INSTRUCTIONS & REQUIREMENTS FOR CLINICAL PRACTICA

The requirements and guidelines for finding a clinical practice site
November 12, 2015

Dear Students,

This is a reminder you must acquire a preceptor for your next clinical rotation. If you are having difficulty obtaining a preceptor please contact me as soon as possible. I may be able to give you some names for possible clinical sites. My email address is: loriannelyne@nursing.umass.edu if you are experiencing any difficulties or need me to follow-up with anyone. It is a good idea to apply to some of the national retail clinics for some of your rotations if you are in the FNP program. To apply online for the CVS minute clinic placements go to www.minuteclinic.com site. The preceptor should take care of the appropriate patient population that is designated in your syllabus for your course. Pediatric and Women’s Health placements are very competitive and can take awhile to secure. You may also want to look at school and college health sites in your area that have NP run clinics.

Provide Andrea Juno ajuno@nursing.umass.edu with the name, phone number and email as well as the Student/Preceptor/Faculty agreement and have the preceptor send in their CV and sign the form you have completed for them. Please check whether an affiliation agreement is needed at your initial meeting with the facility’s clinical contact person. Not all sites require these and we have existing affiliation agreements with many facilities. Please be aware that the affiliation agreement process can sometimes take months.

- Remember, you need to have all immunization and documents uploaded into the Certified Background Check before starting clinical (See page 7)
- Completed Health Record (includes Tdap, MMR, Mumps Titer, HepB Series, Antibody to HepB Surface Antigen, Varicella Titer, 2-step TB Series, current flu shot, evidence of your health insurance, current physical)
- Professional Liability Insurance (www.nso.com)
- CPR American Heart Association, BLS for Healthcare Providers (Note: American Red Cross will not be acceptable)
- Drug screening may be requested by facilities before and during your practicum experiences

Please provide all documents required for clinical so that you do not have to delay your program of study. We thank you for your attention to this important matter. If you live near the Boston area and are trying to get into one of the large health care facilities please let me know early so we can enter your name on the CCP grid. The larger hospitals such as Massachusetts General and Harvard Vanguard request that students not contact individual clinicians. I can help make those requests for you through our statewide grid. Please read the following attachments for directions on obtaining a clinical site placement. Hope you are having a nice summer.

Lori Anne Lyne
Lori Anne Lyne MSN, ACNP
Clinical Placement Coordinator
413 545 1341
loriannelyne@nursing.umass.edu
Student Guidelines for Clinical Placements

• Review your plan of study for your clinical course sequence and the number of hours required.

• You must try and select the appropriate patient population for each course. Look at the sample syllabi for clinical courses on the website at https://www.umass.edu/nursing/sites/nursing/files/Clinical%20course%20outline%20packet%202014-2015.pdf for what is required for each practicum course.

• Look for a preceptor in your area who meets the criteria for your clinical course. Search for potential preceptors that you may have known in the past colleagues, medical facilities you have worked at, social networking sites as well as well as facility websites. Speak with coworkers to see if they have suggestions.

• Contact potential preceptor by email with a cover letter and CV. See sample letter on page 3.

• Determine if there is a contact person such as the office manager or clinical educator that you may need to go through to facilitate the process. Contact Lori Anne Lyne, our Clinical Placement Coordinator, if you need assistance with locating a clinical site (loriannelyne@nursing.umass.edu)

• Ask if an affiliation agreement is needed. If yes, contact Andrea Juno ajuno@nursing.umass.edu to have her send a copy. Give her the email and telephone number of the contact person. See affiliation agreement attachment.

• Have agreeing preceptor review our website, complete our forms, and attach a copy of CV or resume and sign the Student/Preceptor/Faculty Agreement on page 9 and review the Graduate Preceptor Handbook guidelines.

• You should email the Student/Preceptor/Faculty/Agreement form upon completion of the signature process to Andrea Juno ajuno@nursing.umass.edu

• (Cc Lori Anne Lyne) Include email and telephone number of preceptor.

• Once Andrea receives a copy of the Student/Preceptor/Faculty Agreement and preceptor contact information, a password will be sent to your preceptor so that he/she can sign into Typhon. Instruct them to do the tutorials.

• Sign into Typhon yourself and do the tutorials to familiarize you with Typhon. You will need to login to Typhon each clinical day and have your preceptor approve the time and clinical log.
SAMPLE LETTER

Hello __________, 

I am a (Family Nurse Practitioner/ DNP; Public Health Nurse Leader/DNP; Clinical Nurse Leader) student who is looking for a preceptor for my (list course name) Practicum. I am impressed with your (list practice specialty) Practice and your (list the strength of the preceptor and reasons why you are interested in practicing there. An example of this would be (his/her) years of experience in a clinical area). I would be honored to be able to do my practicum with you. 

I have had experience with (list your experience). My area of interest is (list your area of interest). This practicum would be mutually beneficial to us. I would love to meet with you to discuss further. 

Please review my resume and a copy of our Preceptor/Student agreement (attach a copy of CV and Preceptor/Student/Faculty Agreement). Please look at our website www.umass.edu/nursing under our student section for our Preceptor Handbook and instructions. 

I appreciate your assistance with this. If you have any questions, I will be happy to connect you with our Clinical Placement Coordinator Lori Anne Lyne, MS, ACNP at (413) 545 1341. Thank you.

Sincerely, 
Student Name
Checklist for the Affiliation Agreement

An agency may require an “Affiliation Agreement” with the University of Massachusetts College of Nursing. Once you have verified that an Affiliate Agreement is required, please follow the steps below to facilitate this process. ARRANGEMENTS FOR YOUR PRACTICUM EXPERIENCE MUST BEGIN EARLY - THE CONTRACT PROCESS MAY TAKE WEEKS TO MONTHS TO NEGOTIATE BECAUSE THIS LEVEL OF FORMAL AGREEMENT IS NEGOTIATED THROUGH UMASS AND THE INSTITUTION’S LEGAL DEPARTMENTS.

**Step 1**

First step is to get Andrea Juno your Student /Preceptor/ Faculty agreement. Please check in your initial meeting or contact with the agency whether an affiliation agreement is necessary.

Notify Andrea Juno ajuno@nursing.umass.edu whether an Affiliation Agreement is necessary. You will need to provide the name of the agency, the contact person’s name, email address and telephone number. The process will now begin.

**Step 2**

If the College of Nursing Affiliation Agreement is accepted by the facility, the signature process can proceed quickly.

If the College of Nursing receives the Facility’s Standard Agreement, the contract will be reviewed by our UMass Legal Department. If accepted as submitted, by our Legal Department, the signature process can proceed quickly. However, if revisions need to be reviewed and accepted by the facility and the University, this process can be longer and, on occasion, neither our UMass Legal Department nor the facility’s Legal Department can come to terms and you will need to secure an alternate agency for the proposed clinical rotation.

**Step 3**

Once all parties are in agreement, the Affiliation Agreement will be signed by a designated University official. Once all processes are completed on our UMass campus, the Affiliation Agreement will be returned to the Facility to complete the signature process from their end.

**Step 4**

Once all parties have a fully-executed Affiliation Agreement, the student is notified and the practicum experience may commence.
Checklist for the Student/Preceptor/Faculty Agreement

As you begin reflecting on a preceptor, please keep in mind the following criteria:

**Criteria for Preceptor Selection**

1. Preceptors are chosen on the basis of their knowledge of the agency, their interest in working with students, and their ability to be realistic role models:

2. There must be agency support for the experience and preceptor recommendation.

3. All nurse practitioner and physician preceptors must be:
   a. Currently licensed and Board Certified as advanced practice providers; if Physician Assistant- current Board certification is required.
   b. Recognized as experts in clinical practice; with minimum of one year in service at site of interest to student
   c. Able to guide students in meeting the objectives for the practicum.
   d. Effective with interpersonal skills for supporting a student, providing orientation to the experience, identifying student strengths and weaknesses, and in giving feedback in a constructive manner.

4. Students are encouraged to be active participants in the preceptor selection process by identifying appropriate potential preceptors. All student-identified preceptors and clinical sites must be appropriate for meeting practicum objectives for each course and must be approved by the student’s College of Nursing program faculty member.

**Required Materials**

- **(Preceptor Form)** Completion of the Clinical Specific Information Form with an attached curriculum vitae

- **Student/Preceptor/Faculty Agreement Form** signed by the student and the preceptor and returned to Andrea Juno ajuno@nursing.umass.edu for processing.

- Students need to access and review the Preceptor Handbook (which includes the above forms) on the College of Nursing Website (www.umass.edu/nursing and click on “Students”).

- Course Outline and Evaluations Tools which can be found on Typhon (see description below).

**Step 1**

You will begin EARLY (4-6 months, at least, prior to required practicum time) to solidify a preceptor for your first clinical course and all subsequent practicums. Once the College of Nursing receives your Student/Preceptor/Faculty Agreement Form signed by both you and your preceptor, the process of emailing preceptor login and password
begins. You will both be on the system and your preceptor will now be able to review your case logs and approve them as well as complete your evaluations online.

**Step 2**
You will be given access to the Typhon (Nurse Practitioner Student Tracking System - NPST) which you and your preceptors will be using during your course of study. Designed for all advanced practice nursing programs, this NPST system functions as a complete electronic student tracking system including comprehensive patient encounter logs and reports, a fully featured evaluation and survey component for assessments, student electronic portfolios, databases, and much more. Your access will be given to you, by email, which will include your login and password (passwords can be changed after you’ve entered the system).

**Step 3**
You are now ready to enter the Typhon system and begin reviewing the video tutorials, which will walk you through the system at your own pace and return to specific topic areas when needed.

**Step 4**
You are now ready to proceed with your practicum experience. **Reminder:** It is extremely important that you find your preceptors early, a year to six months ahead of schedule, is not too soon.
HEALTH REQUIREMENTS  
2015 – 2016

All students need to set up an account with Certified Background Check (instructions below) after admission to the College of Nursing. You will be responsible for uploading evidence of your immunizations and required documents into the self-service system at least two months before your first clinical. Certified Background Check will also be performing a national background check on all students which is necessary before entering clinical placements. Bring this checklist to your medical provider to be sure that you have met all necessary requirements.

___ Tdap – Tetanus, Diphtheria and Pertussis Vaccine (within last 10 years)
___ Dates of MMR #1 and MMR #2 and blood titers required for Measles, Mumps, and Rubella, if blood test is negative, your medical professional will determine boosters or repeat vaccinations
___ Hepatitis B Series (3 doses required: Immunization #1; Immunization #2, 30 days later; and 6 months after dose #1 you receive immunization #3). Immunizations must be completed a minimum of 10 weeks prior to the start of the college semester as the Hepatitis B Titer must be drawn 6 to 8 weeks following immunization #3. Antibody to Hepatitis B Surface Antigen with lab results. Your medical professional will determine course of action for non-reactive lab result.
___ Varicella (Chicken pox) Titer (blood test) with lab results
Note: This titer is completed even if you have had the Chicken Pox as a child
If the blood test is negative, you will need to receive Varicella #1 immunization and Varicella #2 immunization
___ 2-Step Tuberculosis – PPD #1 and PPD #2 with results completed within 3 weeks apart within the past 12 months or previous negative two-step skin test plus all subsequent annual one-step tests. Last test being within the past 12 months. If you receive a Positive PPD, a QuantiFERON Gold blood test or negative chest x-ray must be completed within the past 3 years and an updated TB questionnaire on CON form.
___ Seasonal Flu Vaccine Required
___ Current Physical with date and comments (Within one year of entry into first clinical).

CPR REQUIREMENT 2015 – 2016

American Heart Association Course: BLS FOR THE HEALTHCARE PROVIDER
This the only course accepted by our affiliating agencies.

ONLINE COURSES ARE NOT ACCEPTABLE.

PROFESSIONAL LIABILITY INSURANCE  
2015 – 2016

Professional Liability Insurance, Contact: www.nso.com
College of Nursing will need the one-page “Certificate of Insurance” for your file.
Welcome to CertifiedProfile!

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CertifiedProfile, you will be able to:

 ✓ View your order results
 ✓ Manage the requirements specific to your program
 ✓ Complete tasks as directed to meet deadlines
 ✓ Upload and store important documents and records
 ✓ Place additional orders as needed

To place your order, go to www.certifiedprofile.com

In the “Place Order” field, enter the following package code specific to your school and program:

UM28 – Background Check & Medical Document Manager

During order placement you will be asked for personal identifying information needed for security or compliance purposes including your Personal Identification Number (Spire Number). Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages.

You can respond to any active alerts or To-Do List items now, or return later by logging into your CertifiedProfile. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your CertifiedProfile anytime to view order status and completed results. Authorized users at your school will have access to view your requirements and compliance status from a separate CertifiedBackground portal.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am-6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
University of Massachusetts Amherst - College of Nursing
Student-Preceptor-Faculty Agreement

Course # ________________

The preceptor agreement permits nursing students of the College of Nursing, University of Massachusetts Amherst to participate in a student preceptorship in your facility.

______________________________________________________________
(Clinical Site Name) Please print

Conditions of this program are as follows:

The Affiliation period will be: _________________________ to _________________________

The student, ________________________________________________________

will be under the supervision of __________________________________ acting as preceptor

(Preceptor Name)

of the College of Nursing serves as the liaison with Professor ____________________________,

for your facility for the above course(s).

Preceptor Responsibilities:

1. Read Preceptor information supplied by the student.
2. Function as a role model in the practicum setting.
3. Facilitate learning activities for no more than two students per day.
4. Orient the student(s) to the practicum site.
5. Collaborate with faculty to review the progress of the student toward meeting practicum learning objectives.
6. Provide feedback to the student regarding practicum performance.
7. Contact the faculty if assistance is needed or if any problem with student performance occurs.
8. Discuss with faculty/student arrangements for appropriate coverage for supervision of the student should the preceptor be absent.
9. Give feedback to the nursing program regarding practicum experience for student and suggestions for program development.

Agency Responsibilities:

1. Retain ultimate responsibility for the care of clients or the maintenance of programs.
2. Retain responsibility for preceptor’s salary, benefits, and liability.
Nursing Program/Faculty Responsibilities:

1. Ensure that preceptors meet qualifications.
2. Ensure that there are current written agreements which delineate the functions and responsibilities of the clinical preceptor and associated agency and nursing program.
3. Ensure that practicum experiences using preceptors occur only after the student has received basic theory and clinical experiences necessary to safely provide care to clients (within course or curriculum).
4. Orient both the student and the preceptor to the practicum experience.
5. Provide the preceptor with course syllabus that covers course requirements and clinical objectives. Discuss student expectations, skills' performance, student guidelines for performance of activities and/or procedures, and methods of evaluation.
6. Assume overall responsibility for teaching and evaluation of the student.
7. Assure student compliance with standards on immunization, screening, HIPAA compliance, OSHA standards, CPR, criminal background check as needed, current liability insurance coverage, and current professional nursing licensure.
8. Work cooperatively with the preceptor and the agency to determine student learning needs and appropriate assignments.
9. Collaborate with preceptor and student to identify appropriate student assignments.
10. Communicate assignments and other essential information to the preceptors.
11. Maintain contact with the clinical preceptor and the student in order to monitor and evaluate the learning experience.
12. Monitor student's progress through student-faculty-preceptor meetings; practicum seminars and review of student practicum assignments.
13. Be available, e.g., telephone or e-mail for consultation with preceptors.
14. Receive feedback from the preceptor regarding student performance.
15. Provide recognition to the preceptor for participation as a preceptor.

Student Responsibilities:

1. Verify clinician's/administrator's eligibility to function as preceptor.
2. Maintain open communications with the preceptor and faculty.
3. Maintain accountability for own learning activities.
4. Completely prepare for each practicum experience.
5. Be accountable for own nursing actions while in the practicum setting.
6. Arrange for preceptor's supervision when performing procedures and/or new activities.
7. Contact faculty by telephone or e-mail if faculty assistance is necessary.
8. Respect the confidential nature of all information obtained during practicum experiences.
9. Wear appropriate professional attire and university name tags when in the practicum site.

Signatures, on the following page, confirm that the above conditions reflect correctly your understanding of and agreement to this affiliation.
Confirmation of Student/Preceptor/Faculty Agreement to Clinical Preceptorship

University of Massachusetts Amherst, College of Nursing – Student

(print name)  (signature)  (date)

Preceptor – Clinical Agency

(print name)  (signature)  (date)

University of Massachusetts Amherst, College of Nursing – Clinical Faculty Member

(print name)  (signature)  (date)

Site Name: ____________________________________________________________

Site Address: __________________________________________________________________

City, State, Zip: __________________________________________________________________

Location Phone #: _____________________________________________________________

Email Address: __________________________________ Fax# ____________________________

Curriculum Vitae or Resume Required with this Form

Please return this signed form and your CV or Resume by mail to: Andrea Juno College of Nursing, University of Mass, 651 North Pleasant Street, Amherst, MA 01003-9299 or ajuno@umass.nursing.edu
Preceptor will receive the following documents:

  Copy of Signed Preceptor Agreement
  Letter to Practicum Preceptor from the University of Massachusetts College of Nursing