

Clinical Placement Guide for WHGR/AGPCNP Students Outside the Middle TN Area

Welcome to the WHGR/AGPCNP program at VUSN! Dr. Ginny Moore (ginny.moore@vanderbilt.edu) and Professor Shaunna Parker (Shaunna.parker@vanderbilt.edu) are excited to work with you to secure a WHGR clinical placement outside the Middle TN area. There are many advantages to placement outside of Middle TN such as staying in your hometown and/or making contacts in the area in which you hope to one day be employed. VUSN views clinical placement as a collaborative endeavor, and we are here to support you throughout the process of securing your site. Do not hesitate to contact us with any questions or concerns.

WHGR/AGPCNP students complete 2 WHGR clinical rotations:

Course	Start date	End date	Total hours	Average hours/week in clinical setting
NURS 7315	Early May	End of July	280	20
NURS 7395	Mid-August	Early December	320	24

Preceptors may be:

- NP
- CNM
- MD
- DO
- PA

Clinical sites may be:

- OB/GYN or GYN practices
- Public Health Departments
- Family Planning Clinics

We advise students to seek one clinical site at a time. Commonly, the site will enjoy having you and want to you to stay for your second rotation. If the site is meeting your educational needs, we advise you to do all 600 clinical hours at the same location.

Begin planning by the summer semester prior to your summer practicum:

1. Think about personal contacts in your area. If you have not been working in healthcare, you can begin networking by asking friends and family members who their providers are, etc. Make a list of potential sites based on the list of sites used in the past (if applicable) and your connections in your chosen area.
2. Be sure you have an active, unencumbered RN license in the state where you intend to complete clinicals.
3. Assemble information including:
 - Preceptor packet including course objectives and updated student CV/resume/cover letter (see “Sample Preceptor Packet” for more information)
 - Personalized script for phone calls

Action plan:

1. Begin calling offices; in most instances, the person you will want to talk to will be the office manager. Your objective for the phone call is to determine whether the office might be willing to take a student and to set up a time to meet the providers. The following is a script that you can personalize to your own needs and to the relationship you have with the office:
“Hello, my name is _____ and I am a nurse practitioner student from Vanderbilt University. (If you were referred by someone specific, you might address that here.) I am looking for clinical placement for _____ (e.g., Summer, Year), and I have heard that this office could be a wonderful place to learn. Do any of your providers ever take students? Would there be a time that I could come by and introduce myself and provide you with some more specific information?” (Expect that that visit might work best with office flow first thing in the morning or right after lunch.)
2. When you visit the office, you should bring a folder with contents that include: course objectives/dates/hours, your CV, and a cover letter (see “Sample Preceptor Packet”). You may also consider bringing some form of “goodies” for the office (if you do this, be sure it is labeled with your name or some other identifier so that folks know who it’s from). Dress professionally and wear your VUSN nametag. Be friendly to all office personnel. Introduce yourself to the Office Manager, and hopefully to any potential preceptors. When meeting preceptors, you might consider something like: “My name is _____, and I am a WHGR/AGPCNP student from Vanderbilt University. I have heard from _____ that you are a wonderful NP/CNM/MD/DO/PA and could be great to learn from.”
Other talking points for this conversation include:
 - Ask provider about their clinical practice and background
 - Discuss clinical needs/objectives (e.g., “I’m looking for clinical placement for 3 days/week from May through August.”)
 - During conversations with both Office Manager and preceptors, you may want to mention that the contract is with the **site** and that you are open to splitting your time between multiple preceptors if that would be a good fit for their office.
 - It may also be useful to mention that you intend to stay in the local area after graduation.

- There are benefits to precepting, primarily that preceptors may be adjunct VUSN faculty which is accompanied by access to our digital library, workshops, etc.
 - If you don't know the answer to their question, tell them you or your faculty member will be happy to get back to them. If they have never been a preceptor before, let them know that your faculty will be happy to talk to them about the logistics of precepting.
3. Once an office says "yes," you will submit the required information in Exxat. This starts the process of the clinical contract. Clinical contracts with large health systems may take 3 months to secure. Contracts with independently owned/operated sites may be much quicker.
 4. If you are having trouble finding a site, Dr. Moore and Professor Parker are available to assist. This is a team effort!
 5. Please use the Clinical Placement Contacts form to organize and track contacts during your clinical placement search. Feel free to add additional rows or columns as needed.

