

Dear Students,

Congratulations! The practicum experiences are a significant and exciting part of the nurse practitioner student's educational journey. The following information will serve as a guide for you. There are multiple practicum requirements that must be completed prior to starting your practicum experience. Failure to meet these requirements will result in not being able to register for a practicum course.

Our records indicate that you will be enrolled in a practicum course next semester. Students are required to complete 180 practicum hours per practicum course. Preparing for the practicum will involve selecting a practicum preceptor and site as well as submitting documentation to the School of Nursing through Meditrek® (a web based tracking tool). This is a reminder that all components of the Meditrek® application are required and must be approved before practicum hours can be started. This process may take a minimum of three months to complete so starting early is imperative.

Practicum Requirements

Students are required to complete 180 practicum hours per semester, which works out to about 12 hours per week. Below is a guideline of how those hours are met.

Distribution of practicum hours:

NURS 812 Advanced Health Assessment Practicum*

Focuses on mastering a comprehensive health history of adults and performing an integrated head-to-toe physical exam. This must be a primary care setting.

NURS 830 Primary Care of Pediatrics Practicum

Focuses on the management of infants, toddlers, school, age, and adolescent children in the primary care setting. This must be a primary care setting.

NURS 845 Primary Care of Adults Practicum

Management of a variety of episodic and chronic primary care patients with illnesses that present across the adult age continuum. This must be a primary care setting.

NURS 855 Primary Care of Adults and Women's Health Practicum

Management of a variety of episodic and chronic primary care patients with illnesses that present across the adult age continuum. Of those hours, 90 hours are in an adult primary care setting and 90 hours are focused specifically on women's health with approximately 30 hours focused on obstetrical care and 60 hours gynecology care in the office setting.

*We highly recommend students find a primary care setting for NURS 812 as this will set the foundation for a successful practicum experience in the program. Urgent cares, nursing homes, skilled nursing, and fast-track ERs are approved on an individual basis and with the understanding that the student will secure a primary care site for the remaining practicum courses.

Identifying a Preceptor

Students may identify preceptors by networking via their work environment, student peers, professional organizations (AANP), state organizations (state NP organization), or community contacts.

Students are encouraged to arrive at a potential practicum site in-person and dressed professionally with a resume and cover letter in-hand. The cover letter should include the name of the course and number of hours for which you are requesting preceptorship.

Additionally, it is recommended to follow-up on the initial visit. It is ideal to pursue multiple sites, rather than relying on one preceptor.

Preceptor requirements:

- Must hold a current/active and unencumbered license to practice in the state where the practicum site is located
- Preceptor must have certification applicable to the specialty practice and practicum setting
- Nurse Practitioner preceptors must be board certified
- Nurse Midwives preceptors must be board certified by ACME
- Physician preceptors should hold a medical or osteopathic degree and be board certified in his or her specialty area
- Preceptor must have greater than one year (2,080 hours) of practice experience
- Preceptor cannot be a member of the student's immediate or extended family
- Preceptor must be present in the practicum site at all times to directly supervise all practicum hours
- Preceptor must be able to provide constructive feedback

Identifying a Practicum Site

The School of Nursing requires that nurse practitioner student practicum experiences occur in practicum sites that meet the criteria below. In order to meet the criteria, students should be prepared to travel to practicum sites outside of the city in which they reside during any semester.

Practicum site requirements:

- As a primary care nurse practitioner student, practicum sites must be in a primary care setting. Students cannot complete practicum hours in an urgent care, emergency room, nursing home, or specialty clinics.
- Patient characteristics represent the appropriate population age for scope of practice and reflect course objectives
- Ideally, patient characteristics represent diversity (education, income, insurance, race/ethnicity)
- Patient volume is adequate to ensure sufficient patients per day for student to acquire the skills required to meet core curriculum guidelines, program goals, and practice in a work environment upon graduation

Practicum Compliance Requirements:

- The practicum site may have various requirements for students. It is the student's responsibility to ensure all site requirements are understood and completed prior to registering for the first project and practicum course. This may include, but is not limited to: proof of liability insurance, HIPAA training, proof of licensure, proof of CPR certification, background screening, physical examination, drug screening, and proof of health insurance and current immunizations.
- Organizations or facilities who charge additional fees are the student's financial responsibility

Nursing License

Students must provide proof of a current, unencumbered, unrestricted, and valid licensure (RN and/or APRN) in the state(s) in which they plan to complete practicum courses. In addition, pre-licensed FNP students are required to obtain a Louisiana RN license.

Affiliation Agreement

An Affiliation Agreement between Loyola University New Orleans and a third-party facility selected by the student is required in order to offer students nursing experience in real-world healthcare programs. The agreement establishes the terms of the relationship between the University and the facility. An Affiliation Agreement must be obtained for each practicum site the student plans to utilize. Loyola maintains a list of the hundreds of organizations with which a current active Affiliation Agreement exists. Any existing Affiliation Agreement is processed quickly as it has already been approved.

If a new agreement is needed, students must initiate the process of establishing an Affiliation Agreement with the organization. Loyola provides a standard Affiliation Agreement (see <http://cnh.loyno.edu/nursing> for the Affiliation Agreement form). If completed, but unmodified, this form is pre-approved by Loyola's legal department and processed relatively quickly. Extensive modifications or forms generated by the affiliate site may be used in place of the standard agreement. The approval process for these non-Loyola Affiliation Agreements can take several months and may result in no agreement being achieved. Further details may be found in Meditrek®, where students can submit agreements and track their progress as they move through the system.

Castlebranch Requirements

Students must be fully adherent to requirements listed in Castlebranch throughout the duration of the practicum with all items submitted to Castlebranch in a timely fashion. If students are not up-to-date with Castlebranch requirements, they will not be registered for the practicum course.

The entire application must be approved prior to the student being allowed to enroll in the course.

For more information about the pre-practicum requirements review the Resources page on the School of Nursing website <http://cnh.loyno.edu/nursing/resources>.

If you require further assistance, please contact the Affiliations Agreement Coordinator or the Affiliation Agreements Administrative Assistant.

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Best wishes for a successful practicum experience!

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