

MSN- LEADERSHIP: GUIDE TO BEING PREPARED FOR PRACTICUM

This guide is intended to give you a checklist and quick reference for preparing for practicum. Further information and forms are available on the website or by contacting ukcohaaffiliations@uwf.edu

Tasks to complete:

DISA Healthcare Technology/CastleBranch: The platform used to store and monitor required documentation.

Practicum site: A health agency or other appropriate setting where students have supervised, applied practice experiences consistent with their practicum course specialty.

Preceptor: A Master's Level Nurse who provides instruction, training and supervision for the practicum experience.

Preceptor Agreement: The agreement signed by the Preceptor, Student, and Faculty acknowledging their roles in the practicum experience.

Affiliation Agreement: The contract between the University and the Practicum Site that allows students to participate at the facility.

Index

	<u>Slide #(s)</u>
<u>Timetable</u>	3
<u>Practicum Sites</u>	4
 <u>PRECEPTORS</u>	
- <u>Required Qualifications</u>	5
- <u>Tips to Finding a Preceptor</u>	6
- <u>Preceptor Agreement</u>	7
 <u>AFFILIATION AGREEMENTS</u>	
- <u>Affiliation Agreement Process</u>	8
- <u>Request vs Review</u>	9
 <u>CASTLEBRANCH/CLINICAL COMPLIANCE</u>	
- <u>Order Codes</u>	10
- <u>How to order your myCB Account</u>	11
- <u>CastleBranch Account Components</u>	12-14
- <u>Remaining in compliance</u>	15-16
 <u>“When will Practicum Start?”</u>	 17
<u>Resources and Contacts</u>	18

Timetable

During Semester 1:

____ Read about how to find a preceptor and appropriate practicum site

____ Start looking for a preceptor

____ Start the affiliation agreement process

During Semester 2:

____ Review list of Castlebranch requirements and start gathering that paperwork

____ Continue the preceptor/site search

____ Continue the affiliation agreement process

During Semester 3 (Semester before practicum):

____ Start a Castlebranch account and become fully compliant
(this allows timely fingerprints and drug screen for your practicum)

____ Complete Drug Screen and Fingerprints through Castlebranch

____ Affiliation Agreement in Place for your first practicum site

____ Check with your facility re: paperwork and/or orientation that is required

____ Continue to work on preceptors/sites for future practicum courses

Practicum Sites

The nurse leadership student should seek a practicum site that focuses on the development of nursing leadership competencies. Review of the AONL Nurse Leadership competencies (<https://www.aonl.org/nurse-executive-competencies>) may help to decide the most appropriate location for a practicum site. Although a student may remain in the same practicum site for all 3 Practicum semesters, a more diverse leadership experience each semester is recommended.

Nursing Leadership Practicum I (100 hrs)

- Hospital
- Long-term care or Assisted Living Facility
- IP Rehabilitation or Psychiatric Facility Hospice
- Community/Outpatient Clinics may be considered

The following should be considered:

1. The location of the practicum site should provide the Executive student with an opportunity for an immersion experience. The experience should include participating with the various leaders by shadowing, observing, conversations, meetings, etc. These leaders may hold a title such as executive, vice-president, director or manager.
2. If the practicum site is also where you are employed, assure you can delineate logged clinical hours that are **not hours worked as an employee**.

Nursing Leadership Practicum II (100 hrs)

- Hospital
- Long-term care or Assisted Living Facility
- IP Rehabilitation or Psychiatric Facility Hospice
- Community/Outpatient Clinics may be considered

The following should be considered:

1. The location of the practicum site should provide the Executive student with an opportunity for an immersion experience. The experience should include participating with the various leaders by shadowing, observing, conversations, meetings, etc. These leaders may hold a title such as executive, vice-president, director or manager.
2. A business case is developed in this semester, so you will need access to a leader who is responsible for the finances in the practicum site.
3. In addition to developing your competency as a nurse leader, you will also use the practicum site as you formulate your evidence-based practice improvement project proposal.
4. If the practicum site is also where you are employed, assure you can delineate logged clinical hours that are **not hours worked as an employee**

Nursing Leadership Practicum III (100 hrs)

- Hospital
- Long-term care or Assisted Living Facility
- IP Rehabilitation or Psychiatric Facility Hospice
- Community/Outpatient Clinics may be considered

The following should be considered:

1. The location of the practicum site should provide the Executive student with an opportunity for an immersion experience. The experience should include participating with the various leaders by shadowing, observing, conversations, meetings, etc. These leaders may hold a title such as executive, vice-president, director or manager.
2. In addition to developing your competency as a nurse leader, you will also use the practicum site as you formulate your evidence-based practice improvement project proposal.
3. If the practicum site is also where you are employed, assure you can delineate logged clinical hours that are **not hours worked as an employee**.

Preceptor – Required Qualifications

The MSN - Leadership preceptor must:

1. Possess a master's degree in nursing or higher.
2. Must be licensed in the state where the practicum will take place.
3. Have at least one year of experience in their specialty area.
4. Must acknowledge the Family Educational Rights and Privacy Act (FERPA).
5. Comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**** ALL PRECEPTORS** must be approved *prior* to any practicum experience.

This approval takes place at the beginning of the practicum course, so follow these required qualifications carefully.

Tips to Finding a Preceptor

- UWF maintains a list of current affiliation agreements. Using this list does not guarantee there will be a preceptor available, but it is a place to start. *(This list is available on the website)*
- Use professional and personal network sites to make connections; develop a profile on professional networks (e.g., LinkedIn); research field sites; connect with colleagues, alumni of UWF, and a variety of other professional nursing-related groups.
- Research local professional nursing associations and organizations to contact potential preceptors.
- Contact your state board of nursing to see if there is a list of potential preceptors or agencies.
- Make appointments at schools, universities, and hospitals in your community.
- Call local schools, community colleges, and universities and make an appointment for an interview.

Preceptor Agreement

The preceptor agreement needs to be signed by the Preceptor, the Student, and the Faculty member you have for that particular practicum course.

The preceptor agreement is available on the website

The packet for the preceptor to read over to understand their role can be found in the FNP Handbook.

This agreement, when completed and signed by the Preceptor and Student, will be uploaded into the Practicum Course. This is NOT provided to the Affiliations Specialist. If you have the agreement complete before your practicum course, hold on to the document until the course starts.

For Nursing Leadership Practicum I, the Graduate Program Director can guide you if you are uncertain of a site. During subsequent semesters your current practicum instructor can help guide you to ensure you are on track with an appropriate site and preceptor

Affiliation Agreements - Process

An Affiliation Agreement is **REQUIRED** to be in place between UWF and the facility where you are doing practicum hours.

- Having an affiliation agreement in place does not mean the site and preceptor are approved.
- Once you identify a facility, **you need to submit either an Affiliation Agreement Request or Review form** (these are explained on the next slide)
- These forms are automatically submitted to the affiliations coordinator.
- The agreement will be worked on by the affiliations coordinator.
- You will be contacted when an agreement is in place or an agreement was not able to be reached. Always feel free to contact the affiliations coordinator for status updates.
- When an agreement is reached, the affiliations coordinator will provide you any documentation that is required by the agreement.
- Please be aware that there is no set time it takes to get an agreement in place. It varies by facility. The range has been anywhere from a week to a year and everything in between. *This emphasizes the importance of starting early.*

Affiliation Agreement Request vs Review

There are two documents you will need to reference for the Affiliation Request/Review Process

1. [Current Affiliation Agreements](#)
2. [Affiliation Agreements, What you Need to Know](#)

These documents can be found on the [MSN Website](#)

When you identify a facility for practicum, you must fill out one of these two forms:

[Request Form](#): If the facility is not on the Current Affiliation Agreement list, you need to fill out an affiliation request form to start the process of a new affiliation agreement.

[Review Form](#): If the facility *is* on the Current Affiliation Agreements list, you need to fill out a review form. This allows the coordinator to make sure the agreement is still in good standing, provide you with any documents or information you need for the agreement, and track that you have an agreement in place. **Do not fill out a review form unless the facility is already on the list of Current Affiliation Agreements.**

DISA CB (formerly known as CastleBranch) is the platform used to store and monitor the documentation required for compliance. In order to remain compliant and start/continue to attend your clinical rotation, you must make sure your CastleBranch account is up to date **at all times**.

"DISA CB", "myCB", and "CastleBranch" will be used interchangeably throughout this guide.

The following orders must be made in order for you to have a complete CastleBranch account:

If you are an **in-state student**:

- **UC95fp**
Background Check, In-State Fingerprinting, eLearning, Clinical Tracker
- **UC95dt**
Drug Screen (must be placed the semester before your first Practicum)

If you are an **out-of-state student**:

- **UC95os**
Background Check, Out-of-State Fingerprinting, eLearning, Clinical Tracker
- **UC95dt**
Drug Screen (must be placed the semester before your first Practicum)

How to order your myCB Account

- [Click this link.](#) (or visit castlebranch.com/online_submission/package_code.php)
- Type in the appropriate package codes detailed on the previous slide.
- Review and agree to the terms.
- Follow the prompts as written.

If you have any technical issue when ordering your account, call CastleBranch at (888)723-4263, or visit the “Support” section of the website.

CastleBranch account components:

Clinical Tracker (included in package **UC95os** or **UC95fp**)

This portion of your CastleBranch account is where you will house your required **Vaccinations, Certifications, and Licensure**. These requirements include:

- **MMR** – Requires 2 vaccinations or a positive antibody titer for all 3 components (lab report required.)
- **Varicella** – Requires 2 vaccinations or a positive antibody titer (lab report required) or a *medically documented* history of the disease.
- **Hepatitis B** – Requires 3 vaccinations and a positive antibody titer (lab report required)
- **Tuberculosis Screening** – Requires a 1-step TB skin test, a T-spot test (lab report) or a QuantiFERON Gold Blood Test (lab report) from within the past 12 months. *This is a yearly requirement.*
- **TDaP** – Requires a vaccine or booster that has been administered within the last 10 years.
- **CPR Certification** – Must be the American Heart Association Healthcare Provider course
- **Influenza Vaccination Status** – Requires documentation of current vaccination unless the student provides a declination signed by a healthcare provider on business letterhead indicating it is medically contraindicated.
- **Certification of Continued Clear Criminal Background** – Renewed *every semester*, verifying that there have been no changes to your criminal history since your admittance into the School of Nursing.
- **Health Insurance; UWF Health Form; MSN HIPAA; HIPAA Training Certification; RN License; Honor Code**

CastleBranch account components:

Drug Screening (included in package **UC95dt** for all MSN students)

You must have a drug screening completed through the CastleBranch platform. **UWF cannot view or accept the results of any other drug screen conducted outside of the UC95dt order code.**

Upon order, you will be matched with a testing facility within a certain radius of whatever zip code you provided when creating your account. You can only go to a facility that CastleBranch is able to match you with, so that your results can be received properly and automatically populate on your account.

Your drug screen must be ordered the semester before your first practicum, and the results must be cleared before you are allowed to begin. Please plan accordingly.

****Please be advised:**** *If you are currently prescribed a medication that is commonly flagged on drug screenings, CastleBranch's review team will reach out to you and request proof of your prescription. They will contact you using the information you provided when creating your account, so please keep that in mind.*

CastleBranch account components:

Background Check (included in package **UC95os** or **UC95fp**)

Your background check will be initiated automatically upon completion of your package order. Once initiated, your only responsibility is to wait for it to be completed. If something is flagged, you will be contacted. If for any reason you need to have your background check re-run, you will use a different order code, so do not re-purchase the entire bulk package. Please contact the affiliations team for further guidance.

eLearning Modules (included in package **UC95os** or **UC95fp**)

After ordering, you will be sent instructions on how to register for the required modules using the **Litmos** platform. You must access and complete both the Medical OSHA Course (BF15101 or BFC1501) and the HIPAA Course (BF18121 or BFC18121.)

Upon completion, you will receive and upload the Certificate of Completion for each course to your CastleBranch account.



CastleBranch: Remaining in Compliance

ALL requirements detailed on the previous slides must be *complete* and *up-to-date* before you start your first semester of practicum.

Each requirement is explained on the To-Do list of your account. Each requirement has a drop down that will provide you with details.

Your drug screening and fingerprinting must be completed through the DISA/CastleBranch platform *the semester before your first practicum*.

There are no waivers, exemptions*, or exceptions for any of the listed requirements.

*The only vaccine that can be excused is the Influenza Vaccine; only medical exemptions, verified in writing and signed by your doctor, are accepted at this time.

CastleBranch: Remaining in Compliance

You must remain in full compliance **throughout** your practicum experience.

CastleBranch will send several reminders before a requirement is due. Please make sure you frequently check the email address you used to start your CastleBranch account and heed these reminders.

If, at any point in time, your account falls out of compliance, your instructor will be notified and you will not be able to participate in practicum hours.

When Will Practicum Start?

Students can only begin practicum hours if their instructor has approved them to start. Instructor authorization is required before practicum hours can begin. The Affiliations Specialists *do not* approve the start of practicum hours.

In accordance with the UWF Academic Calendar, the last day of class is the **last day** to complete practicum hours.

Items which need to be done before you can start your practicum:

- Affiliation Agreement
- CastleBranch compliance (Including the drug screening)
- Student and Preceptor have reviewed the Practicum Objectives and signed the Practicum Agreement. The signed Practicum Agreement and the preceptor's CV are submitted to the instructor.
- Instructor confirms that the site aligns with the MSN-Leadership role.
- Instructor signs the Practicum Agreement and returns to student.

Resources and Contacts

[MSN Resources](#)

[School of Nursing Home Page](#)

For any questions regarding the academic aspect of your program/practicum (i.e. approval of preceptor, curriculum, site approval):

- If you are in a practicum class, contact your instructor.
- If you are not yet in a practicum class, contact the MSN Program Director.

MSN Program Director:

Dr. Billy Morales, bmorales@uwf.edu

Find your Instructor's Contact Information:

[School of Nursing Faculty](#)

Affiliation Agreements:

ukcohaffiliations@uwf.edu

Lakisha Harrison, lharrison1@uwf.edu

Clinical Compliance:

Bethany Pesqueira, bpesqueira1@uwf.edu

DISA CB / CastleBranch Help Desk [for technical issues with your myCB account]

[Contact Support](#)

1-888-723-4263