

Practicum Orientation

Preparing for practicum will involve finding a preceptor and practicum site and submitting an application to the School of Nursing through [Meditrek®](#), our web-based practicum application system.

School of Nursing Resources Page

We would like to introduce you to the [School of Nursing's Resources](#) webpage. This page contains essential reading material and forms necessary to prepare for your practicum experience. The following links below will be your primary resources.

These can also be accessed at any time from the Resources webpage linked above.

Meditrek Student Guide	http://cnh.loyno.edu/sites/default/files/file_attach/meditrek_student_guide_8-27-19.pdf
Guide to Selecting a Practicum Site and Preceptor	http://cnh.loyno.edu/sites/default/files/images/guide_to_selecting_a_practicum_site_and_preceptor_7-19-18.pdf
Guide to Submitting an Affiliation Agreement	http://cnh.loyno.edu/sites/default/files/file_attach/guide_to_submitting_an_aa_11-25-19.pdf
Guide to CastleBranch	http://cnh.loyno.edu/sites/default/files/file_attach/student_castlebranch_guide_1-8-20.pdf
Where to Find Active Affiliation Agreements	http://cnh.loyno.edu/sites/default/files/file_attach/2-1-19_where_to_find_active_aas.pdf

Overview of Requirements

This is just a quick summary of the entire process. Be sure to read the links above for the full details.

1. I will be responsible for finding a suitable preceptor. My preceptor will need to sign the Preceptor Agreement form.
2. I will make sure that my preceptor's place of employment has an affiliation agreement (AA) with Loyola. I will verify with someone who manages contracts at the facility that the affiliation is valid and covers my practicum. If my site does not have an AA, I will find out what is necessary to start the process or find a different site and preceptor. I know that new AAs may take a while to complete and that the process cannot usually be expedited.
3. I will review any additional requirements for my practicum site and complete those in addition to the usual Loyola requirements.
4. I will ensure that I have completed all of my CastleBranch requirements and understand that I cannot begin my practicum without doing so.
5. I will make sure that I not only start, but SUBMIT an application in Meditrek. I understand that my application must then be APPROVED by Loyola Nursing staff before I can begin practicum hours at my site.

I have received and reviewed the above information regarding the practicum application process.

Typed Name (serves as digital signature)

Date