

FNP STEPS 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 June Strohmetz, jstrohmetz@uwf.edu

Tasks to complete:

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 medical professional (APRN, M.D., D.O.) 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.

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TIMETABLE

During Semester 1:

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

___ Start looking for a preceptor/s

___ 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

Care of Adult I (180 hrs)

Family Practice

Other outpatient specialties which may be considered: *Internal Medicine Clinic (*must provide primary care)

The following are not acceptable: Inpatient hospital, including emergency departments and other specialty practices (cardiology, dermatology, labor & delivery, weight loss clinics, hospice, long-term care centers, etc.). Such settings will not provide necessary exposure to populations for family practice clinical experience.

Care of Adult II (180 hrs)

Family Practice

Other outpatient specialties which may be considered: Internal Medicine, Gerontology, or *Urgent Care clinic with co-requisite of a preferred clinic to meet the additional required hours.

The following are not acceptable: Inpatient hospital, including emergency departments and other specialty practices (cardiology, dermatology, labor & delivery, weight loss clinics, hospice, long-term care centers, etc.). Such settings will not provide necessary exposure to populations for family practice clinical experience.

Child & Family (120 hrs)

Pediatric Primary Care

A facility providing comprehensive health care to infants, children and adolescents from birth up to the age of 18.

Health Department, Child Care Clinics, Pediatrician Clinics

The following are not acceptable: Inpatient hospital, including emergency departments and other specialty practices. Such settings will not provide necessary exposure to populations for family practice clinical experience.

Care of the Woman & Family (120 hrs)

Family practice settings that perform preventive care of women preferred. You will be expected to see patients across the lifespan in addition to meeting specific competencies related to the care of women. If a family practice setting that performs preventive care of women is not found then a gynecology clinic may be considered as a second site in order to meet the required competencies focused on preventive care of the woman.

STI and other specialty clinics can be used for partial fulfillment of the practicum hours **with prior faculty approval.**

The following are not acceptable: Inpatient hospital, including emergency departments and other specialty practices.

PLEASE NOTE: Additional hours in a practicum course are for educational purposes only, they can NOT be used to fulfill the requirements of another practicum class.

***Urgent Care:** A specialty that focuses on the immediate care and treatment of illnesses and injuries that do not appear to be life threatening. Only one partial rotation in the program is acceptable. **Maximum hours allowed in an urgent care setting is a total of 50** towards the combined 600 hours needed in the program. Urgent Care is only considered for Adult II. Alternate sites are considered for hours > 600. ***If there is a doubt about a site make sure you ask.**

Preceptor -- Required Qualifications

The majority of practicum hours must be completed with an Advanced Practice Registered Nurse.

The FNP preceptor must:

1. Possess a master's degree in nursing or higher.
2. Be nationally board-certified as a nurse practitioner and hold an active, unencumbered advanced practice license in the state where the student will receive practicum experience.
3. Have at least one completed year of practice as a nurse practitioner.

When an FNP preceptor is not available in the specific course focus other appropriate preceptors are:

APRNs other than FNPs (CNMs AG-ACNPs, NNPs, and PNs, etc. in outpatient primary care settings).

Physicians - MD or DO. The Physician must have an active medical license in the state where the student will complete the practicum experience.

CRNAs and PAs are not considered appropriate preceptors for the FNP student.

**** 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.

Preceptor - 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 primary care offices and clinics in your community.
- Ask everyone you know who they go to for their care and what they think about the care they receive. Call the office and make an appointment for an interview.
- Access the American Academy of Nurse Practitioners (AANP) Student Resource Center, which may be helpful in finding a field site and preceptor
(<http://www.aanp.org/education/student-resource-center/connecting-with-nps>).

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 in the FNP Handbook.
- 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. If you have the agreement complete before your practicum course, hold on to the document until the course starts.
- For Care of the Adult 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 -- Go to UWF.edu; Click on Academics; Scroll down and choose Usha Kundu, MD College of Health; Choose Departments; School of Nursing; For Students ; MSN Resources. MSN Related Resources are on the left hand side -- Affiliation Agreement items are under Current Students

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 Agreement 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 any documents or information you need for the agreement and track that you have an agreement in place.

Castlebranch Requirements

MMR - 2 vaccinations OR a positive antibody titer for all 3 components (lab report required)

Varicella - 2 vaccinations OR positive antibody titer (lab report required) OR medically documented history of disease.

Hepatitis B - 3 vaccinations AND a positive antibody titer (lab report required).

TB Skin test - within the last 12 months a 1-step TB skin test, a T-spot test (lab report) or a QuantiFERON Gold Blood Test (lab report). THIS IS A YEARLY REQUIREMENT

TDaP - Vaccine or booster administered in the last 10 years

CPR Certification - Must be the American Heart Association Healthcare Provider Course or American Red Cross

Influenza - The flu vaccine is required unless the student provides a healthcare provider signature on business letterhead indicating it is medically contraindicated.

Certification of Continued Clear Criminal Background check -- this document is due before each semester, verifying that you have had no incidences that would effect your original background check.

Health Insurance; UWF Health Form; MSN HIPAA; HIPAA Training Certification; RN License; Honor Code;

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How to Order a Castlebranch Account

- Go to Castlebranch.com
- In the top banner choose **Place Order**
- Package Code for UWF MSN if in the State of Florida: **UC95fp**
- Package Code for UWF MSN if you are NOT in the state of Florida: **UC95 & UC95fpo** (UC95 orders Background, e-learning and Medical Document manager; UC95fpo orders your fingerprints for out of state students)
- FINGERPRINTS SHOULD **NOT** BE COMPLETED UNTIL THE SEMESTER BEFORE YOUR FIRST PRACTICUM SO THEY ARE TIMELY. THEY ARE PART OF THIS PACKAGE AND **DO NOT EXPIRE.**
- **DRUG SCREEN** IS A SEPARATE ORDER THAT NEEDS TO BE PLACED THE SEMESTER BEFORE YOUR FIRST PRACTICUM. YOU WILL ORDER THAT BY USING **Drug Screen package code: UC95dt**
- Please review and agree to terms
- Next is a 9 step process to place your order (most of the steps are short)
- Any technical issues in ordering the account, please call Castlebranch at
888-723-4263

How to become Compliant in Castlebranch

- A Castlebranch account should be ordered EARLY in the SEMESTER BEFORE YOU START YOUR FIRST PRACTICUM experience.
- All requirements on the to-do list must be complete and up to date before you start practicum.
- Each requirement is explained in the to-do list of your account. The plus sign (+) next to each requirement opens up a drop down that provides details.
- A drug screen and fingerprints are required through the Castlebranch platform the SEMESTER BEFORE YOUR FIRST PRACTICUM.
- There are no waivers, exemptions or exceptions for any of the requirements.

How to Stay Compliant in Castlebranch

- Full compliance is required throughout your practicum experience.
- Castlebranch sends reminders several times before the 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 you are not compliant, you will not be able to participate in practicum hours.

Drug Screen

- The semester before you start your practicum you are required to have a drug screen.
- The drug screen needs to be done through the Castlebranch platform.
- UWF SoN does not accept any previous drug screen, due to chain of custody issues.

To order the drug screen:

- 1) log in to your Castlebranch account.
- 2) On the top right you will see “Place Order”. Click on that
- 3) Enter Package Code UC95dt.
- 4) It will walk you through the rest.

The results will automatically populate to your UWF SoN Castlebranch account.

When Will Practicum Start

Students can only begin practicum hours if the instructor of record approves the student to start. Instructor authorization is required before practicum hours can begin. The Affiliations Specialist does 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:

- 1) Affiliation Agreement
- 2) Castlebranch compliance
- 3) Instructors have reviewed preceptor agreement and CV
- 4) Instructor confirms that the site aligns with the FNP role
- 5) “First week” assignments in the practicum course are complete

Resources

Website for documents:

Go to UWF.edu
Click on Academics
Scroll down and choose Usha Kundu, MD College of Health Choose
Departments
School of Nursing
For Students
MSN Resources
MSN Related Resources is on the left hand side -- Affiliation Agreement
items are under Current Students

Handbooks and Guides are on the website

Contacts

Academic -- Any questions regarding the academic aspect of your practicum (ie approval of preceptor, curriculum, site approval)

If you are in a practicum class, contact your instructor.

If you are not in a practicum class, contact Dr. Billy Morales, MSN Director - bmorales@uwf.edu,

Affiliation Agreements and Castlebranch compliance

Affiliations Specialist, ukcohaaffiliations@uwf.edu, 850-474-3215

Clinical Sites and Preceptors -- If you have questions about appropriate clinical sites or preceptors

Brett Haskell, Clinical Placement Coordinator - bhaskell@uwf.edu, 850-473-7767

Castlebranch

Any technical issues with your Castlebranch account

1-888-723-4263