

MSN-Leadership 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 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.

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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 background check for your practicum)

___ Affiliation Agreement in Place for your first practicum site

___ Complete Drug Screen through Castlebranch

___ Check with your preceptor re: paperwork and/or orientation that is required

___ Continue to work on preceptors/sites for future practicum lab 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
Long-Term Acute Care
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; Long-Term Acute Care; 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
Long-Term Acute Care
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.

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.

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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 years' experience in his or her 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.

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 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.
- This agreement when completed and signed by the Preceptor and Student will be uploaded into the Practicum Course. This document 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 and an outline of items in the agreement you should be aware of.
- **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 School of Nursing; Graduate Programs; MSN Documents; To the right is MSN Related Documents)

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). A positive titer alone will be accepted in lieu of vaccinations.

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

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

**RN License; Health Insurance; UWF Health Form; MSN HIPAA; Honor Code; Student Handbook;
E-Learning Items**

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

- 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 is required through the Castlebranch platform the SEMESTER BEFORE 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 60, 30 & 20 days before the requirement is due. Castlebranch then sends weekly reminders until the requirement is completed. 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, including drug screen the semester before your first practicum
- 3) 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.
- 4) Instructor confirms that the site aligns with the MSN-Leadership role
- 5) Instructor signs the Practicum Agreement and returns to student

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

MSN Student Handbook and affiliation agreement forms are located 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

June Strohmetz - jstrohmetz@uwf.edu, 850-474-3215

Castlebranch

Any technical issues with your Castlebranch account

1-888-723-4263