

Dear Students,

Congratulations! The practicum experiences are a significant and exciting part of the DNP 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 a minimum of 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 Exxat® (a web-based tracking tool). This is a reminder that all components of the Exxat® 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.

Please note the following states require additional steps in the practicum process that must be completed at least 30 days prior to starting practicum:

- Oregon
- New Hampshire
- Alabama

PRACTICUM REQUIREMENTS

Students are required to complete a minimum 180 hours per practicum (60 hours per credit), which works out to approximately 12 hours per week. Below is a guideline for how hours can be met.

Distribution of practicum hours for NURS 930, 945, 960 and *965 may be the following:

- In these courses, students are encouraged to spend practicum time with experts in various fields such as health policy, leadership, informatics and practice management.
- Practicum hours must be augmented with experience for the student to achieve the competencies in the American Association of Colleges of Nursing DNP Essentials.
- Students will determine individual goals and learning objectives consistent with a learning contract negotiated with a preceptor and approved by faculty.

NURS 930: DNP Advanced Practicum I **

Focus is on integration of evidence-based practice in the continued development of the DNP Scholarly Project.

NURS 945: DNP Scholarly Project Practicum

Focus is on the implementation of the DNP Scholarly Project.

NURS 960: Scholarly Project Practicum

Focus is on completing, evaluating, and disseminating the DNP Scholarly Project.

NURS 965: DNP Practicum (*this is a variable, 1-4 credit hour practicum for students needing to add additional hours to meet the minimum program requirement of 1000 hours in total)

Focus is on practicum activities pertinent to a nursing or health care management role.

Typical areas for practicum may include:

- Processes of care
- Safety/Quality
- Organizational leadership
- Professional leadership
- Healthy policy
- Healthcare economics
- Ethical issues
- Population health
- Interprofessional care

**Practicum hours must be in a setting that supports the student's scholarly project.

IDENTIFYING A PRECEPTOR

- Students may identify preceptors by networking via their work environment, student peers, professional organizations, state organizations, 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 cannot be a member of the student’s immediate or extended family
 - Preceptor cannot be the student’s employer or direct supervisor
 - 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.
 - Examples of potential practicum preceptors include:
 - o Nursing Administrator
 - o Director (nursing, professional practice, emergency service)
 - o Chief Nursing Officer/Executive
 - o Chief Financial Officer
 - o Chief Strategy Officer
 - o Chief Practicum Officer
 - o Vice President of Patient Care Services/Operations
 - o Organization Administrator
 - o APRN or Physician
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IDENTIFYING A PRACTICUM SITE

Students must be proactive in finding a practicum site that will ensure their success. Students will want to choose a practicum site that provides the best opportunity to promote learning. Student goals should be integrated and lead to the achievement of course outcomes and the development of competencies in The Essentials of Doctoral Education for Advanced Nursing Practice (DNP Essentials) as published by the American Association of Colleges of Nursing.

Choosing a practicum site:

- Students may use networks and working relationships in the field to determine a location for completing the practicum.
- Students may be able to conduct DNP practicum hours at their place of employment as long as those hours relate to course outcomes and are not during normal working hours.
- Consider employment goals when choosing a practicum site.

Additional Site 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**

Examples of practice locations:

- Healthcare Organizations
 - Health policy internship
 - Department of Health
 - Ethics consultation/committee
 - Centers for Disease Control (CDC) epidemiology program
 - State Nurses Association
 - American Nurses Association
 - State Advanced Practice Specialty Organization
 - National Advanced Practice Specialty Organization
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NURSING LICENSE

Students must provide proof of a current, unencumbered, unrestricted, and valid licensure in the state(s) in which they plan to complete practicum courses.

AFFILIATION AGREEMENT

An Affiliation Agreement between Loyola University New Orleans and the third-party facility selected by the student is required 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 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, and 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 outside (non-Loyola) Affiliation Agreements can take several months and may result in no agreement being achieved. Further details may be found in EXXAT[®], where students submit these agreements and track their progress as they move through the system.

SCHOOL OF NURSING COMPLIANCE

Exxat/Approve section: Manage Required Documents:

Students must be fully adherent to the SON requirements listed in EXXAT throughout the duration of their time in the program. Compliance documents must be uploaded into the Required Documents section under My Profile. The documents will be reviewed by the EXXAT team. Please note, if students are not up to date with requirements, they will not be registered for the practicum course.

PLACEMENT APPROVED

Although individual segments of your placement request in EXXAT may show approval as your request is processed, the entire application must be approved in EXXAT (Placement Approved) prior to the student being allowed to begin clinical hours.

Best wishes for a successful practicum experience!

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