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 200 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**. All components of your placement and compliance 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.

*Some states have additional onboarding requirements that may take more time. Please refer to the **MAP of STATE APPROVALS and REQUIREMENTS** on the Student Resources page for details.

PRACTICUM   REQUIREMENTS

Students are required to complete 200 practicum hours per semester. Below is a guideline of how those hours are met.

> **Family Primary Care Management I Practicum:** Clinical experience managing adults in a variety of primary care settings. This course requires 200 hours of practicum experience.

> **Family Primary Care Management II Practicum:** Clinical experience managing adults in a variety of primary care settings. This course requires 200 hours of practicum experience.

> **Family Primary Care Management III Practicum:** Clinical experience managing pediatric and obstetric patients in a variety of primary care settings. This course requires 200 hours of practicum experience with 150 dedicated to the pediatric population and 50 hours dedicated to the obstetric population.

> **Family Primary Care Management IV Practicum:** Clinical experience managing geriatric and special population clients in a variety of primary care settings. This course requires 200 hours of practicum experience.

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.

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.

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 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 Loyola Affiliation Agreement** form (see http://cnh.loyno.edu/nursing for the affiliation agreement form). Once the authorized signee at the site has signed this form it will be processed relatively quickly.

Extensive modifications to the standard agreement, or forms generated by the 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. In this case, students should be actively searching for a second site/preceptor.

SCHOOL OF NURSING COMPLIANCE

Exxat : Manage Required Documents:

Students must be fully adherent to the SON requirements. Students are required to be compliant throughout the program, not just for practicum. Please note, 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.

PLACEMENT APPROVED

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.

Please reach out to me at any time for assistance with this process, and best wishes for a successful practicum experience!

Jen Brackett

Clinical Practicum Coordinator

Technical Advisor for Exxat/Prism

SON & Site Compliance

Affiliation Agreements

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For more information, please refer to the Student Resources page on the School of Nursing website http://cnh.loyno.edu/nursing/resources. *Please bookmark this page as you will be referring to it for information and documents throughout the program.

Exxat/Prism Tutorial & Student Services Links

Exxat/**PRISM**: **Student Tutorials**

- Student Navigation Tutorial

- Submitting Compliance Documents

- My Request

- Completing Forms or Evaluations

- Completing Patient Logs

- Completing Timesheets

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Resources on the Loyola Website

✓ **Online Graduate Nursing - Student Resources page**
  Most of the forms and guides you will need can be found on the **Student Resources** page. We recommend that you bookmark this page.

✓ **Information Technology –** Student support

✓ **Student Health Services**
   - University immunizations (for on campus students)
   - Student Health Insurance
   - FAQ

✓ **Diversity, Equity, and Inclusion**
   - Office for Accessible Education
   - Bias incident or Title IX reporting forms