

## Clinical Placement Guide for AGPCNP Students Outside the Middle TN Area (OMTA)

Welcome to the AGPCNP program at VUSN! VUSN is excited to work with you to secure clinical placement outside the Middle TN area (OMTA). 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. Drs. Hopkins and Lewallen will be your faculty points of contact at VUSN for this process. Please do not hesitate to contact us (contact info at the end of this guide) with any questions or concerns!

### AGPCNP students complete 2 clinical rotations:

Course	Start date	End date	Total hours	Days/week in clinical setting
6215	Early January	End of April	280	2-4, average 3
6295	Early May	End of July	280	2-4, average 3

### Preceptors may be:

- Nurse Practitioner preferred. An NP can provide learning experiences addressing both content and role.
- MD, DO, PA may be used with faculty approval if an NP preceptor is unavailable.

### Offices may be (in order of preference):

- Internal Medicine/Adult primary care
- Family Practice; provider should see <30% pediatrics to give you enough adult volume

It is preferable to have **one** site for both Spring and Summer. Often students will find a site that will accept a student for Spring and not Summer and vice versa. It is okay to have different sites but it will make the process smoother if you have one site for both semesters (560 hours).

### Getting started:

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. We can share a list of clinical sites in your area where VUSN students have been placed in the past. We recommend that students begin with a list of 10-20 sites.
2. Be sure you have an active, unencumbered RN license in the state where you intend to complete clinical rotations. If you are in a compact state, you must have a "multistate" license issued by a compact state.

3. Assemble information including:
  - Preceptor packet including course objectives and updated student CV/resume/cover letter
  - Personalized script for phone calls/emails

**Action Plan:**

1. Begin making contact with offices via phone, email, or in person.
  - a. Phone calls: In most instances, the person you will want to talk to first 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., Spring, 2022), 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.)
  - b. Emails: Email can be a good way to initiate contact with either an office manager or a provider/potential preceptor. Emails should have professional (rather than personal/casual) tone. Keep them relatively brief- be sure to include the dates you are seeking, and how you heard about the site. Attaching your resume/CV is a plus (be sure that you list a mailing address that is local to the sites you are pursuing). An example might be: “Dear xxx: I am a Vanderbilt nurse practitioner student who resides in the Houston area. I have heard wonderful things about your practice from xxxx (insert any other personalizing details about how you heard about the practice, or any specific compliments you’ve heard about the practice here). I am seeking a primary care clinical preceptorship for January-April, 2022 for 280 hours (about 2-3 days/week). If you might have an interest in precepting, I would love to have the opportunity to visit your office and give you more information about my rotation and myself. Thank you so much for your time and consideration.”
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. 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 an Adult Gerontology Primary Care NP 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.”
  - Ask provider about their clinical practice and background
  - Discuss clinical needs/objectives (e.g., “I’m looking for clinical placement for 2-3 days/week from (January) through (April).” )
  - 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 that is accompanied by access to our digital library, workshops, etc.
  - If you do not know the answer to their question, tell them 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 follow up with them to talk to them about your clinical objectives and answer any questions about what your clinical rotation will entail.
  - If they are willing to precept, ask them for a copy of their CV/resume and license (can be electronic or paper).
3. It often requires multiple contacts and follow-ups to receive a firm answer for a site. Be prepared for multiple contacts prior to an official “yes” or “no.”
  4. 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.
  5. If you are having trouble finding a site, your clinical placement faculty member is always available to talk, troubleshoot and assist in any way that might be helpful. This is a team effort!

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