performance is below expectations, the preceptor should notify the faculty of record for the course or the Assistant Dean for Graduate Programs immediately.
- Provide the faculty with signed performance evaluations at midterm and end of the practicum.

Responsibilities of students regarding site placement:

- Take a proactive role in finding an appropriate practicum site and preceptor. To successfully acquire practicum site placement, the graduate faculty suggest:
 1. NP and NA students: Call the agency and ask to speak directly to the business manager for the practicum site (not the clinician or staff nurses).
 2. NE students: Contact the Dean or Associate Dean of a nursing school and ask for assistance with choosing a preceptor.
 3. HCNA students: Contact the chief nursing officer or vice-president of nursing of an organization and ask for assistance choosing a preceptor.

- Approach all onsite contacts as you would a job interview (e.g. professional communications, resume, etc.) and follow-up with a thank-you note even if they cannot accommodate your request.
- When you have a confirmed site and preceptor, upload the complete practicum site / preceptor request packet* to the appropriate Program Blackboard site under the correct semester and course icons.
- After notification that all paperwork is complete, contact the preceptor to arrange an orientation, and determine a practicum schedule most beneficial to those involved.
- Follow the initial student-preceptor meeting with an email to confirm the schedule.
- Remember, that practicum experiences provide an opportunity for preceptors and other practicum site personnel to observe students as potential employees. Therefore, this could be a weekly job interview!
- Students must have faculty and administrative approval, with appropriate paperwork filed, **BEFORE** beginning the practicum.

Responsibilities of the SON program faculty/administration related to site selection and communication with preceptors:

- Consult with students who have difficulty finding practicum sites.
- Approve student placement before the first week of the course. Negotiate any necessary changes in the practicum site to meet course related objectives.
- Maintain communication with preceptors throughout the course.

Responsibilities of the Director of Clinical Acquisitions (DCA) regarding site placement:

The expectations of the DCA are only the following:

- Provide an approved, current practicum contract list (located in the SON Master's Program Information Blackboard course site under Practicum Information).
- Facilitate acquisition of formal site contracts when needed.
- Confirmation that the proper paperwork is filed by each student.
- Provide the course faculty with a complete listing of confirmed student site placements at the beginning of each semester.

DEADLINES

The deadlines are as follows:

- (1) Begin site and preceptor selection at least three to six months prior to registering for a course with a practicum. This time frame is needed in case a new contract is required.
- (2) Upload the complete preceptor/site package* to the appropriate Blackboard Program Information site by midterm of semester prior to practicum course (sooner if no contract in place)
- (3) Confirmation/approval of preceptor/site placement by first day of course with practicum.

PRACTICUM HOURS AND PRECEPTORS BY SPECIALTY AND COURSE

Each course has a specific number of practicum hours that must be attained. Students will be required to maintain a log of practicum hours as one method of documenting course requirements. Listed below are individual courses in each specialty that require practicum hours, the number of hours

needed, and the type of practicum site and preceptor needed. Preceptors should be prepared at master's level or higher. Students may have more than one preceptor in some courses, but must submit a complete practicum site /preceptor packet* for each preceptor.

NURSE ANESTHESIA

Course Name	Number Practicum Hours	Appropriate Agencies/Providers
N513 Advanced Health Assessment (students should arrange 44 practicum hours within primary care, 16 will be arranged by NA faculty)	60	Internal medicine or family practice provider

FAMILY NURSE PRACTITIONER

Course Name	Number Practicum Hours	Appropriate Agencies/Providers
N513 Advanced Health Assessment	60	Internal medicine or family practice provider
N571 Clinical Management of Adults Primary Care I	90	Internal medicine or family practice provider
N572 Clinical Management of Adults Primary Care II	90	Internal medicine or family practice provider
N573 Advanced Management of the Women's Health	90	Obstetrician, gynecologist, NP, CNM, or Family Practice that delivers babies
N576 Advanced Management of Pediatric Client	90	Pediatrician or PNP
N577 or N677 Advanced Practicum and Role Synthesis	270	180 hours must be in primary care; the remaining 90 hours can be in a specialty area or multiple specialty areas

HEALTH CARE & NURSING ADMINISTRATION

Course Name	Number Practicum Hours	Appropriate Agencies/Providers
N590 Organizational Theory and Behavior in Nursing	45	Front-line nursing managers, middle managers, or nurse executives
N591 Foundations for Advanced Leadership Role	90	Front-line nursing managers, middle managers, or nurse executives
N592 Finance and Budgeting	45	Front-line nursing managers, middle managers, or nurse executives, CFO, or budget managers
N594 Synthesis/Health Care and Nursing Admin	90	Nurse executives

NURSE EDUCATOR

Course Name	Number Practicum Hours	Appropriate Agencies/Providers
N582 Instructional Design, Assessment, and Evaluation	90	Master's prepared nurse in ADN, BSN programs, or hospital educational departments.
N586 Advanced Specialty Nursing Practice	90	Agency appropriate for proposed specialization, preceptor who is master's prepared
N585 Synthesis /Teaching in Nursing Educator Role	90	BSN program (preferred) with clinical and didactic teaching experiences