

Clinical Placement Guide for FNP Students Outside the Middle TN Area

Welcome to the FNP program at VUSN! VUSN is excited to work with you to secure 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 Dr. Richmond or Dr. Smith (contact info at the end of this guide) with any questions or concerns!

Your clinical placement advisor is determined by the first letter of your last name. Dr. Richmond will advise students with last names beginning with A-L, Dr. Smith will advise students with last names beginning with M-Z. Please be sure to correspond with the appropriate advisor.

FNP students complete 3 clinical rotations:

Course	Start date	End date	Total hours	Days/week in clinical setting
6555	Early January	End of April	280	3-4, average 3
6585	Early May	End of July	350	3-4, average 3

Preceptors may be:

- Nurse Practitioner preferred for at least one rotation or portion of one rotation. 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.
- Must have at least 1 year of experience

Outpatient Offices may be (in order of preference):

- Family practice
- Internal Medicine: If choosing this option, will need to have supplemental pediatric hours either at a Family Practice site or separate pediatric site (maximum of 140 hours if at a pediatrics site).
- Up to 100 hours in a specialty clinic can be completed in summer semester. The clinic must be outpatient and cannot be in oncology.
- Some urgent care type practices may be ok if you balance them with a second rotation that is complimentary:
 - Walk-in or episodic care clinic
 - Retail Health (CVS Minute Clinic, WalGreens Take Care Clinic, Kroger The Little Clinic)
 - Pediatric Clinic (Maximum of 140 hour)

Commonly, the Spring site will enjoy having you and want you to stay for your Summer rotation, and if you are also enjoying the site, and if it is meeting your educational needs, you may decide to stay and do all clinical hours at the same location if approved by your clinical conference faculty.

Due dates: Our goal is for you to have all paperwork submitted by September 15th for spring rotation, and February 15th for summer rotation.

Prior to coming to orientation in August:

Be sure that you have filled out your Student Profile in Exxat. It is important that we have your demographic information so we can ensure that our faculty are licensed in your city/state. It is also helpful to include pertinent items such as COVID vaccine status and a resume. Having this information readily available to clinical placement will speed up the contract process.

1. First, put together a list of sites to contact. 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 your connections in your chosen area. We recommend that students begin with a list of 10-20 sites. It is not uncommon for students to contact as many as 50 sites before a preceptor agrees, so do not be discouraged. We do not recommend completing your hours at a site (if a small practice) where you have been employed in the past or where family members are employed.
2. Be sure you have an active, unencumbered RN license in the state where you intend to complete clinicals or ensure that you are covered under the Nurse License Compact.
3. Assemble information including:
 - Preceptor folder including course objectives, updated student CV/resume/cover letter, roles of preceptor, student and faculty(Link below) and preceptor benefits.
 - Personalized script for phone calls or in person visits. In person visits have worked best in the past. Typically you should ask to speak with the office manager.
4. If you find that you are having difficulty contacting sites, please reach out to either Dr. Richmond or Dr. Smith. We can facilitate a geosearch of sites we have previously used, but would like to reserve this option for students having difficulty (ie. Students who have reached out to 10+ sites with no success).
5. Be sure to keep a log of the sites that you have reached out to and their response

In August, students who have not yet identified a site will meet with Dr. Richmond and Dr. Smith to review the steps above and to go over the steps in the “Action Plan” below.

Action plan:

1. Begin calling or visiting 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 Family 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, 20**), 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.) If they say that they have already accepted a student for the Spring, you might inquire about Summer placement.

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 a Family Nurse Practitioner student from Vanderbilt University. I have heard from _____ that you are a wonderful MD/PA/NP/DO 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 3-4 days/week from (January) through (May).")
 - 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 (with access to UpToDate and 1,000's of journals, textbooks etc) 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. If they are willing to precept, ask them for the information contained in the preceptor request form. You can find this information in Exxat.

Once an office says "yes," you will go into Exaat and complete a preceptor request for the corresponding clinical course. This starts the process of the clinical contract. Clinical contracts with large health systems may take 3 months, possibly longer to secure. Contracts with independently owned/operated sites may be much quicker.

If you are having trouble finding a site, Dr. Richmond or Dr. Smith is always available to talk, troubleshoot and assist in any way that might be helpful. This is a team effort!

Anna Richmond, DNP, FNP

anna.richmond@vanderbilt.edu (email is preferred form of contact)

(615) 875-3010 - office

Office of Clinical Placement

Randall Smith

Randall.b.smith@vanderbilt.edu (*email is preferred form of contact*)

VANDERBILT  School of Nursing

Attachment A: Preceptor Benefits

Courtesy Benefits for School of Nursing Adjunct Faculty

To show our appreciation for the contribution our preceptors make to the clinical education of Vanderbilt Advanced Practice Nursing students we would like to extend Adjunct Faculty status to those interested in having a courtesy appointment at Vanderbilt School of Nursing. Once a provider has precepted a student, the provider is eligible to request that an Adjunct Faculty appointment be processed. If you are interested in requesting an appointment please submit a current Curriculum Vitae (CV), letter of interest, and two professional letters of reference to candace.h.mcclure@vanderbilt.edu.

Courtesy Benefits of Adjunct Faculty Appointments

- **Vanderbilt University Identification Badge**
After receipt of your official Adjunct Faculty notification letter from the School of Nursing Dean, a Vanderbilt University Faculty identification card may be obtained. Initiating a badge requires a VUnet ID (see instructions below for obtaining a VUnet ID), a completed ID Badge Authorization Form that we will process, and a photo to be taken at the Medical Center Badge Office. You must bring with you a picture ID, either a driver's license or passport, to verify your identity when you have your ID badge made. Please contact Emily McNew in the Office of Clinical Placement at the Vanderbilt School of Nursing by emailing emily.mcnew@vanderbilt.edu or by calling (615) 343-0939 to initiate the ID badge process.
- **Vanderbilt University Campus Libraries**
To physically visit an on campus Vanderbilt University library, a Vanderbilt University ID badge must be obtained. You must swipe your ID badge upon entering any of the library buildings to gain access. Some of the libraries that will allow you to access trade/research journals, special collections and/or check out books include: Eskind Biomedical, Heard Central, Divinity, Peabody, and Science & Engineering. <http://www.library.vanderbilt.edu/about/contact.php> or www.library.vanderbilt.edu.
- **Vanderbilt University Electronic Libraries**
As an Adjunct Faculty member of the Vanderbilt School of Nursing, you are eligible for a VUnet ID which gives you access to various services on VUnet--Vanderbilt's network which includes access to health collections, journals and

eResources as well as works of fiction and non-fiction from the Central Library's collection.

Obtaining a VUnet ID enables you to have a Vanderbilt email account and to gain access to almost all of Vanderbilt's libraries' online resources.

Vmail- the University's email service <https://www.vanderbilt.edu/email/>

The Annette & Irwin Eskind Biomedical Library (EBL) is part of Vanderbilt University Medical Center's Informatics Center, serving as the hub of the Medical Center's information services and resources. With a staff of over 40, the EBL provides access to materials to support the patient care, healthcare education and biomedical research missions of Vanderbilt University Medical Center.

Process to obtain a VUnet ID.

Please contact Emily McNew via email at emily.mcnew@vanderbilt.edu or call (615) 343-0939 to request your VUnet ID. Once your request has been made, Emily will contact the IT department and they will send you an invitation email from NoReply@Vanderbilt.edu to complete the process. Click on the link in the email, fill out the form, and follow the instructions to activate your VUnetID. Once activated, you may go to the VU web mail to get your email. For ongoing security purposes, please note that you must change your password once a year to maintain your account. Failure to do so will result in account termination.

Education and Other Benefits at Vanderbilt School of Nursing

- **VUSN Courses**

The accrual of one half (1/2) credit hour of tuition for Vanderbilt University School of Nursing (VUSN) courses for every semester that you actively serve as a preceptor (up to a maximum of 3 credit hours). You may accumulate this benefit for up to five (5) years.

- **VUSN Course Audit**

Audit of VUSN courses without cost is allowed with permission from the course faculty and on a space available basis. A course schedule book is available

from the Registrar's office, phone (615) 322-3802. Since there is no record kept of your attendance and performance in the course, CEU's cannot be granted.

- **Meeting Space**

Waiver of rental fees in Godchaux or Frist Hall and the Nursing Annex. If you wish to schedule a meeting or workshop in one of these buildings, please call (615) 322-4400. Be sure to identify yourself as Adjunct Faculty actively involved in School of Nursing activities during the current semester. Fees for security, media assistance and clean-up will be assessed for events scheduled after regular business hours.

- **Books and Merchandise**

Vanderbilt bookstore is Barnes and Noble at Vanderbilt, 2501 West End Avenue across from Centennial Park) phone (615) 343-2665. 10% off all merchandise by presenting your Vanderbilt ID.

- **Performances at Vanderbilt**

Jazz, dance, classical music and theater are all a part of the annual schedule of programs in the Great Performances at Vanderbilt. Receive a discount up to 50% off ticket price by showing your Vanderbilt ID. Venues include Ingram Hall, Langford Auditorium and the Student Life Center Ballroom. For information about performances, call (615) 343-3361 or go to the website at: <http://www.vanderbilt.edu/greatperformances/>

- **Discount Program**

Human Resource Services coordinates the Faculty/Staff Discount Program. Unless noted, the discount can be obtained by presenting your Vanderbilt ID at the time of purchase. For a list of participating businesses go to: <https://hr.vanderbilt.edu/secure/discounts.php> (you must have a VUnet ID and ePassword to access) or direct questions about this program to the Human Resource Services: Employee Service Center at (615) 343-7000.