

# FNP Practicum Guide: Loyola University New Orleans

## Introduction

Welcome to the Family Nurse Practitioner (FNP) program at Loyola University New Orleans School of Nursing! This orientation guide will help you understand the program structure, practicum requirements, and important administrative processes you'll need to navigate during your studies.

## Program Options

Loyola offers three FNP program tracks:

1. **BSN-DNP FNP (4-Year Plan):** 63 total credit hours
2. **BSN-MSN FNP (3-Year Plan):** 51 total credit hours
3. **Post-Master's Certificate - FNP specialty:** Minimum 24 credit hours (requirements determined by gap analysis)

## Curriculum Structure

All programs follow a structured sequence of courses including:

- **Core Foundation Courses:** Advanced Pathophysiology, Advanced Health Assessment, Advanced Clinical Pharmacology
- **Clinical Management Courses:** Family Primary Care Management I-IV (Theory and Practicum)
- **Research/Evidence Courses** (varies by program): Scientific Inquiry, Research for Evidence-Based Practice
- **Leadership Courses** (varies by program): Leadership and Evolving Health Systems, Transition to APRN Role

## Resources

- **Canvas Help:** <https://ctrl.loyno.edu/canvas>
- **SON Resource Site:** <http://cnh.loyno.edu/nursing/online-graduate-nursing-student-resources-page>

## Practicum Requirements

Students are required to complete 200 practicum hours per practicum course (800 hours total) distributed as follows:

## Family Primary Care Management I Practicum

- **Hours:** 200 hours
- **Focus:** Clinical experience managing adults in primary care
- **Setting:** Must be conducted in primary care outpatient settings
- **Supervision:** May be supervised by a Nurse Practitioner (NP), Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), or Physician Assistant (PA)

## Family Primary Care Management II Practicum

- **Hours:** 200 hours
- **Focus:** Clinical experience managing adults in primary care
- **Setting:** Must be conducted in primary care outpatient settings
- **Supervision:** May be supervised by a Nurse Practitioner (NP), Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), or Physician Assistant (PA)

## Family Primary Care Management III Practicum

- **Hours:** 200 hours total (150 hours dedicated to pediatric population, 50 hours dedicated to obstetric population)
- **Focus:** Clinical experience managing pediatric and obstetric patients
- **Setting:** Must be in an outpatient setting
- **Supervision:** Must be appropriate for specialty population

## Family Primary Care Management IV Practicum

- **Hours:** 200 hours
- **Focus:** Clinical experience managing geriatric and special population clients
- **Setting:** Must be in primary care settings
- **Special Note:** Allows for additional experience in an approved specialty area (e.g., Outpatient: Cardiology, Orthopedics, Pulmonary, Public Health, Dermatology)
- **Important:** Sites must be approved by the FNP Director

## Outpatient Setting Requirement

All four practicum experiences must be completed in outpatient clinical settings.

## Getting Started: Practicum Preparation Timeline

Begin preparing at least 3 months before your practicum start date. The entire process may take a minimum of three months to complete, so starting early is imperative.

## **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)
- Community contacts

### **Approach Tips:**

- Arrive at a potential practicum site in-person and dressed professionally
- Bring a resume and cover letter (include the name of the course and number of hours)
- Follow-up on the initial visit
- 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 (cannot precept with a certified professional midwife)
- Physician preceptors should hold a medical or osteopathic degree and be board certified in their 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**

## **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 must represent the appropriate population age for scope of practice and reflect course objectives
- Ideally, patient characteristics should represent diversity (education, income, insurance, race/ethnicity)
- Patient volume must be adequate to ensure sufficient patients per day for student to acquire the required skills

## **Additional Site Requirements:**

The practicum site may have various requirements for students including, but not limited to:

- Proof of liability insurance
- HIPAA training
- Proof of licensure
- Proof of CPR certification
- Background screening
- Physical examination
- Drug screening
- Proof of health insurance and current immunizations

**Note:** Additional fees charged by organizations or facilities are the financial responsibility of the student.

## **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 is required for each practicum site. The process includes:

1. Check if Loyola already has an agreement with your chosen site
2. If a new agreement is needed, use the Standard Loyola Affiliation Agreement form (found at <http://cnh.loyno.edu/nursing>)
3. Have the authorized signee at the site sign the form for quick processing
4. Be aware that extensive modifications or forms generated by the site may take several months to process
5. Always have a backup site/preceptor in case an agreement cannot be reached

## EXXAT System

EXXAT is the clinical placement management system used for:

1. **Compliance Documentation:** Maintain and upload all required clinical documents
2. **Placement Requests:** Submit and track practicum site and preceptor information using the "Wishlist" feature
3. **Affiliation Agreements:** Verify or initiate agreements between Loyola and clinical sites
4. **Clinical Hours Tracking:** Document and verify practicum hours

## Getting Started with EXXAT

1. Purchase required EXXAT subscriptions:
  - \$35 annual Access fee for required documents
  - \$150 Access fee for STEPS (practicum placement processing)
2. Upload all compliance documents
3. Use the Map of Affiliation feature to search for potential sites
4. Submit placement requests through the system

## Using the 'Wishlist' Feature in EXXAT/Prism to Make Placement Requests

**Step 1:** Go to your DASHBOARD and click on SUBMIT PREFERENCES for upcoming practicum

**Step 2:** Complete all required information fields including:

- Agency Name and Address
- Contact Person Information
- Authorized Legal Signor(s) on Agreement
- Preceptor Information

**Step 3:** Upload all required documents:

- Preceptor CV
- Preceptor license (if NP you must upload NURSYS pdf)
- Preceptor agreement or Facilitator agreement for Scholarly project practicums

**Step 4:** (Optional) If you have a Standard Loyola AA signed by the facility you may upload it

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

## School of Nursing Compliance

Students must be fully adherent to the School of Nursing requirements throughout the program, not just for practicum. Students who are not up to date with requirements will have a compliance hold placed on their account and will not be allowed to register for classes.

## Application and Registration

1. **Automatic Registration:** Optional service allowing automatic enrollment in courses
  - Complete Registration Agreement each semester
  - Contact advisor for any schedule changes or questions
  - Option to manually register if preferred
2. **Compliance Requirements:**
  - Must maintain all compliance documents throughout the program
  - Non-compliance results in registration holds
  - Submit documents through EXXAT system

## Important Contacts

- **FNP Program Director:** Dr. Melissa LeBrun ([mplebrun@loyno.edu](mailto:mplebrun@loyno.edu))
- **Clinical Practicum Coordinator:** Jen Brackett ([brackett@loyno.edu](mailto:brackett@loyno.edu), 504-865-2643)
  - Technical Advisor for Exxat/Prism
  - Compliance
  - Academic Affiliation agreements (clinical site contracts)
- **Academic Advisor:** Nick Jackson ([nbjackso@loyno.edu](mailto:nbjackso@loyno.edu))
- **General Nursing Program Contact:** [nursing@loyno.edu](mailto:nursing@loyno.edu)
- **Other Program Directors:**

- CNM - Lillian Funke ([lcfunke@loyno.edu](mailto:lcfunke@loyno.edu))
- AGAC - Cathy McAtee ([ccmcatee@loyno.edu](mailto:ccmcatee@loyno.edu))

## **Tips for Success**

1. **Start Early:** Begin the practicum preparation process at least 3 months in advance
2. **Network:** Utilize professional connections to find quality preceptors
3. **Be Organized:** Keep track of all documentation deadlines and requirements
4. **Communicate:** Maintain contact with coordinators, advisors, and preceptors
5. **Be Flexible:** Be prepared to travel outside your immediate area for clinical placements

For more information, please refer to the Student Resources page on the School of Nursing website: