



1. Students must ensure that Student Passport is complete and that they have submitted all required documents. Students cannot begin clinical/practicum experiences until this process is complete. Instructions for completing these requirements can be found on the WSU College of Nursing website. Make early contact with the Clinical Evaluator to discuss schedules and develop a timeline for site visits and any other deliverables. Students will also be responsible for providing a list of personal objectives.
2. Once offered placement at a clinical site, students must contact the education coordinator or clinic manager at the clinical agency where completing the practicum experience to initiate completion of any forms, trainings, tests or records that are required by the agency before beginning rotation at the site.
3. Arrange to meet with their preceptor for at least 30 minutes before beginning your practicum rotation. This could take place a week or two before beginning the rotation or even before office hours on the first day. During this meeting:
 - a. Provide current resume to the preceptor, if have not already done so
 - b. Describe goals for the clinical setting and ask preceptor for feedback about said goals
 - c. Determine a mutually agreeable rotation schedule
 - d. Explain to the preceptor that a WSU faculty member or community NP hired by WSU as a Clinical Evaluator will visit to evaluate the student's work in the clinical setting
 - e. Advise the preceptor that additional time for the Clinical Faculty person site visit evaluations may be required
 - f. Explain that an evaluation will be sent via email for the preceptor to complete during the course of the semester
4. If necessary, after the meeting with the preceptor, modify goals and objectives for the rotation
5. Provide preceptor with a finalized copy of revised goals and objectives if required by course faculty or the clinical evaluator
6. Contact the individual(s) assigned to be Clinical Faculty/Evaluator with the following information about rotation(s): site/preceptor contact info expected site/preceptor learning experience with site/preceptor. Students cannot begin any clinical experience until they have received permission via email from their clinical faculty. Failure to obtain permission before starting in the practicum/clinical setting may result in the assignment of a failing grade for the practicum/clinical experience.
7. Provide the E*Value Specialist with rotation(s) schedule. This will allow the specialist to set up the E*Value system so the documenting of clinical experiences will go smoothly.

During Clinical/Practicum Experiences/Rotations

8. Observe all agency policies and procedures
9. Maintain client confidentiality and adhere to HIPAA regulations for the protection of patient privacy and the security of electronic health records
10. Be aware of all emergency procedures (fire, etc.) including patient emergencies (seizures, codes, etc.)
11. Locate and memorize the location of emergency exits, fire extinguishers, oxygen supplies, etc.
12. Document in E*Value in a timely manner: (All entries due within 48 hrs. of Clinical Experience)



- a. All clinical time in time tracking; be certain to select the correct course, preceptor, clinical site, etc. for EACH entry ***Do not use the calendar view to verify hours in E*Value
 - b. All client encounters in Case Logs; be certain to select the correct course, clinical faculty, clinical site, etc. for each entry
13. Be prepared and punctual
 14. Adhere to standards and scope of practice for RN practice and in the student NP role described by the state's nurse practice act
 15. Follow NP student dress code for the clinical experience.
 16. If approved by your preceptor or agency, your mobile phone may be used for clinically relevant activities only. It is your responsibility to make sure it is set on silent so that it makes no sound with incoming calls or messages. You may not make personal phone calls or send personal messages when in the clinical setting unless you are on a break. You may not, under any circumstances, take a picture of any patient or any part of a patient's body, even with their permission.
 17. Consider each placement as an 'audition' for future placements. The reputation you develop while in your clinical rotations can open doors for future rotations, and even future employment. Alternatively, a negative experience with a student can impact a site's willingness to place future students.
 18. Each week discuss your current learning needs and objectives with preceptor(s).

Clearly and briefly present all cases to the preceptor. The University of California San Diego offers [useful tips](#) on making an oral presentation.

Confer with preceptor and assigned clinical faculty to keep informed of progress

Leave the clinical site as they found it – with good will and a positive feeling toward their role in NP student education.

Formally thank each preceptor and staff who assisted you at the end of each clinical rotation.



Policy Title	Preparation for Clinical Experiences
Policy Inception Date	06/2022
Policy Applicable Party	College of Nursing Graduate Students
Date of Last Change	03/2023
Responsible Party, Level I (to create and review)	Center for Student Excellence
Responsible Party, Level II (to approve)	CON Faculty & DNP Program Director
Responsible Party, Level III (to implement)	Center for Student Excellence