McAuley School of Nursing Graduate Clinical Handbook

Advance Practice Registered Nurse Students

2024 - 2025

The McAuley School of Nursing Graduate Clinical Handbook provides the policies and procedures specific to the clinical experiences in the graduate program.

This handbook should be used in conjunction with the MSON Graduate Handbook and University of Detroit Mercy Graduate Catalog which provides detailed information regarding programs of study, course descriptions, and University Graduate Program
policies and procedures.

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Graduate Nursing Faculty and Staff Directory

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Professional Decorum Policy

The graduate nursing student is a representative of the nursing profession and MSON. The maintenance of a professional appearance and demeanor facilitates the acceptance of the profession and the individual by patients and other health professionals.

It is expected that students will assume responsibility for observing the following guidelines on professional attire and demeanor:

- While attending classes or laboratory sessions on the University of Detroit Mercy campus, students may express their personal choice in dress. Choices should be tasteful and neat and in accordance with the expected standards (i.e., lab coats or scrubs in the simulation lab).

- While participating in any program activity outside of the University of Detroit Mercy campus, such as the clinical areas, hospitals, colleges or universities, or care settings, students should present a professional, business casual appearance. The program identification/name tag must be worn while on campus as well as at any clinical or practicum site in addition to any identification tags required by the clinical site.

- The hospital or institution may issue an identification badge that must also be worn at all times while on those sites. **(additionally, students must be clearly and continuously identified as graduate students during clinical experiences.)**

- All students should dress in a professional manner. Jeans, sweatpants, sweatshirts, sandals and casual accessories are not considered appropriate in these settings. Lab coats should be worn at all clinical sites as appropriate. Lab coats should be ¾ length, white, and are the student's responsibility to purchase and maintain.

Policy for Break/Lunch Periods

The MSON supports restorative time for all graduate level students in clinical rotations in the form of short breaks and/or lunch period. Students should negotiate break times with their preceptor that correspond to the needs of the unit/environment.

Policy for Length of Time between Student's Job and Clinical

Students who work before a set clinical time are required to have at least six hours of time between work and clinical. This rest period can help minimize fatigue and improve patient safety. Failure to follow this policy may result in placement on academic probation, failure in the course, and/or dismissal from the program.

Guidelines for Clinical Conduct

As graduate nursing programs offer new clinical challenges, the developing professional bears the responsibility of representing the profession to patients, the public, and other members of the health care team. The following guidelines should be observed in representing the nursing profession:

- Consistently demonstrate your concern for the welfare of the patient. Be thoughtful **and** professional when obtaining the history and performing the physical exam. Treat patients with respect and dignity, both in your interactions with them, and in your patient-related discussions with other professionals. Demonstrate your concern not only for the medical problem but for the total patient.

- When working with a health care team or clinical agency, consistently demonstrate your understanding of working with and as part of a team. All interactions should demonstrate a professional approach with respect and dignity for all team members. Students who become intimately involved with projects that support agency goals and initiatives should treat all interactions with utmost confidence.

- Conscientiously respect the rights of your colleagues. Characterize all of your professional encounters with cooperation and consideration. Strive to assume an appropriate and equitable share of patient care duties or other appropriate clinical activities.

- Approach your responsibilities with dedication. Be truthful in all professional communications. When meeting multiple demands, establish patient-centered priorities to guide you in completion of such work.

At all times, graduate nursing students will uphold the Code of Ethics for Nurses (ANA).

https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

Title Identification/Representation:

Role and title confusion are common problems encountered in dealing with patients. Students should be aware of this problem and avoid misrepresentations by politely explaining their role and position.

- In professional interactions with patients and others, a student should introduce himself or herself as a "nurse practitioner" or “clinical nurse specialist” student.

- For nurse practitioner and CNS students, students should use the designation, NP-S (NP Student) or CNS-S (CNS student) following all notations in charts, records, and other medical forms. For example: "Mary Jones, RN, NP-S" or “Mary Jones, RN, CNS-S”

- In all professional communications, including email and text, a student should introduce him/herself as a nurse practitioner or clinical nurse specialist graduate student.

All data gathered about the patient and his/her illness, including all items within a patient's medical history is privileged information.

- Students should not discuss or present a patient's records in a manner or situation that would violate the confidential nature of that record (HIPAA).

- Charts or contents, (e.g., lab reports, etc.) are not to be removed from the hospital or clinical setting (HIPAA) ~~n~~or be discussed in public areas. Capturing patient information on personal devices (i.e., …cell phones) is strictly prohibited and a violation of HIPAA.

Patient Records Preceptor Review and Countersignature:

On each clinical rotation, it is the student's responsibility to ensure that ALL patients seen by the student are also seen by the supervising clinician. The supervisor should also review all student notes written in medical records and countersign these documents.

Countersignature by a licensed supervisor/preceptor is required before any trainee order may be executed. Under no circumstances should a student initiate orders for any patient on any rotation without immediate consultation and countersignature of the clinical supervisor.

In addition, *UNDER NO CIRCUMSTANCES SHOULD A STUDENT SIGN PRESCRIPTIONS*. The only signature which should appear on a prescription is that of the clinical supervisor.

Under no circumstances may a student attend clinical without a supervising preceptor on site.

Each facility has its own protocols with regards to students' access to and ability to document in their electronic health records (EHRs). Students will be expected to adhere to the individual institutions policies, and may be required to attend additional classes/orientation sessions.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates Federal privacy protection for individually identifiable health information. Standards have been set for health care providers (who transmit health care transactions electronically. While in clinical practice, most of the health care providers you will come in contact with will be under the HIPAA guidelines and requirements. In your studies, and during your clinical practice, you need to be aware of these requirements, and additionally, the health care provider will

often train you on their HIPAA policies and practices.

Some pertinent requirements of HIPAA are:

- Notifying patients about their privacy rights and how their information is used
- Adopting and implementing privacy procedures for the practice or hospital
- Training employees so that they understand the policies
- Designating an individual as a Privacy Officer, who is responsible for seeing that the privacy procedures are followed
- Securing patient records containing individually identifiable health information so that they are not readily available to those that do not need them

While participating in clinical practice, you will be expected to comply with HIPAA requirements, and you need to conduct yourself in the following manner during your clinical practicum:

- Use safeguards to prevent the use or disclosure of Protected Health Information (PHI) other than for your direct performance of services
- Notify your supervisor or faculty member of any use of disclosure of PHI that is contrary to your service and its purposes
- Ensure that fellow students do the same
- Cooperate and abide by with the training, policies and procedures of the health care provider
- The graduate programs utilize only those clinical training sites which comply with HIPAA standards and reserves the right to limit or curtail a student's clinical opportunities in the event that proof of program annual mandatory training is not completed in ACEMAPP.

Professional and Ethical Conduct Policy

The Graduate Nursing Program has established standards for determining professional and ethical conduct of students. All students enrolled in this program are expected to adhere to a standard of behavior consistent with the high standards of their profession. Compliance with all institutional rules and regulations, as well as city, state and federal law is expected. Conflicts or issues should be addressed initially between the student and the preceptor. The clinical faculty should be consulted to be made aware of a pending issue and/or assist with resolution. The Clinical Coordinator and/or Program Director should be consulted for issues unable to be resolved with the aforementioned strategies.

Concern for the welfare of patients (real or mock) as evidenced by thoughtful and professional attitude in obtaining history and physical examination or other activities related to clinical. Students should avoid using offensive language and/or gestures, inappropriate remarks, or remarks with sexual overtones; while treating patients and colleagues with respect and dignity both in their presence and in discussions with peers. as well as manifesting concern for the total patient and/or total health care team.

Concern for the rights of others are shown by dealing with class peers, professional and staff personnel, and all other members of the health team in a considerate manner and with a spirit of cooperation; acting with an egalitarian spirit towards all persons encountered in a classroom setting or a professional capacity regardless of race, religion, gender, sexual orientation or disability; along with assuming an appropriate and equitable share of duties among peers.

Responsibility to duty, which involves effectively undertaking duties with alacrity and perseverance until complete, or notifying responsible persons of problems; punctual attendance at rounds, conferences and other clinical duties, or offering appropriate explanation when unable to be present; notifying course instructor and supervising preceptors of absence or inability to carry out duties; seeing patients regularly and assuming responsibility for their care with appropriate supervision; identifying emergencies and responding appropriately; insuring that he/she can be located when on duty by faculty or staff personnel.

Trustworthiness includes being truthful and intellectually honest in communicating with others; accepting responsibility for meeting multiple demands by establishing proper priorities and by completing work; accurately discerning when supervision or advice is needed before acting; maintaining confidentiality of information concerning patients and health care systems.

Professional demeanor includes appearing neat and clean in attire that is considered professional to the patient population; maintaining equilibrium under pressures of fatigue, professional stress, or personal problems; never showing up under the influence of alcohol or of drugs while on duty or while attending class.

It is not possible to enumerate all forms of inappropriate behavior that could raise serious questions concerning a student's status as a health professional in training. The following are examples of behavior that could constitute a violation of professional standards:

- Harassment, harm, abuse, damage, or theft to or of any person or property including copying of copy written materials and software on the University of Detroit Mercy grounds or property owned by any hospital/clinic, affiliated institution/organization, or individual to which the student may be assigned

- Entering or using the University of Detroit Mercy or affiliated hospital/clinic facilities without authorization or disrupting teaching, research, administrative, or student functions of the University.

- Falsifying clinical hours, clinical records, or clinical experiences

- Conviction of a felony

- Participating in academic or clinical endeavors of the University of Detroit Mercy or its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs. Unlawful use, possession, or distribution of illegal drugs and alcohol

- Placing a patient in needless jeopardy or unethical disclosure of privileged information

- Behavior or grooming which prompts a lack of respect and confidence from patients, faculty, or colleagues.

- Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients, or visitors to the University of Detroit Mercy and/or its affiliated institutions

- Violation of any other established rules and regulations of the University of Detroit Mercy, hospital, or any affiliated institution (as used in the above example). The University of Detroit Mercy premises and property shall include premises and property of any affiliated institution where University of Detroit Mercy students pursue activities for academic credit.

Professional Disciplinary Sanctions

Students who fail to meet the standards specified in the graduate nursing program's policy on attendance, professional decorum, clinical conduct, or professional ethics are subject to sanctions, including but not limited to warning, reprimand, probation and dismissal. The Academic Progression Committee (APC) is the recommending body for graduate nursing student misconduct for those receiving a dismissal. The Office of the Associate Dean of the McAuley School of Nursing will decide all matters involving dismissal for professional misconduct.

1. Warning: A warning is a written letter to a student for misconduct that is found to be an isolated, promptly correctable, incident and does not violate specific Program, University policy or jurisdictional law. A warning may be issued by any faculty member, adjunct or instructor, or any representative of the University of Detroit Mercy. Warnings are reported to the Associate Dean for informational purposes. Temporary entry is made into the student record and made permanent if further action is required. Warning letter(s) is/are removed upon successful completion of education.

2. Reprimand: A reprimand is a written letter to a student for misconduct that is found to be more serious than the above, but is still felt to be isolated, promptly correctable, and does not violate specific Program, University policy or jurisdictional law. A reprimand may be issued by any faculty member through the Associate Dean. Reprimands are reported to the Dean of the College of Health Professions for informational purposes. A copy is placed in the student's record.

3. Probation: In a more serious breach of professional standards, a student may be placed on disciplinary probation. Provisions included in probation will be decided by the office of the Associate Dean. Such provisions may include a requirement that the student obtain medical (including psychiatric) consultation and treatment or other requirements that will remedy the misconduct and prevent its recurrence. The duration and condition of any probation will be determined on an individual basis by the Office of the Associate Dean.

   Students may be allowed to continue classes while on probation, but may not be allowed to continue patient care or other activities in a clinical rotation. Repeated professional probation can result in dismissal as described below.

4. Dismissal: Dismissal is a permanent separation from the program. Dismissal may be recommended by the APC and forwarded to the office of the Associate Dean for academic reasons. Dismissal may be imposed with or without the right to

reapply for admission to University of Detroit Mercy at a later date. A student may be immediately dismissed for a serious breach of professional conduct.

5. Consultation: When medical or psychiatric consultation is required or recommended, all parties will respect patient/provider confidentiality. However, documentation or enrollment and/or completion may be required as a condition for reinstatement.

Requirements for Clinical Participation

The ability to participate in clinical rotations requires that students meet several conditions. Students must successfully complete a criminal background check which includes a urine drug screen. Students must have evidence of current BLS certification and meet all health requirements related to preventable disease. In addition, Family Nurse Practitioner (FNP) and Emergency Nurse Practitioner (ENP) students are required to carry additional liability insurance (nurse practitioner student plan). Certified Nurse Specialist (CNS) students may choose to carry additional liability insurance beyond what is standard coverage for a UDM graduate clinical student.

The MSON uses the Alliance for Clinical Education Matching and Placement Program (ACEMAPP). The ACEMAPP website (www.acemapp.org) is a secure, online, clinical rotation matching, student on-boarding, and document storage solution for clinical sites, schools and consortia. ACEMAPP is a system to certify educational and healthcare institutions that students have completed certain requirements prior to the start of their clinical placement. This web-based online learning system provides the vehicle for centralized record keeping of the HIPAA, OSHA, and Blood Borne Pathogens requirements that all health systems in Southeast Michigan require. ACEMAPP is also a centralized record keeping system for student demographic information and student immunization, BLS, and TB results. All competencies must be maintained and up-to-date in ACEMAPP to participate in the clinical setting.

Students will be required to register and pay for the ACEMAPP System once a year. Students will receive an email from ACEMAPP that enables them to register, upload required documents, and complete mandatory exams. All students will complete all ACEMAPP requirements prior to clinical site approval/attendance and maintain current compliance while in clinical courses. Mandatory exams are completed annually, with dates for completion announced each fall. Failure to complete these mandatory requirements prior to the designated date by which students have been notified can result in administrative withdrawal from the course by the Office of the Associate Dean.

Student Health Policy Related to Vaccine and Other Preventable Disease

On the basis of documented nosocomial transmission, health care personnel (HCP) are considered to be at significant risk for acquiring or transmitting influenza, hepatitis B, measles, mumps and rubella, varicella and COVID-19. These diseases are vaccine preventable. The MSON requires all incoming students to demonstrate immunity to or vaccination for these diseases. The MSON and our clinical partners reserve the right to

withdraw a student who does not demonstrate compliance with vaccine and other health requirements. Students with a documented allergy or adverse event are responsible for providing the appropriate documentation to the clinical agency for review. The clinical agency may or may not allow the student to participate in clinical activities at their site. If a student fails to submit proper documentation by the specified date, a registration hold may be placed on the student's account or he/she may be withdrawn from the clinical course and not allowed to progress.

The following summarizes health requirements related to vaccine-preventable disease and nosocomial infection.

- **Measles, Mumps, Rubella and Varicella.** The MSON requires that each student ensure that they are immune to the usual childhood illnesses; particularly measles (rubeola), mumps and rubella as well as varicella.

- **Tetanus and Diphtheria.** Healthcare workers under 65 who have direct patient contact in hospitals or clinics must get a dose of Tdap. ***There is no minimum interval for tetanus***. All adult health care providers should get a booster dose of TD every 10 years.

- **Hepatitis B.** The MSON's policy on Hepatitis B is consistent with the current CDC guidelines.

  All students have at least begun the Hepatitis B vaccination prior to the beginning of the program. Post vaccination testing for antibody to Hepatitis B surface antigen (Anti-HBs) response is required, and should be done 1-2 months following the last dose. If the student has documentation that he or she received the Hepatitis B vaccine in the past, but did not have post vaccination testing for the presence of anti-HBs response, that student does not need to show proof of immunity. In the event that a student chooses not to obtain the Hepatitis B vaccination and proof of immunity, a signed declination must be received prior to the beginning of training. Students who are known to be Hepatitis B Virus-infected are subject to the CDC guidelines for the management of Hepatitis B-Virus infected health-care providers and students
  http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6103a1.htm?scid=rr6103a1e

- **Tuberculosis Status.** Students must have documentation of current TB status, and will be required to update this screening annually. More frequent screening may be required by some clinical sites where exposure is more likely. Students may be required to obtain X-ray examinations every three years if medically indicated.

- Influenza. As of January 2007, the Joint Commission on Accreditation of Healthcare Organizations issued a standard for accredited organizations requiring influenza vaccine for their staff, volunteers, and licensed independent practitioners who have patient contact. All students must receive annual influenza vaccine by *October 31st of each year*.

Occupational Safety and Health Administration (OSHA)
The Program and the University observe and enforce all applicable OSHA standards for blood borne pathogens. The UDM College of Health Professions requires annual education regarding these pathogens and risks of exposure. The Program uses only those clinical training sites that comply with OSHA standards for availability of protective equipment against exposure. The University reserves the right to limit or curtail a student's clinical opportunities in the event that proof of completion of the annual education on blood borne pathogens is not available, and required records of students' heath are not submitted and/or maintained. The ACEMAPP system provides the web-based educational program for OSHA standards and blood borne pathogens.

Certification Requirements for Programs
Students in all nursing programs are required to have Basic Life Support (BLS) certification prior to starting clinical rotations. In addition, ENP students are required to present evidence of current certifications for Advanced Cardiac Life Support (ACLS) & Pediatric Advanced Life Support (PALS) before starting clinical rotations. The certification card must indicate you completed the ACLS Course and skills checkoff and PALS Course. BLS, ACLS, & PALS certification must remain current while the student is in clinical rotations during their programs.

ACLS & PALS courses are available through several agencies, including the American Red Cross and The American Heart Association. In addition, some local hospitals may permit students to enroll in the ACLS & PALS classes offered through their staff development departments. Certification either on campus or through another provider is at the expense of the student.

Liability Insurance
Effective fall 2014, *all nurse practitioner (FNP, ENP) students* are required to purchase professional liability insurance (highly recommended for CNS students). This requirement is a result of several of our clinical partners requiring coverage that is broader in scope and greater than that covered by UDM's liability policy. A copy of the malpractice insurance must be submitted to the compliance office. The minimum amount of coverage allowed is $2,000,000 per incident and $4,000,000 aggregate. The policy should be an occurrence-type policy. The liability policy must cover you while you are in clinical courses and as a nurse practitioner student.

In addition to a student's own professional liability policy, all students, including registered nurse students, are covered by professional liability insurance through University of Detroit Mercy while they are enrolled in clinical nursing courses. The nurse practitioner, clinical nurse specialist, clinical nurse leader, doctorate of nursing practice, or health systems

management student is covered by the University of Detroit Mercy malpractice insurance **only** in clinical practicums that are a part of the educational program of the MSON.

Health Insurance

All students are required to carry health insurance coverage for the duration of their program experience. Students assume responsibility for their own medical care. In their capacity as students, students cannot access employee health care services free of charge at program clinical sites. Limited services are available through the Student Health Service (http://www.udmercy.edu/slo/wellness/index.htm).
Students are responsible for any health care costs, even those that arise from clinical or laboratory assignments. The university assumes no responsibility for a student's medical care.

Criminal Background Check Policy – College of Health Professions

Michigan Public Act 303 of 2002 requires that any individual who regularly provides direct services to patients or residents of nursing homes, county medical care facilities, hospital long-term care units, homes for the aged, and adult foster care homes must submit to a criminal background check to obtain and maintain clinical privileges. Additionally, many clinical sites affiliated with the University for educational purposes have adopted this requirement. The clinical programs of University of Detroit Mercy's College of Health Professions (CHP) require students to participate in the care of patients in various health care settings. Students in the clinical programs are, therefore, subject to this legislation. A student's past criminal history may affect his/her admission to a program, limit or disallow the number of suitable practice placement sites, and/or affect their ability to obtain licensure as a registered health care provider.

Students have a continual obligation to report any criminal conviction that may impact upon the student's continued ability to participate in the clinical program to the Compliance Officer of the College of Health Professions within 30 days of its occurrence. Failure to do so, or to comply with any other aspect of this policy, will result in immediate dismissal from the program.

Drug Screening Policy - College of Health Professions

The purpose of this policy is to provide a safe working and learning environment for patients, students, clinical and institutional staff, and property in the clinical programs of University of Detroit Mercy's College of Health Professions (CHP). Healthcare accreditation organizations mandate that hospitals and other health care agencies require students who participate in the care of patients be subject to the same standards as their employees. Accordingly, submitting a negative urine drug screen is a condition for participation in the clinical component of the graduate nursing program.

The policy and procedure for the criminal background check and urine drug screen are available on the program web site and can be accessed online at https://healthprofessions.udmercy.edu/about/pph.php. Students are responsible for reading instructions for the criminal background check and urine drug screen (https://healthprofessions.udmercy.edu/about/pph.php).

Clinical Preceptor Requirements for All Graduate Nursing Students

Students are responsible for finding appropriate clinical preceptors, although the MSON has some resources to assist you in this process. For the NP programs, preceptors may be Certified Nurse Practitioners, Certified Physician Assistants, or Board-Certified Physicians (MD or DO) in the state of Michigan. FNP preceptors should practice in a primary care role. ENP preceptors must be experienced in emergency medicine. Teleprecepting may be approved for circumscribed experiences/hours. Preceptors cannot work on the same unit as the student. However, working with a preceptor in the same health care system where the student works is acceptable.

For the CNS program, preceptors should be nationally certified CNSs in Adult, Gerontology or Adult-Gerontology. When CNSs are not available or additional expertise is deemed essential for the student's education, other professionals (e.g., master's or doctoral prepared nurse practitioners, physicians, nutritionists, social workers, psychologists, nurses, or other health professionals with advanced preparation and specialized expertise) may precept CNS students for circumscribed experiences. Virtual CNS preceptors may be used when preceptors on site are not CNSs.

Please review guidelines for choosing a preceptor. All clinical sites must be approved by the clinical or program coordinator and a clinical agency affiliation agreement and/or a memo of understanding must be on file. Preceptor credentials in the form of a completed Preceptor Information Sheet (PIS) and unencumbered license to practice must be submitted. Students are required to complete an evaluation of the experience after each rotation.

Graduate Nursing Student Conflict of Interest Statement

To ensure both patient safety and the highest standard of clinical education, students must receive impartial supervision and evaluation. A preceptor conflict of interest exists when a previous or current relationship between the student and preceptor could influence or bias the preceptor's assessment and evaluation of the student due to a personal vested interest in the student outcome. Such relationships include, but are not limited to friends, classmates, significant others, family members, and direct supervisors. Every effort will be made to avoid preceptor conflict of interests and ensure the integrity and objectivity of the clinical learning environment.

Students must disclose any current or former personal, professional or financial relationship with a chosen preceptor to the program coordinator. Students may not complete clinicals on the unit where they work although they can work in the same facility if appropriate learning opportunities are available.

Choosing a Preceptor Guidelines (also see Preceptor Handbook)

The role of the Preceptor is to facilitate the learning experience of the graduate nursing student in the selected area. The Preceptor employs communication, direct supervision, guidance, and other teaching strategies to augment the learning process. Ongoing evaluation of the student throughout the practicum experience is an integral part of the Preceptor's role.

Students must have opportunities to participate actively in all aspects of the patient encounter. They should have the opportunity to complete comprehensive and episodic histories and physical examinations, present patients to the preceptor, and discuss options for diagnostic management including pharmacology and follow-up. To some degree, students participate in the decision-making process. It is also important that students have the opportunity to understand processes for recording patient information (although students do not always have access to the electronic health records [EHR]) and have some understanding of the practice environment. Students should take care to choose preceptors who will assist in their role development and transition. Most preceptors should be working in primary care for the family nurse practitioner (FNP) program, emergent and urgent care settings for the emergency nurse practitioner (ENP) program, and move fluidly across the three spheres of impact, patients, nurses and systems for the clinical nurse specialist (CNS) program.

A preceptor should be willing to do the following:

- Serve as a role model and be willing to mentor and coach the student.
- Orient the student to the practicum setting and all policies.
- Assure that all staff members at the practice setting understand the role of the student.
- Plan learning activities with the graduate student to meet course objectives.
- Provide the student with consultation and constructive feedback as needed.
- Maintain communication with the student and MSON Faculty. If the student's performance is below expectations, the preceptor should notify the faculty of record for the course immediately.
- Provide the faculty with completed student performance evaluations as required by the program.
- Meet with the clinical faculty at mid-term and/or the end of the term to discuss student performance. Meetings may be virtual or live, program dependent.

Attendance at Clinical Practicum

Students schedule clinical time consistent with preceptor availability and are expected to attend clinical as scheduled. If a student must be absent for a scheduled clinical day, the preceptor is to be notified prior to the beginning of that day. The student is responsible for identifying the procedure for contacting the preceptor in the case of emergency or absence. The student must also notify the faculty and/or clinical coordinator of the absence. The student should negotiate with the preceptor regarding make up time. A student who is not attending clinical or misses clinical without proper notification is subject to disciplinary action that may result in program dismissal.

Clinical Practicum Requirements

Students in the FNP program are required to complete 750 hours of direct patient care over three semesters, winter 1, fall, and winter 2. Clinical hours are required to be across the lifespan including pediatrics. The program is primary care focused. Documentation of all

clinical hours and cases are required to be completed in Typhon.

Students in the ENP program are required to complete 400 hours of clinical over two semesters, summer and fall. Seventy-five percent of total hours are required to be completed in emergency care settings, with 25% of total hours completed outside of the emergency setting in urgent care, or other outpatient settings where care is provided on a more urgent need. Students must care for patients across the lifespan.

Students in the CNS program are required to complete a total of 600 clinical hours in the Adult-Gerontology patient population over three semesters. At least 75 prescribing hours are required with a preceptor who has prescriptive authority.

Family Nurse Practitioner Preceptor Information Sheet

UNIVERSITY OF DETROIT MERCY

FAMILY NURSE PRACTITIONER PRECEPTOR INFORMATION SHEET

Document **will not** be accepted unless completed in entirety, please complete before submitting.
When complete, please email for approval to Jennifer Ruel: RUELJL@udmercy.edu

STUDENT INFORMATION SECTION: PLEASE PRINT

Student Name:		Date:
Semester & Year	FALL _____	WINTER _____
Student Cell Phone:		Are you an employee at the site you are requesting (circle one) YES NO
UDM email:		

PRECEPTOR INFORMATION SECTION : PLEASE PRINT LEGIBLY

Preceptor Legal Name:		Credentials: NP MD DO PA APRN: FNP PNP ANP ACNP CNM PMHNP
Email:		Cell/Other Phone:
Name of Practice Site:		Department/Practice Type/Specialty:
Site Address:	City/State:	Zip:
Site Phone Number:		Site Fax Number:
Professional License #	Health System Affiliation:	
Education Institution:		Years in Practice:
Site contact if different from above (name and phone):		
Will student accompany you to any hospital or health system? If yes, please name site:		

FOR OFFICE USE ONLY

Course Number: NUR 5260 6160 6260	Number of Clinical Hours: 125 250	Student Experience (circle): Beginner Intermed. Adv.	
Program Approval by:			Rotation #:
Date:	☐ Needs ACE	☐ Typhon/ Wiki	☐ ACE Compliant

Adult Gerontology CNS Preceptor Information Sheet

UNIVERSITY OF DETROIT MERCY

ADULT GERONTOLOGY CNS PRECEPTOR INFORMATION SHEET

When complete, please email for approval:
Dr. Molly McClelland for **NUR 5749**, **5751** or **5753**: MCCLELML@udmercy.edu

STUDENT INFORMATION SECTION: PLEASE PRINT

Student Name:	Date:
Semester & Year FALL _____ WIN _____ SUM _____ Expected Graduation:	
Student Cell Phone:	Are you an employee at the site you are requesting (circle one) YES NO
UDM email:	Date of Birth:

PRECEPTOR INFORMATION SECTION : PLEASE PRINT LEGIBLY

Preceptor Legal Name:		Credentials: CNS NP MD DO If "other": Master's: Doctorate:
Email:		Cell/Other Phone:
Name of Practice Site:		Department/Practice Type/Specialty:
Site Address:	City/State:	Zip:
Site Phone Number:		Site Fax Number:
Professional License #	Health System Affiliation:	
Certified / Not Certified If so list certification:		Years in Practice:
Site contact if different from above (name and phone):		
Will student accompany you to any hospital or health system? If yes, please name site:		

FOR OFFICE USE ONLY

Course Number: 5749 ☐ 5751 ☐ 5753 ☐	Clinical Hours: ☐100 ☐ 200	Student Experience: ☐Beginner ☐Intermed. ☐Adv.
Educational or Experiential Preparation Verified: ☐Yes ☐No	License ☐Verified	Unencumbered ☐Yes ☐No
Program Approval by: Date:		☐ACE Compliant ☐Needs ACE Placement
		Rotation #

Emergency Nurse Practitioner Preceptor – Mentor Information Sheet

UNIVERSITY OF DETROIT MERCY EMERGENCY NURSE PRACTITIONER PROGRAM

PRECEPTOR- MENTOR INFORMATION SHEET

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STUDENT INFORMATION SECTION: PLEASE PRINT

Student Name:	Date:
Semester & Year SUMMER _____	FALL _____
Student Cell Phone:	Are you an employee at the site you are requesting (circle one) YES NO
UDM email:	

PRECEPTOR INFORMATION SECTION : PLEASE PRINT LEGIBLY

Preceptor Legal Name:	Credentials: NP MD DO PA APRN Type: FNP ENP PNP ANP ACNP	
Email:	Cell/Other Phone:	
Name of Practice Site:	Department/Practice Type/Specialty:	
Site Address:	City:	Zip:
Site Phone Number:	Site Fax Number:	
Professional License #	Years in Practice:	
Education Institution:		
Site contact if different from above (Name, Email, Phone):		

FOR OFFICE USE ONLY

Course Number: NUR 6175 6275	Number of Clinical Hours 200 400	ACE: ROTATION:
Program Approval by:	Date:	

WHEN COMPLETE EMAIL/FAX TO JENNIFER RUEL: FAX 313-993-1271
Email RUELJL@udmercy.edu
March 2018 Form