

MSN-Education 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.

Index

[Time Table](#) - Page 3

[Practicum Sites](#) - Page 4

[Examples of Practicum Sites for NGR 710L](#) - Page 5

[Preceptor - Required Qualifications](#) - Page 6

[Preceptor - Tips to Finding a Preceptor](#) - Page 7

[Preceptor Agreement](#) - Page 8

[Affiliation Agreements - Process](#) - Page 9

[Affiliation Agreement Request vs. Review](#) - Page 10

[Castlebranch Requirements](#) - Page 11

[How To Order a Castlebranch Account](#) - Page 12

[How to Become Compliant in Castlebranch](#) - Page 13

[How to Stay Compliant in Castlebranch](#) - Page 14

[Drug Screen](#) - Page 15

[When Will Practicum Start](#) - Page 16

[Resources](#) - Page 17

[Contacts](#) - Page 18

TIMETABLE

During Semester 1:

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

___ Start networking and looking for a preceptors. You are required to do practicum hours in different settings, you will need a preceptor in each setting (community; academic; clinical settings)

___ 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

NGR 6710L Nurse Educator Advanced Clinical Practicum (100hrs)

Community Health
Public Health
Outpatient Settings

(Please see list of practicum site ideas located on the next slide)

Of the 100 total practicum hours (10 hours) must be spent with an interprofessional collaborator. No preceptor agreement is required for this portion (This may be a social worker; community outreach coordinator; leader; program director, etc.).

NGR 6715L Nursing Education Practicum I (100 hrs)

Academic Institution
Hospital Education

(This will be a different setting than NGR 6710L)

Other outpatient institutions that may be considered: clinics, outpatient surgery (must provide education or have a dedicated educator)

NGR 6718L Nursing Education Practicum II (100 hrs)

Academic Institution
Hospital Education

(If you selected a clinical education setting in practicum I; Select an academic education setting for practicum II)

Other outpatient institutions that may be considered: clinics, outpatients surgery (must provide education or have a dedicated educator)

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.

Examples of Potential Practicum Sites for NGR 6710L

- Community organizations doing work with human trafficking victims, sexual assault victims
- Community health screenings (most hospitals offer community outreach)
- Public health departments
- Outpatient stroke programs
- Outpatient Cancer Screening/Treatment Programs
- Organizations working to improve infant mortality and morbidity from a community health perspective
- Evidenced-based obesity interventions--access to healthy food; exercise ; safe walking paths
- Smoking cessation programs
- Assist primary care practices with patient safety policies
- Industrial nursing focused on environmental health topics for employees
- Working with outpatient mental health and substance use disorder services (behavioral health treatment centers)
- Working with public health nurses on reduction of lead control programs, testing and follow-up
- Working with a public health nurse on STD, HIV clinic
- Health promotion programs at community health centers
- Red Cross focused on disaster prevention and response programs
- Homeless shelters
- K-12 school nurse focused on health education topics/programs
- Non-profit group offering health services
- Hospice nursing
- Home health nursing
- Student health center on a college or university campus
- Working on flu/COVID vaccine clinics in the community
- Faith-based/Church health screening programs
- Outpatient Wound Care
- Outpatient Veterans Affairs Community health Programs.
- Correctional institution health
- HIV/AIDS clinics
- Outpatient women's health
- Outpatient child health care

Preceptor -- Required Qualifications

The MSN- Education 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.
- For NGR 6710L call community agencies (community health; public health or outpatient settings) and schedule a meeting to discuss potential practicum opportunities.
- For NGR 6715L & NGR 6718L call local schools, community colleges and universities and make an appointment for an interview to discuss practicum opportunities.

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 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 Education Practicum I, Dr. Angie Blackburn, ablackburn@uwf.edu, 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 before you may start your 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; Departments; School of Nursing; For Students; MSN Resources; Scroll down and on the right are MSN Related Resources)

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 is: **UC95fp**
- Package Code for UWF MSN if you are NOT in the state of Florida: **UC95 & UC95po** (UC95 orders background, e-learning and medical document manager; UC95po 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
- All other Castlebranch questions are directed to June Strohmets, jstrohmets@uwf.edu, 850-474-3215

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** 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) Instructors have reviewed preceptor agreement and preceptor's CV
- 4) Instructor confirms that the site aligns with the MSN-Education 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 Documents 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 program/practicum (i.e., approval of preceptor, curriculum, site approval). Follow the chain of command: 1.) Instructor 2.) Program Director 3.) School of Nursing Director. For issues related to plans of study and advising, contact your advisor.

If you are in core courses, you can contact your advisor for information on which faculty member to contact. If you are currently in a practicum class, contact your instructor of record.

The MSN program director is: Dr. Billy Morales bmorales@uwf.edu

Affiliation Agreements and Castlebranch compliance

June Strohmets - jstrohmets@uwf.edu, 850-474-3215

Castlebranch

Any technical issues with your Castlebranch account

1-888-723-4263