

XVIII. Clinical Placement Requirements for Advanced Practice Nursing (APN) Students

Students who are entering the clinical setting must follow these requirements for clinical placements and for experiences within the clinical setting. Lack of knowledge of these requirements does not excuse one from the responsibility for adherence to them.

GRADES/CREDITS FOR CLINICAL COURSES

1. In order to receive credit for theory and clinical, students must successfully complete the theory and clinical requirements during the semester in which they are registered for the course.
2. Grades for theory and clinical will not be assigned until both portions of the course are complete.
3. If either the theory or clinical portions of the course must be repeated for any reason (e.g. receiving a grade of "C" or lower for course), both theory and clinical must be repeated.
4. Students who are repeating the theory and clinical portion of a clinical course will be enrolled on a space available basis.
5. Faculty must have written documentation of all clinical requirements in order for the student to receive a final grade for the course.
6. A student is expected to be able to complete the required clinical hours within the registered semester. Faculty will consider serious documented extenuating circumstances on an individual basis.

REQUIREMENTS FOR PLACEMENT

1. MSN applicants must possess a current and unrestricted license to practice as a registered nurse in the state of Ohio. Licensure is monitored throughout enrollment. Should a restriction appear after admission to the MSN program, the student shall not engage in patient contact. The case will be reviewed by the faculty and CON administration to determine whether the student is subject to dismissal from the program.
2. Students who seek a clinical experience outside the state of Ohio must also hold current and unrestricted licensure in that state.
3. Health requirements must be updated each semester. Any student who does not adhere to the health requirements as outlined by University Health Services as of the first day of class shall not be enrolled/remain enrolled in the clinical course.

CLINICAL PLACEMENT PROCESS

1. The clinical placement process is a process with responsibility shared among students, APN faculty and ANP coordinator.
2. Students may not contact any clinical preceptor or clinical site until meeting with their clinical course faculty.
3. The APN faculty strongly recommended that every student complete a minimum of one clinical rotation with an advanced practice nurse (APN).
4. Preceptors must have been in practice for a minimum of one year prior to precepting. APN preceptors must hold national certification in their specialty area and if practicing in the state of Ohio must be recognized by the Board of Nursing as an APN.

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5. With APN faculty approval, a student may use one clinical site for a maximum of two semesters. A clinical site is not to be used by the same student for more than two semesters.
6. Students shall not use their places of direct employment as a site for their clinical experiences. Students shall not select an employee or employer as a preceptor for a clinical experience. Should any student fail to disclose such a relationship with a preceptor, a grade of "F" will be assigned immediately for the course.
7. Any clinical hours for which a student is compensated shall not be counted toward required clinical hours
8. APN coordinator retains the right for final clinical site placement/preceptor selection.
9. An attempt will be made to place students in a clinical site that is within a ninety minute drive of UT-HSC campus.
10. Students who desire clinical placement outside of the 90 minute distance from the UT-HSC campus will be required to identify potential clinical placements and discuss these placements with the APN Coordinator. The APN Coordinator and the APN Faculty determine the appropriateness of the site for accomplishment of the course objectives.

AHEC

1. Clinical placements outside of the Toledo area will be done in cooperation with the Area Health Education Center (AHEC) through the APN coordinator
2. Students may **NOT** contact any potential clinical preceptor of clinical site in an AHEC county area until meeting with the APN coordinator.
3. AHEC counties include:
SAHEC: Wood, Ottawa, Sandusky, Seneca, Erie, Huron
BAHEC: Defiance, Henry, Fulton, Paulding, Williams
LAHEC: Putnam, Hancock, Van Wert, Allen, Harding, Mercer, Auglaize, Logan
4. A Student will be permitted to register for the appropriate clinical course upon commitment to an AHEC clinical placement.
5. Once a student commits to an AHEC clinical placement, the student is responsible for cooperating with the AHEC Regional Coordinator in clinical placement process.
6. Every student participating in an AHEC clinical placement is still responsible for completing the APN Preceptor Form with the required signatures and submitting the completed and signed form to the APN Coordinator.
7. Students participating in the AHEC program are responsible for completing all AHEC requirements and all course requirements.

REGISTRATION FOR CLINICAL COURSE

1. Prior to each semester the student is responsible for securing a clinical placement in cooperation with the APN coordinator.
2. Once a clinical site is approved by the APN coordinator, the student is responsible for completing the APN Preceptor Form with the required signature.
3. The complete APN Preceptor Form needs to be submitted to the APN coordinator each semester for every clinical preceptor and clinical site.
4. Students must have a signed preceptor agreement in a site with a current agency contract prior to beginning the clinical placement.

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CLINICAL EXPERIENCES

1. Students shall engage in clinical experiences only during semesters in which they are enrolled in a clinical course. Students must complete the required clinical hours within the dates of the registered course.
2. Students are encouraged to schedule for full clinical days to maximize their learnable opportunity. Students must be at the clinical facility a minimum of four hours, or for the entire time the clinic is open if it is open less than 4 hours, in order to receive credit for the clinical experience. Clinical days are determined based on the preceptor's schedule and availability.
3. Students are required to keep their clinical faculty informed of their clinical schedule so that the clinical faculty are always aware of days and times students are in the clinical facility. If the schedule changes for any reason, the clinical faculty must be informed in advance of schedule changes. Should students fail to notify the faculty of their schedule, any hours completed during unscheduled time will not be accrued toward the total hours required for the clinical course.
4. Students must notify their clinical faculty and the preceptor prior to the clinical experience if they will not be present in the clinical setting at a previously scheduled time.
5. Clinical hours shall be documented per clinical course requirements and shall accurately reflect clinical time spent at clinical site.
6. Random clinical site visits will be made to the clinical sites at the discretion of the faculty. During the visit, the student may be asked to demonstrate history and physical examination skills, assessment of diagnosis and determination of differential findings, laboratory or diagnostic tests that need to be obtained, treatment plans and educational/preventive teaching including plans for follow-up of findings. The student will also be expected to demonstrate documentation of the patient encounter, billing and coding of the visit, "staffing/reporting" to the preceptor, and therapeutic interpersonal skills with clients.
7. APN students must balance academic and employment responsibilities. Successful completion of the program requires the student to give priority to academic and clinical requirements.