

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: New

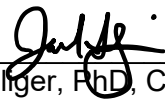
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Last Reviewed Date: November 2023

Required Review Date: November 2027

Administrative Unit: Graduate Curriculum
Committee

Approved By:



Jared Selinger, PhD, CNMT
President

SUBJECT: Nurse Practitioner (NP) Clinical Placement Sites

PURPOSE: The purpose of this policy is to ensure a comprehensive plan to address current and anticipated needs for clinical placement sites for all matriculated NP students to meet the learning, progression, and graduation expectations of the program.

EFFECTIVE FOR: NP students, graduate nursing faculty

POLICY: The Allen College School of Nursing (SON) will ensure the attainment of clinical sites as necessary for NP students in each of the NP tracks of the graduate nursing programs. The SON Clinical Coordinator is responsible for attaining clinical sites and managing the process of establishing and maintaining clinical affiliation agreements, with the assistance of the senior administrative assistant. The Clinical Coordinator manages the evaluation of all NP clinical sites.

PROCEDURE:

1. Clinical site selection is coordinated by the SON Clinical Coordinator. Clinical sites may be selected by individual NP students, NP faculty, or the Clinical Coordinator. When students and/or faculty identify potential clinical sites, the Clinical Coordinator establishes the feasibility and appropriateness of the proposed clinical site through direct communication with the clinical site. If the clinical site is deemed appropriate, the Clinical Coordinator works with the senior administrative assistant to establish the clinical affiliation agreement prior to any student placement.
2. Each NP track delineates the process for NP student clinical placement to provide experiences that meet role and population focus learning objectives.
 - a. FNP – throughout the clinical experiences, FNP students must complete at least 50% of the required clinical hours in primary care. Primary care includes family practice, women’s health, pediatrics, internal medicine, and urgent care. Specialty sites may be used upon the approval of the clinical faculty. The bulk of the clinical experience should be in-person care (to practice and hone assessment skills), however, virtual visits are acceptable and encouraged. Clinical experiences are encouraged to focus on pediatric and women’s health in NU605C; in NU610C students are allowed to complete clinical in specialty settings (assuming they have already completed 50% of the required clinical

- hours in family practice). All specialty settings must be directly applicable to family practice.
- b. AGACNP – throughout the clinical experiences, AGACNP students will complete a variety of clinical experiences. A suggested delineation of hours is: 100 hours with a hospitalist; 100 hours emergency department; 50 hours cardiology; and 50 hours in each of four additional specialty areas. Examples of specialty areas include nephrology, gastrointestinal diseases, pulmonology, neurology, critical care/ICU internal medicine, endocrine surgery, urgent care, orthopedics, long term care, dermatology, palliative care, and women’s health.
 - c. PMHNP – throughout the clinical experiences, PMHNP students must complete clinical hours in a minimum of two settings (inpatient, outpatient, residential, detox, etc.) and must see all ages of the lifespan. Faculty ensure that all age groups and settings have been accounted for via the preceptor request forms, clinical logs, and skills checklist.
 - d. ACPNP – throughout the clinical experiences, ACPNP students will complete a variety of clinical experiences. There is no specific rotation requirement for each course other than 100 hours must be completed in a primary care or urgent care setting and it is recommended this be completed during the first acute care PNP clinical course. A suggested delineation of hours is: 100 hours hospitalist; 100 hours emergency department; and remaining hours with specialty services. Examples of specialty services, which are specifically hospital based or specialty clinics, include: neonatal intensive care unit, pediatric intensive care unit, high risk neonatal clinic, cardiology, cardiac surgery, ENT, general surgery, nephrology, neurology, oncology, orthopedics, pain and palliative care, and urology.
3. Clinical site evaluation is completed by NP students for each clinical site in which the student is placed using the Student Evaluation of Clinical Experience. Evaluations are completed in Typhon. Data is summarized by course faculty on the Course Summary form.
 4. Faculty are ultimately responsible for approval of all NP student clinical placements. According to the *Allen College Graduate Preceptor Clinical Handbook*, the faculty member:
 - a. Approves preceptors for the course based on student needs and stated course-specific preceptor qualifications.
 - b. Is available for guidance to student and conducts conferences as necessary.
 - c. Establishes contact with the preceptor and maintains availability through email, phone, or site visits.
 - d. Collaborates with the preceptor regarding evaluation of student performance and completes faculty evaluation of student performance.
 - e. Reviews and evaluates student clinical assignments.
 - f. Reviews all preceptor evaluations and follows up on any concerns.
 - g. Verifies accuracy of submitted log of clinical hours prior to submission of student’s grade.
 - h. Determines the student's course grade.
 - i. Compiles all end-of-semester clinical documentation for student file.
 5. New clinical sites are identified on an ongoing basis by the SON Clinical Coordinator. Faculty and students may also recommend new clinical sites for consideration. If a NP student needs placement due to any unanticipated event, the SON Clinical Coordinator will work with the student to identify an appropriate replacement site.