Goal: Placement of the right student in the right clinical learning environment at the right point in the curriculum in order to MAXIMIZE THE LEARNING EXPERIENCE!!

Clinical Courses:
- For a full-time DNP student in AGACNP, FNP, FPMHNP, PNP, PMHNP/FNP and AGACNP/FNP specialties, the first clinical management course begins in the spring semester of the second year of the program. Nurse Anesthesia specialty students will begin clinical practica during the fall term of the second year. Refer to the program guide for your specialty to view clinical course progression.
- Each clinical management course requires the completion of a clinical practicum with a specified number of MINIMUM hours at a contracted clinical site with an assigned preceptor. Refer to the program guide for your specialty for the minimum number of clinical hours required in each course.
- Total program clinical hours for nurse practitioners are 720 – 810. Nurse anesthesia students require 2,000 hours and at least 650 cases.
- The purpose of clinical practicums is to practice, not shadow your preceptor. If your preceptor is not allowing you to practice, please notify your clinical placement coordinator immediately.
- Only FNP, PNP, CRNA and PMHNP students may interview and examine patients 17 years of age and younger.
- Only AG-ACNP, CRNA and final residency-rotation (NURS 693a) PMHNP students may participate in inpatient clinical care and hospital rounds
  - Occasionally, it may be appropriate for AGACNP students to observe their preceptor’s interaction with a patient under the age of 17 but AGACNP students may not interview or examine these patients.
  - Student schedules are posted in Typhon a few days before the start of each term, in the clinical log database. Students will receive training on how to use this system prior to the start of their first clinical management course.

NP Preceptors:
- Start working on identifying preceptors NOW – it takes time!
- Keep in regular contact with your potential preceptors for the upcoming Spring Semester. RELATIONSHIPS ARE KEY in maintaining preceptors!
- Preceptor must be a Master’s or Doctoral prepared NP, MD, or DO with a minimum of 1 year experience. Board certification is strongly preferred. PAs cannot serve as preceptors!
  - FNP: Must be a primary care provider, not a specialty provider. After the first clinical practicum; however, students may complete a 90 hour rotation with a women’s health provider or in an urgent care site. It may be possible to complete a limited-hours (40-50) rotation in a specialty area during the residency rotation (NURS 693a) only, and written permission from the FNP specialty coordinator in advance is required.
  - PNP: Must be a pediatric primary care provider, not a pediatric specialty provider; however, in NURS693, a 90 hour rotation may be allowed with a provider specializing in pulmonary diseases or diabetes. Permission for such a rotation will be decided on a case-
by-case basis, as the PNP student must practice within the scope of a primary care PNP, even in the specialty clinic. Specific guidelines will be provided to student and preceptor if such a rotation is permitted.

- AG-ACNP: Must be an ACNP, AG-ACNP, MD, or DO, **not** a FNP or ANP.
- NURS 616 clinical practicum:
  - Provider may be an intensivist (ICU) or specialist.
  - Student may complete up to 2-90 hour specialty rotations.
- PMHNP: Must be a psychiatrist or advanced practice psychiatric mental health nurse with prescriptive privileges (PMHCNS or PMHNP).
  - NURS 629a: Providers should ideally see patients across the lifespan; if one is not available, providers working only with adults are acceptable for this clinical course.
  - NURS 629b: Provider must be a psychiatrist or advanced practice nurse who sees patients across the lifespan. Students must obtain a minimum of 45 direct patient contact hours with children/adolescents during their program.
- FNP, PNP, and PMHNP students **must** have a clinical rotation with at least one NP preceptor during their program of study; students may not exclusively precept with MDs/DOs.
- Preceptors are sent pertinent preceptor information, via e-mail, prior to the beginning of the semester.

Contracts:

- There **must** be a contract in place between the UA/CON and the clinical site in order for a student to start a clinical practicum at that site.
- Contract are LEGAL DOCUMENTS and can take several months to a year to finalize, so **please** identify clinical sites early to allow adequate time to complete this process. If there is not contract in place, you may NOT start your clinical practicum at the site, no matter how willing your preceptor is to supervise you.
- All clinical sites must have an established contract with the University of Arizona College of Nursing. Please contact your clinical placement coordinator to determine if your site has an established contract.
- If there is not currently a contract in place with the clinical site, you will need to complete the CON Contract Request form, available on the Doctoral Commons website, and return it as soon as possible to your clinical placement coordinator. You must confer with the site contact to clarify the required information for that form, such as the legal name and address, which may differ from the practice site name.
  - You MUST provide us with a **valid e-mail address** for the contact person at this site. The contact is the person who is responsible for overseeing the contract and is usually different than the preceptor.
  - If Site and/or Preceptor do not respond to our attempts to contact them or do not return the required forms, the student will be contacted to follow-up with the preceptor/clinical site.
- While our office can help facilitate the process, we are unable to directly negotiate or speed up a contract.
- Unless a contract is already in place, we do **not** recommend selecting military or university systems. These facilities are **very** challenging to get contracts completed, especially if the Military or University Medical System already has a medical school and/or NP (or PA)
program from which they receive students. If it is necessary for you to pursue a contract in one of these larger systems, please be prepared that it may take over a year to finalize.

- Please be aware that we are unable to even submit a contract request until we have received a completed, signed preceptor form that verifies the availability of an appropriate preceptor at that specified contract site.

Clinical Placement Applications:

- Clinical Placement Applications may be found on D2L, in Doctoral Commons/Clinical Placement, and must be completed electronically. There is a drop-down menu in the document for selection of the appropriate clinical semester.
  - This form is your “place holder” for your clinical management courses.
  - If the form is not returned on time, you may be unable to begin your clinical practicum on time. This may significantly jeopardize your progression in the program.
- Clinical Site Applications MUST be returned 1 year in advance of the clinical practicum. The date by which the form must be returned is noted on D2L.
- All NP Students:
  - Students must provide the name and contact information of at least 2 potential preceptors, including valid e-mails, for each clinical course.
  - At least 2 potential preceptors and/or sites are required because contracts may not always be successfully negotiated and preceptors can have unexpected circumstances that prevent them from working with a student.
  - Students must speak DIRECTLY with the potential preceptor or their designated contact person and confirm their willingness to be considered as a preceptor BEFORE listing their names on the application. (Rare exceptions: some sites assign preceptors to students and there may be a delay in the student’s ability to contact the designated preceptor.)
  - Students should not consider relocating to Tucson for clinical placement. Tucson has become saturated with NP, PA, DO and MD students, and we are having a harder time placing Tucson-based NP students at clinical sites. Moving to Tucson does NOT guarantee you a clinical placement.

Changes in Program Status:

- It is critical that the Clinical Placement Office and the Office of Student Affairs know of any changes in a student’s academic progression. If a student changes specialty, changes to part-time status, obtains a Leave of Absence, or has a name/address change, the Office of Student Affairs and the appropriate clinical placement coordinator must be notified.
- Students are responsible for obtaining a Clinical Placement Application and returning it to the Clinical Placement Office by the appropriate date, one year prior to starting or resuming clinical management courses.

Clinical Policies:

- Students may not complete clinical rotations on a unit or in a department in which they are currently employed; this is to protect the student and avoid role confusion.
- Students may not complete clinical rotations with clinicians who provide care for them and/or immediate family members.
All students must complete at least 90 hours at a rural or other MUA clinical site. The 90 clinical hours are included in the course total and may be done during any clinical management course but they must be done all in one semester and at the same site. PMHNP students are exempted from this requirement since this patient population is considered underserved.

A rural site is defined as a city with a population of less than 50,000 people.

A medically underserved area/population (MUA/P) must be identified as a federally qualified health center (FQHC) or county hospital in a medically underserved area/population (MUA/P or HPSA).

- FQHC site: [http://findahealthcenter.hrsa.gov/Search_HCC.aspx](http://findahealthcenter.hrsa.gov/Search_HCC.aspx)

Please note: Private practices or for-profit centers located in medically underserved areas do not meet the MUA/P or HPSA requirement.

- Students must complete practicum hours over a minimum of 10 weeks.
  - The only exception is for the rural/MUA rotation. Students may group their 90 rural/MUA hours into a few weeks if the site is a significant distance from their home. (Any other possible exceptions to this requirement must be discussed and approved by faculty and/or the clinical placement coordinator.)

- Students may not be in clinical when semester classes are not in session. This includes the University winter closure period.

- Students may complete clinical hours on night shifts and/or weekends due to the work schedule of the preceptor ONLY IF:
  - The student has obtained permission of the clinical supervising faculty in advance of the clinical rotation AND
  - The student has completed a Clinical Placement Outside of School Hours form and returned it to the appropriate clinical placement coordinator.

- Students may only perform those procedures for which they have received didactic instruction and supervised practice, regardless of the preceptor’s willingness to supervise the students in other procedures. Students will not do every skill in a sim lab that they will do in clinical but they do have didactic instruction on these skills—e.g. submental intubation.
  - Students will receive on-site instruction and supervised practice of approved skills for each specialty during NURS 609 Advanced Health Assessment, RISE II, and the Clinical Skills Intensive (CSI) training that is offered in March during the Spring semester in the second program year. Nurse anesthesia students will receive on-site instruction in the nurse anesthesia simulation lab.
  - If the student performs procedures in which they have not received didactic instruction and supervised practice, it will be grounds for academic review, even if the preceptor was present at the time.
  - Students MUST practice within their current scope of practice as a licensed RN and as a student NP in the defined area of specialty. If a student practices outside his/her scope of practice, it will negatively affect progression in the program and any actions may be reportable to the student’s State Board of Nursing.

**Requirements for Clinical Rotations (ALL students):**
Each clinical student must create a Certified Background account shortly after enrollment in the program. That account, as uploaded and updated by the student, functions as a repository for information often required by clinical sites. This may include:

- Fingerprint clearance card (verification of security clearance).
- Current RN license in state in which student will do their clinical rotations
  - Out-of-state students may want to consider obtaining an Arizona nursing license in case remediation/clinical supervision in Tucson is required; this is exceedingly rare.
  - If the student is required to come to Tucson, obtaining an Arizona license may take several months, which may place student at risk of not being able to complete required clinical hours that semester.
  - If the student’s RN license is currently in a state other than Arizona, the student must provide the clinical placement coordinators with any requirements from their State Board of Nursing regarding NP student clinical placement.
- Current CPR card; proof is required each semester. Students are advised to keep proof of current CPR with them at all times. (Note: AG-ACNP students must maintain current ACLS and Nurse Anesthesia students must maintain current ACLS and PALS)
- Immunizations
  - The required immunizations, titers and tests are listed in the admissions documents. For clarification, please contact the Office of Student Affairs. Please be aware that the influenza vaccine is required of all students. Some health systems are requiring two-step TB testing for students seeking placement. Students should check with the Clinical Placement Office to determine the need for this additional testing.
- HIPAA and Universal Precautions tests
  - Required annually and completed on the CON website and uploaded to your Certified Background account.
- Proof of personal health insurance

Site-Specific Requirements:

- Some clinical sites require a letter of good standing within the college, which verifies that the student is not failing any courses and is not on probationary status. If requested, this document will be provided by the appropriate clinical placement coordinator.
- Proof of student malpractice insurance
  - All students are covered by the University of Arizona CON malpractice insurance
  - The clinical placement coordinators can provide verification of insurance to clinical sites; however, if the site is requesting a Certificate of Insurance (COI), additional time may be required. A COI, which must be specifically requested by the site, is issued by the state of Arizona and may take ten or more working days to receive.
- Background check
  - All students have a background check done in order to get their fingerprint clearance card.
  - If a site-specific background check is required per the site’s policy, then either the clinical site or the Clinical Placement Office will provide you with the necessary forms to be completed.
• Some clinical sites require students to complete a urine drug test. You will be advised of this requirement either by the site administrator and/or the clinical placement coordinator.

• Some sites require students to complete additional applications, online training, or orientation prior to the start of the clinical rotation. Students will be advised of these requirements via CON e-mail. **Failure to complete clinical site required applications, documents, or orientations will result in delay in the start of the clinical rotation and may jeopardize student progression in the program.**

**Personal Clinical Site Preparation:**

• All students must have an identification badge, which identifies the holder as a University of Arizona student. The College or Nursing does not provide name badges, but they may be ordered through most office supply stores such as Office Depot, Staples, etc.

• Most students will need to wear a lab coat over professional casual attire; scrubs may be worn in some settings. Each clinical site will determine the preferred attire for students completing clinical hours in that setting. The College of Nursing provides one lab coat for each student during the Clinical Skills Intensive (CSI), in spring of year two. Students will be responsible for any other lab coats or special attire required by clinical sites.