



Family Nurse Practitioner (FNP) Clinical Placement Guidelines

Preceptor Requirements:

FNP students must have a clinical rotation with at least one NP preceptor during their program of study and students may not exclusively precept with MDs/DOs. Also, an active clinical agreement with the preceptors' employer is required for preceptor approval.

The following providers can serve as a preceptor in the FNP specialty

- Family Nurse Practitioners (FNPs)
- Pediatric Nurse Practitioners (PNPs)
- Adult Gerontology Primary Care Nurse Practitioners (AGPCNPs)
- Gerontological Nurse Practitioners (GNPs)
- Family Practice & Internal Medicine MDs or DOs

The following providers are **not** approved as preceptors in the FNP program:

- PAs, CRNAs, Surgeons, Chiropractors
- Traditional Chinese Medicine Doctors
- Naturopathic Physicians

Preferred clinical sites:

- Primary care practice offices and community health centers
- Rural practice locations that meet the rural health clinical hour requirement (see below)

Potential clinical sites include:

- Urgent Care Practices
- Pediatrician Offices
- Women's Health Practices
- Long Term Care Practices (Skilled Nurse Facility, Post-Acute Rehab, and Nursing Home)
- Home Healthcare and Mobile Health Clinics / Vans

Clinical Hours:

All clinical rotations must in an outpatient setting. A total of 720 hours are required.

- Spring Semester 180 hours
- Summer Semester 180 hours
- Fall Semester 360 hours

Specialty Clinical Hours:

- Examples of clinical specialties include dermatology, cardiology, endocrinology, and gastroenterology.
- All specialty hours require prior approval from the FNP Interim Specialty Coordinator (Dr. Lindstrom- Mette).
- Specialty clinical hours are restricted to the Fall semester.
- No more than 90 clinical hours throughout the program.

Specific Clinical Requirement:

• Pediatric Clinical Hours Requirement

The pediatric requirement is a minimum of 90 clinical hours, which may be completed over the entire clinical year. Most students complete their pediatric hours in a primary care or family practice office that sees patients across the life span.

Rural Health Clinical Hours

- 90 rural health clinical hours are highly encouraged for all FNP students but are required for FNP students who participate in the RHPP program.
- If a site is classified as rural, Medically Underserved Area (MUA), Health Profession Shortage Area (HPSA) or Federally Qualified Health Center (FQHC), it meets the rural requirements. See the [Rural Health Information Hub](#) for details.
- **Women's Health Clinical Hours**
Students are highly encouraged, but not required, to do 90 clinical hours in women's health.

Additional clinical placement information:

- **CVS Minute Clinics**
Applications are available several times a year. When available the information will be emailed to you. Do not contact individual CVS clinics.
- **Professional Networking**
Join your local Nurse Practitioner organization to network with potential preceptors.
- **One Clinical Location for all Clinical Hours**
FNP students may stay in a clinical site for all three semesters if:
 - The clinical site is a primary care family practice seeing patients across the life span.
 - The clinical site is approved by the FNP Specialty Coordinator for one-year clinical placements.
- **Clinical Sites per Semester**
 - Spring and Summer: maximum of 2 clinical sites (90 hours each).
 - Fall semester: maximum of 3 clinical sites (two sites for 90 hours and one site for 180 hours).
 - Having more than one clinical site per semester requires approval from the clinical placement coordinator.

Collaborating with the Clinical Placement Coordinator:

Preceptor Information Form

Collaborate with the Clinical Placement Coordinator (CPC) to identify a preceptor that meets all the preceptor requirements. The CPC may ask you to send the potential preceptor the [preceptor information link](#). You can find this link on the College of Nursing (CON) website under Student Resources / DNP Program /Clinical Placements. Let the potential preceptor know that the form only takes 1-2 minutes to complete and will ask them to upload their CV. An office manager or assistant can complete this form for them.

Contracts

1. If your Clinical Placement Coordinator states that a contract is required, students must submit a [Student Request for Contract Form](#) to the Clinical Placement Coordinator.
2. This form is also located on the Clinical Placement page of the CON website. The student needs to complete this form, not the site.
3. Do not leave any items on this form blank and be sure to provide accurate contact information. The contract's office will return this form if it is not complete. It must include the office manager's name & email address.
4. The contract request will be processed once your Clinical Placement Coordinator receives the Preceptor Information Form and the Student Request for Contract Form.
5. Please be aware that a new contract can take 2 – 3 months to be approved.

Tips for a Successful Clinical Placement Experience

CastleBranch

1. Keep CastleBranch updated.
2. You will be removed from your clinical rotations if you do not maintain compliance with CastleBranch.
3. Enter the dates your immunizations/certifications will expire in your calendar so that this will not stop you from beginning or remaining in your clinical site at any time during the year.

Track Your Placement Status

1. It is the student's responsibility to ensure all onboarding forms have been submitted to the clinical site.
2. Students must check in with their Clinical Placement Coordinator on the status of any business related to clinical placement in a timely matter.
3. It is preferred that students check in with your Clinical Placement Coordinator on a monthly basis from the start of the program.

Keep Communication Efficient

1. If you plan on working at multiple sites and have multiple preceptors, please include the information below when emailing your coordinator an update.
2. Try to keep the same thread for tracking purposes. Subject line should be the semester (Spring Placement, Summer Placement, Fall Placement).
3. Items to include in your email:
 - a. Site Name & Specific locations (if there are multiple locations)
 - b. Preceptor Name & Credentials
 - c. Number of hours you plan to work
 - d. Define which semester

Monitor your clinical hours

1. You will have the ability to monitor your hours in EXXAT. Schedule bi-Monthly reminders to review your hours to ensure that you are on track to meet your goal.
2. Be proactive; let your Clinical Supervising Faculty (CSF) and your Clinical Placement Coordinator know when you are concerned about your hours as soon as possible.
3. An average of 12-15 hours per week should allow you to meet your goal for the Spring and Summer semesters.
4. Extra hours *will not roll over to the next semester*.