SON OP 60.100 Notification of Clinical Agency of Student Affiliation Policy

PURPOSE:
Appropriate people are involved with decisions and communication with external groups is coordinated.

REVIEW:
The OP shall be reviewed by the Associate Dean for Admissions, Enrollment Management and Student Affairs by October 1st of each even numbered year (ENY), with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

POLICY/PROCEDURE

1.0 Policy

There is an upward flow of communication for requests for a clinical experience and a downward flow regarding approval to proceed. This communication occurs prior to the beginning of a semester in which the course is taught. The communication flow involves the Manager for Preceptor and Clinical Learning Partnerships, the Site Affiliation Agreement Coordinator, the Student Affairs Graduate Program Coordinator, the student, the facility, and as needed, and the clinical course faculty and/or the Course Facilitator.

2.0 Procedure

1. MSN graduate students are responsible for identifying and obtaining clinical sites that are appropriate for course learning objectives to successfully complete all clinical course requirements.

2. Under guidance from the student’s clinical course faculty, the Manager for Preceptor and Clinical Learning Partnerships, and support from designated staff in the TTUHSC SON Office of Student Affairs, students access the centralized electronic portal (TTUHSC SON Grad Central https://nursing.ttuhsc.edu/gradcentral) to begin the process of clinical preceptor submission and to verify approval or establish a site affiliation agreement.

3. Initial submission of the Electronic Preceptor Agreement Form is electronically forwarded to the identified preceptor to obtain the preceptor’s licensure, credentials and clinical site information; this form is electronically linked to the appropriate student. Clinical preceptors submit the requested information electronically via a secure link directed into the TTUHSC SON Grad Central to complete this form.

4. The Site Affiliations Agreement Coordinator ensures that an affiliation agreement is either currently in place or needs to be established. If there is not a site affiliation agreement on file, the Site Affiliation Agreement Coordinator contacts the facility to initiate the agreement. TTUHSC SON has a designated three-page agreement that is always available if the facility administrator chooses to utilize the TTUHS SON agreement. However, if the facility administrator desires to use the facility’s agreement, then the agreement must be routed through TTUHSC contracting/legal department. There may be stipulations (i.e., drug screens, background checks, etc.) required by the facility. The Site Affiliation Agreement Coordinator will notify the student of these requests. Once the affiliation agreement has been verified and secured, the Graduate Program Coordinator verifies preceptor licensure and certification.

5. Following clinical site and preceptor verification, the preceptor form is forwarded to the appropriate faculty for final approval via the TTUHSC SON Grad Central. If a clinical site affiliation
6. Agreement or preceptor verification cannot be finalized for any extenuating circumstances, the Site Affiliation Agreement Coordinator will notify both the student and clinical course faculty.

7. Prior to engaging in any clinical experiences or course activities, students must have final approval from their clinical course faculty. Clinical course faculty determine and communicate final approval of preceptors to students electronically via the TTUHSC SON Grad Central.

8. Once a preceptor is approved by the clinical course faculty, the preceptor receives confirmation electronically that the student has received approval to work with the preceptor to achieve the learning objectives detailed in the Electronic Preceptor Agreement Form. The confirmation also provides electronic access to a formal preceptor orientation in the TTUHSC SON Preceptor Orientation Portal.

9. Faculty are available to the preceptor via phone and e-mail. All MSN graduate program faculty may perform clinical site visits at any time in the semester via phone, in person, or electronically based on course requirements and individual student needs. MSN APRN faculty conduct at least one clinical site visit annually during population-focused courses. MSN faculty visit leadership track students (nursing education, administration, or informatics) either in-person or by phone in approved clinical settings at least one time during the final practicum course.

10. Designated staff in the TTUHSC SON Office of Student Affairs and the Manager for Preceptor and Clinical Learning Partnerships maintain databases of all individuals who serve or have served as preceptors for MSN students and for all clinical sites.
   a). Databases for clinical sites include name of site, type of site (e.g., community health center, private practice, rural clinic, etc.), and client characteristics.

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