

Dear Students,

Congratulations! The practicum experiences are a significant and exciting part of the advanced practice nursing 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 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 a minimum of 30 days prior to starting practicum:

- Oregon
- New Hampshire
- Alabama

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 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.

IDENTIFYING A PRECEPTOR

Students may identify preceptors by networking via their work environment, student peers, professional organizations (AANP), state organizations (i.e., 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.
 - Certified Nurse Midwives preceptors must be board certified by the ACME. Students may not precept with a certified professional midwife.
 - 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.
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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, hospital wards,

emergency room, nursing home, or specialty clinics without approval from the Graduate Program Director.

- 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 .

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.

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 (or a Multistate license).

AFFILIATION AGREEMENT

An Affiliation Agreement between Loyola University New Orleans and a 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 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 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 can submit 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. The compliance documents should be uploaded into the Required Documents section under My Profile. The documents will be reviewed by the EXXAT team. Students are required to be compliant throughout the program, not just for practicum. Please note, if students are not up to date with requirements, they will have a compliance hold on and will not be allowed to register for classes.

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>.