



**Procedure for Clinical Site Placement
for FNP Graduate Students Preceptorships and Residencies
SSU Department of Nursing**

Student Requesting Preceptor: _____

- Faculty (clinical site visitor) and Student confer on ideas/plans for preceptorship/residency placement Student accepts guidance and suggestions from faculty (clinical site visitor) who will communicate this information to the Program Director. The Program Director will forward to the Department's Clinical Contracts Coordinator requests for Clinical Agency contracts or renewals. Students should not contact the Clinical Contracts Coordinator or the Nursing Office regarding clinical placements.

- Director/Clinical Faculty designee calls to discuss and affirm student placement

- Student communicates with/interviews with potential preceptor and clinical site to assess their willingness to host the student at the site.

- Student obtains the following information and sends completed form via email attachment to the faculty (clinical site visitor) and the Program Director:
 - a. Name of Facility ("Clinical Site") and parent agency, if any. (For example: "Folsom Clinic, Catholic Healthcare West or Mercy Redding - CHCW"):

 - b. Full Name of Contact Person (usually not preceptor but Office Manager or QA or Credentialing person) who will facilitate clinical contract approval:

 - a. Title and Role of the Contact Person:

 - b. Email Address for Contact Person:

 - c. Postal Address for Contact Person:

 - d. Phone number of Contact Person: _____

 - e. Fax number of Contact Person: _____

- Assigned Clinical site visitor assesses Standardized Procedures/Protocols in place for Advanced Nurse Practice. Initial _____