**Setting up a New Clinical Site**

Prior to beginning your clinical rotation, you MUST:

1. Check the proposed preceptors Breeze report to make sure it is clear. If there are any findings on the Breeze report, download a copy and email to Pattie Stein, Clinical Coordinator for clearance.

2. Determine whether or not the agency you are seeking a preceptorship requires and/or has an agency contract

* Email(Pattie Stein), Clinical Coordinator to see if there is an existing contract.
* If a contract is needed, complete the "Clinical Site Contract Request Form" and return it to Pattie Stein, Clinical Coordinator
* Once the contract has been completed, you will receive an email notification from Pattie Stein.

3. Once the agency contract is in place, and you are cleared to do so by the Clinical Coordinator, you will contact the preceptor for scheduling.

4. If a contract is not necessary, complete the Letter of Agreement (LOA), Preceptor's CV and Breeze report(s) as required. Email these documents to Pattie Stein, Clinical Coordinator. All documents must be submitted at one time, attached to one email. All documents must be attached as individual PDF files. Example: Smith LOA, Smith CV, Smith RN Breeze, Smith FNP Breeze, Smith Furnishing Breeze.

* The Letter of Agreement 549, 550ABC (LOA) can be found on the [Resource](http://nursing.sonoma.edu/academic-programs/msn/resources) page*.* This is a PDF fillable form. If you are working with a PA, the Supervising MD must sign the LOA. You may only date the LOA for each semester (example: January 20, 2020 to May 15, 2020). You can find the semester dates by searching the SSU website for the academic calendar.
* The CV must be submitted. This can either be a copy of the preceptor's CV/resume or if the preceptor does not have one, you can submit the CV template*.* The form must be legible and signed by the preceptor. Nearly all of the required information can be found by searching the preceptor on Google.
* A copy of each of the preceptor's Breeze report(s) must be submitted. Normally and MD, DO and PA will only have one Breeze report. An FNP and CNM will likely have two or three Breeze reports (RN, FNP/CNM, Furnishing). To obtain the Breeze report visit <https://www.breeze.ca.gov/datamart/loginCADCA.do>*.* Click License Search and enter the preceptors information. Download and save a copy of the report in PDF format. Remember that if you are working with a PA, you will also need a copy of the Supervising Physicians Breeze report.
* Send an email to Pattie Stein, Clinical Coordinator with a copy of the LOA, CV and Breeze report(s). All documents must be sent in one email and attached as separate PDF files.

5. Once your documents have been reviewed, and if they are correct, you will receive an email stating that you are clear to start your rotation and that the preceptor has been entered into Typhon.

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