



**2025-2026  
GRADUATE**

**NURSING STUDENT CLINICAL HANDBOOK**



## NURSING TEAM'S WELCOME

Welcome to St. Thomas University (STU) College of Nursing. At STU, future nurses are uniquely prepared to be leaders for life!

At STU, each student is a unique, integrated, holistic human being influenced by the complex interaction of biological, psychological, developmental, sociological, economic, and cultural elements as part of a multicultural society.

As a nursing student, you will be challenged to acquire a scientific knowledge base and critical thinking skills in the discipline of nursing, incorporate professional nursing behaviors, develop technical and decision-making skills, embody ethics into your practice, and gain awareness of self and others' value systems as part of STU's faith-based professional education. It will require hard work and commitment on your part, but it will be a remarkable and rewarding journey that you will treasure for a lifetime. We are excited that you have chosen St. Thomas University for that journey. The nursing team is committed to doing everything we can to support your success as we take the journey alongside you.

The College of Nursing Administrative Team and the Faculty wish you a wonderful and blessed academic experience at St. Thomas University.

The Nursing Team

College of Nursing  
16401 NW 37 Avenue  
Miami, FL 33054  
(305) 625-6000

### Disclaimer

The St. Thomas University College of Nursing (STUCON) Nursing Student Handbook is updated annually and is not intended to, nor does it contain all student regulations or replace the STU Student Handbook. Conversely, the policies, procedures, and guidelines outlined in the Nursing Handbook supersede any conflicting information found in the St. Thomas University Handbook. In matters related to nursing practices, protocols, and standards, the Nursing Handbook serves as the primary and authoritative source of guidance. All individuals within the nursing program are expected to prioritize and adhere to the provisions set forth in the Nursing Handbook over any conflicting or contradictory content in the St. Thomas University Handbook. In the event of any change or amendment to the Graduate Nursing Policy, students are able to view it electronically online on the St Thomas University website. It is the students' responsibility to review any change and /or amendment in its entirety. Students should seek clarification on any question, concern or point for which they do not understand.

## **PURPOSE OF THE NURSING STUDENT CLINICAL HANDBOOK**

This handbook, prepared for the graduate students admitted to the College of Nursing, provides specific information about nursing that supplement – but does not replace – St. Thomas University’s Graduate Catalogs. The Dean, program directors, and faculty believe that students’ academic and professional goals can be best achieved by having explicit knowledge and understanding of the College of Nursing’s mission, vision, philosophy, policies, regulations, and procedures. Consequently, students are expected to read this handbook, abide by the policies, and be directed by its many features to help them be successful in the nursing major. Students must sign the statement in the back of this handbook acknowledging that they have read and understood its content. This page must be submitted for placement in the student’s permanent record.

### **Academic Calendar**

Academic calendars for ST. Thomas University can be accessed at the following link:  
<https://www.stu.edu/Academics/Academic-Calendar>

## COLLEGE OF NURSING CONTACT INFORMATION

16401 NW 37<sup>th</sup> Avenue  
Miami, FL 33054  
(305) 625-6000  
[www.stu.edu](http://www.stu.edu)

### Administrative Team Contact Information

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**Doctor of Nursing Practice**

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**Phone:** (305) 474-6880

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Ms. Natasha Desir, MBA

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**Email:** ndesir@stu.edu

## ST. THOMAS UNIVERSITY OFFICES AND DEPARTMENT CONTACT INFORMATION

### Office of Financial Affairs (Business Office)

Location: Mimi Dooner Hall

Website: <https://www.stu.edu/about-stu/administration/business-office/>

### Office of Financial Aid

Location: Mimi Dooner Hall, Room, 101

Website: [www.stu.edu/admissions/financial-aid/](http://www.stu.edu/admissions/financial-aid/)

Phone: (305) 474-6900

Toll Free: (800) 367-9010

Fax: (305) 474-6930

### Office of Admissions

Location: Mimi Dooner Hall, Room 103

Phone: (800) 397-9010; (305) 628-6546

Fax: (305) 628-6591

Email: [signup@stu.edu](mailto:signup@stu.edu)

Facebook: St. Thomas University

Instagram: stthomasuniversitymiami

### Campus Ministry

Office Location: O'Mailia Building

Phone: (305) 628-6525

Email: [campusministry@stu.edu](mailto:campusministry@stu.edu)

Facebook: STU Campus Ministry

### Student Health Center

Location: Student Center Phone: (305) 628-6921,

Website: [www.stu.edu/studenthealth](http://www.stu.edu/studenthealth)

Services offered: Psychological  
Counseling

Archives & Museum: (305) 628-6719

Facebook: STULibrary

Instagram: stulibrary

Pinterest: STU Library

Twitter: STULibrary

### Office of Academic Enhancement Center

Location: Institute for Workforce Enhancement

Website: [www.stu.edu/testing](http://www.stu.edu/testing)

Phone: (305) 628-6797

### St. Thomas University Library

Website: <http://www.stu.edu/library>

Phone: (305) 474-6860

Front Desk: (305) 628-6667

Reference Desk: (305) 628-6668

Interlibrary Loan: (305) 628-6671

### Student Success Center

Location: Mini Dooner Hall, Room 117

Phone: (305) 474-6900

Fax: (305) 474-6930

Email: [SSCgraduatestudents@stu.edu](mailto:SSCgraduatestudents@stu.edu)

Website:

<https://www.stu.edu/students/student-success-center/>

### Chapel of Saint Anthony

Location: Next to Mimi Dooner Hall

Mass Services

Monday-Friday at 12:15 PM

Sunday Mass at 7:00 PM

### YouTube: STU Library & Archives

Primary Health Care Student Health Insurance Refer to <https://www.stu.edu/students/student-affairs/student-health-center/student-health-insurance/>

for more information

Immunization & Medical

Records

Management

**FIRST STEP: CREATE AND COMPLETE COMPLIO ACCOUNT**

**You may be in compliance with Complio before starting with your clinical site process. A term before your clinical course, you may have your COMPLIO account complete.**

**STEP 1: ACCESS American DataBank/Complio**

- 1-(800) 200-0853
- <https://stthomasuniv.complio.com/>

**STEP 2: REGISTER/CREATE an Account**

- Enter your name, DOB, and address and other info
- Once you have entered this information you will be sent an email with a link to complete the process.

**STEP 3: SELECT Nursing Program (*IMPORTANT: Please select correct nursing program.*)**

- **MSN-FNP** Master of Science in Nursing – Family Nurse Practitioner Online
- **MSN-PMHNP** Master of Science in Nursing – Psychiatric Mental Health Nurse Practitioner Online
- **MSN-FAGNP** Master of Science in Nursing – Acute Gerontology Nurse Practitioner Online
- **MSN-Accelerated** Master of Science in Nursing – Accelerated Online
- **DNP** Doctor in Nursing Practice

**STEP 4: SELECT Package (*IMPORTANT: Please select/order ALL four (4) items below.*)**

- STU Immunization Package
- Background Check (*Fingerprint*)
- Drug Screening
- SSN Validation

**STEP 5: DOWNLOAD FORMS from American DataBank/Complio**

- Immunization Form
- Physical Examination Form
- Student Handbook Acknowledgement Form

**STEP 6: FOLLOW THE INSTRUCTIONS TO COMPLETE your *Background Check (Fingerprint)* and *Drug Screening***

**STEP 7: UPLOAD FORMS BELOW to American DataBank/Complio (*IMPORTANT: All forms must be uploaded to Complio.*)**

- Immunization Form and Supporting Records
- Physical Examination Form
- CPR Card (*American Heart Association*)

- Clinical Handbook Acknowledgement Form

**Remember:**

- 1. Select the correct Program** (*FNP, PMHNP, AGNP, MSN accelerated, or DNP*).
- 2. Use your STU email to create your account.**
- 3. Background check and drug screening is time sensitive** (*when you buy this packages, follow the instructions to complete it*).
- 4. Use the STU template for your physical exam.**
- 5. Select the four orders indicated in Step 4.**
- 6. At the end of this handbook, you will find some documents required to complete and upload in your COMPLIO account.**

## Clinical Courses

Students are required to complete a total of 500 clinical hours to graduate from any of the MSN programs. There are four clinical courses with 125 clinical hours required for each of these classes. Each clinical course runs over a 7-week period (6-week period during the summer semester), and the required hours must be completed by the end of each course.

Students must fulfill 125 direct contact clinical hours to pass the course successfully. These hands-on experiences are invaluable in developing your skills and knowledge, providing real-world exposure, and preparing you for your advanced nursing practice. Failure to complete the required 125 direct contact clinical hours will result in an NP (No Pass) course grade, preventing you from progressing further or obtaining course credit.

All students will be required to complete clinical learning experiences to fulfill the College of Nursing requirements. The following policies apply to all students, and failure to meet any clinical requirement will impact the progression and timely completion of the program. Policies may represent requirements of the clinical facilities, the College of Nursing and/or St. Thomas University.

Students are responsible for requesting assistance, arranging clinical experiences, selecting preceptors, submitting all appropriate paperwork promptly, and completing the required clinical clearance process. Students may not choose family members or their work supervisor for preceptors or mentors. All clinical hours logged by students for course requirements must be completed on unpaid work time.

If a student selects an agency with additional requirements, the student will be responsible for abiding by the clinical agency requirements. Any financial obligation related to this will be the sole responsibility of the student. The student will be required to follow the clinical agency's policies.

Students in the DNP program are also responsible for finding appropriate preceptors and clinical sites which are reviewed/approved by the CON online clinical coordinator. The DNP preceptor is an important member of the Doctoral Scholarly Project Team who provides guidance throughout the project and practicum experience. Students should carefully select a preceptor who has knowledge and expertise in the area of interest. DNP preceptors must have a graduate degree, preferably doctoral prepared nurses or other doctoral prepared healthcare professionals with expertise in the student's area of interest. Individuals with doctorates and relevant expertise in health policy, ethics, leadership, informatics or other appropriate fields will be considered.

DNP students must meet a minimum of 1000 post-baccalaureate clinical hours as delineated in the Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2021) to accomplish with the clinical practice hour requirement for successful completion Doctor of Nursing Practice (DNP) program at STU. The required 1000 clinical/practice hours may include a combination of hours completed at the master's level and those completed during the postmaster's DNP program. Clinical hours may be composed of direct point of care clinical practice, systems/indirect and/or patient's education at nursing practice or related experiences. The maximum clinical hours accepted from an MSN program for all students is 500 hours. If the DNP student does not have a MSN with clinical hours, he/she must complete it before starting the DNP Project Proposal

development. The DNP Director will conduct the clinical/practice hour review and gap analysis. An individual review and plan to meet the clinical requirement will be developed for each student.

Before starting **each** clinical rotation, the APRN student must:

1. Complete the **Complio requirements** and upload the Complio report to Canvas.
2. Complete the **Clinical Site Information** form and upload it to Canvas.
3. Upload the **Clinical Approval letter** received to Canvas. This will be received from the Clinical Coordinator.
4. Complete the **telehealth course**.

In addition, the APRN students must:

- ✓ Read and abide by the MSN/DNP and clinical student handbook
- ✓ Maintain a current active Florida or Georgia nursing license
- ✓ Maintain current vaccinations, CPR certification, tuberculosis screening, and health exams
- ✓ Complete a background check via Complio/American Data Bank
- ✓ Maintain a negative urine drug detection as required by the STU handbook
- ✓ Understand and practice within the scope of Advanced Registered Nursing Practice under the direction and supervision of the assigned preceptor as regulated by the Florida or Georgia Nursing Practice Act.
- ✓ Provide the assigned preceptor with a copy of the course objectives.
- ✓ Establish a mutually agreed schedule for clinical time with the preceptor.
- ✓ Demonstrate responsibility and obligation by arriving for the clinical setting on time or notifying the preceptor if you cannot attend a pre-scheduled clinical experience.
  - Arrive at the clinical setting prepared to perform the course objectives and learning activities.
  - If the APRN student arrives at a clinical site and the preceptor is not available, the student cannot complete clinical hours that day.
  - If another qualified member at the clinical site agrees to precept but is not an approved preceptor, that individual must sign a preceptor agreement before working with the student that day. The student must communicate immediately with the clinical coordinator and the clinical instructor to notify them of the change and submit the signed Preceptor Agreement.
- ✓ Demonstrate the ability to handle progressively complex patient scenarios, including differential diagnosis, treatment plan, and education according to their academic progress.
- ✓ Maintain an accurate record of clinical time and document on a weekly basis
- ✓ Provide a written documentation of clinical experiences which demonstrate the goals and objectives outlined in the course syllabus.
- ✓ Maintain a collegiate and professional relationship with the preceptor and faculty.

## Clinical Guidelines

1. A ratio of not more than three NP Students per preceptor is allowed (except through a special authorization by the Program Director).
2. A preceptor must have Florida or Georgia authorization to practice in their population--focused and/or specialty area.
3. A preceptor must have educational preparation appropriate to his/her area(s) of supervisory responsibility and at least two years of clinical experience. A preceptor must be an MD, DO, or NP **not a PA**. NP must be board certified in the area of specialization in which the student is enrolled. The preceptor must have at least two years of clinical practice experience.
4. If the student will be with the same preceptor in 2 different locations of the same site to complete the clinical hours required, the student must complete an MOU (Memorandum of Understanding) for each place and this document must be signed by the site administrator.
5. The preceptors must be oriented to program requirements and expectations for oversight and evaluation of NP students during the first week of the clinical rotation.
6. The preceptor's CV, copy of the professional license card (not license verification), proof of Board certification, and agreement must be on file at InPlace.
7. The clinical log database and the logbook will be used for student evaluation, evidence of types of clients and types of diagnoses, clinical hours, and site evaluation.
8. The clinical faculty will oversee the student's clinical evaluation.
9. The student will be evaluated at **midterm and final** by the preceptor and clinical faculty.
10. All clinical evaluation forms may be found in the Canvas Clinical Course.
11. Completed direct patient contact hours must be uploaded to Canvas as a clinical log each Sunday for the week's clinical experience.
12. Students must complete 125 direct patient care clinical hours in each clinical course (direct patients contact, observations only hours will not count for the 125 direct patient's care clinical hours).
  - a. Students must take a lunch break during a clinical day which is 8 hours or longer.
  - b. Students should (encounter) a minimum of 1 patient per clinical hour.
  - c. **Students must document a minimum of 8 patients per 8-hour clinical day and 10 patients per 10 hour per clinical day.**
  - d. **Students will be able to complete till 10 hours per clinical day (if demonstrate the site provided service more than 10 hours daily), but not more than 20 hours per week.**
13. The student must complete **3 comprehensive SOAP notes** during each clinical course. The SOAP notes will be graded based on the rubric provided.

The APRN student is expected to adhere to the ANA Code for Nurses. Confidentiality is the protection of a client's privacy through the careful use of oral and written communications. The client's right to privacy is safeguarded by judicious protection of confidential information.

Students are encouraged to review the practical guidelines on maintaining professional standards in the social setting by visiting the American Nurses Association Social Networking Principles Toolkit at the following link, <https://www.nursingworld.org/social/>.

## Clinical Approval:

Students must receive an approval email from the Clinical Coordinator prior to starting a clinical rotation. If the student starts clinical rotation without approval, the clinical hours completed will not be counted, and the student must complete the entire rotation when approved. STU reserves the authority to withdraw a student from a clinical course in the absence of preceptor/ site approval.

\*STU strongly encourages students to secure their preceptors, as this is the best way to accommodate a clinical location and schedule to your needs. If assistance with clinical placement is needed, you may be required to commute outside your local area, as STU cannot guarantee a clinical site within your immediate location. (Note: in some cases, students have been provided with clinical sites' information over 100 miles away from their residence). Students should communicate a request for assistance with clinical placement as soon as possible, and when receiving clinical site information, must visit them asking for availability; the clinical coordinators do not secure sites for students.

## Clinical Placement Responsibility Policy

### Purpose:

To ensure the nursing program meets accreditation standards by actively managing, verifying, and documenting clinical placements and preceptor assignments to guarantee quality clinical education experiences.

### Policy Statement:

“Students in the Nurse Practitioner program are responsible for identifying potential clinical preceptors and sites for their practicum experiences. To support students in this process, the St. Thomas University College of Nursing provides a list of preceptors and clinical sites with whom the program has existing or prior affiliations. All proposed clinical placements must be vetted and approved by the College of Nursing to ensure alignment with program outcomes, national competencies, and accreditation standards. The College of Nursing maintains ultimate responsibility for ensuring that sufficient clinical learning opportunities and qualified preceptors are available to enable all students to meet their program requirements. If a student is unable to secure an approved site, the program will work collaboratively with the student to identify appropriate alternatives.”

### Procedures:

1. The program maintains a current list of approved clinical sites and preceptors.
2. Clinical coordinators conduct site visits when necessary and vetting to ensure clinical sites and preceptors meet program standards.
3. All clinical affiliations undergo legal review and **approval** before student placement.
4. Clinical sites/preceptors' approval are made by the clinical coordinators and **FINAL**.
5. Students are provided with a list of approved clinical sites but do **not** have sole responsibility for securing preceptors.

6. Clinical coordinators actively facilitate the matching of students to preceptors, confirming availability and appropriateness.
7. Final clinical placement assignments require program approval and documentation.
8. The program maintains detailed records of clinical placements, preceptor qualifications, student assignments, and communications.
9. Any student-initiated preceptor suggestions are subject to the same vetting and approval process by the clinical coordinators.
10. The program will not permit students to begin clinical experiences without an approved placement and preceptor.

### **Compliance:**

This policy aligns with the 2024 CCNE Standards for Accreditation, ensuring the program's accountability for clinical placements and maintaining educational quality.

### **Selection of Preceptor**

- ✓ Students are expected to select their preceptors. However, the Clinical Coordinator must give final approval. A preceptor is selected based on their educational preparation consistent with master's level clinical teaching, currently licensed as board-certified. The preceptor must have educational preparation appropriate to his/her area(s) of supervisory responsibility and at least two years of clinical experience. A preceptor must be an MD, DO, or NP, not a PA. **A physician assistant shall not precept an APRN student. The NP must be board certified in the area of specialization in which the student is enrolled. The preceptor must have at least two years of clinical practice experience.**
- ✓ Students in the MSN Accelerated program are expected to select their preceptors. However, the Clinical Coordinator must give final approval. A preceptor is selected based on their educational preparation consistent with nursing at a master's level or above. The preceptor must have educational preparation appropriate to his/her area(s) of supervisory responsibility and at least two years of clinical experience. A preceptor must be an MD, DO, or NP, not a PA. **A physician assistant shall not precept an MSN student.**
- ✓ Students in the BSN to DNP or MSN - Nurse Executive program(s) are responsible for finding appropriate preceptors and clinical sites which are reviewed/approved by the CON online clinical coordinator. The preceptor is an important member of the Practicum Project Team, who provides guidance throughout the program with a focus on the Practicum Project or the Doctoral Scholarly Project. Students should select a preceptor who has knowledge and expertise in nursing leadership and/or executive experience, who is not a direct supervisor of the student. Preceptor(s) must have a graduate degree, preferably doctoral-

prepared. Individuals with other degree(s) than nursing must, minimally, hold a BSN and a current, unencumbered Registered Nurse license.

- ✓ Students in the DNP program are also responsible for finding appropriate preceptors and clinical sites which are reviewed/approved by the CON online clinical coordinator. The DNP preceptor is an important member of the Doctoral Scholarly Project Team who provides guidance throughout the project and practicum experience. Students should carefully select a preceptor who has knowledge and expertise in the area of interest. DNP preceptors must have a graduate degree, preferably doctoral prepared nurses or other doctoral prepared healthcare professionals with expertise in the student's area of interest. Individuals with doctorates and relevant expertise in health policy, ethics, leadership, informatics or other appropriate fields will be considered. The preceptor does not necessarily need to be employed by the practicum site. However, if the preceptor is not employed at the practicum site, the student will need to have a contact on-site who supports the project and can aid regarding knowledge of the organization and key stakeholders.

### **Clinical Attendance & Evaluation Policy for Students**

To ensure accountability, compliance, and ongoing evaluation of student performance during clinical rotations, MSN students must adhere to daily clinical attendance verification, scheduled preceptor check-ins, and faculty-initiated spot checks. This process supports compliance with CCNE accreditation standards, ensuring robust oversight of clinical learning experiences (Standard III-E).

All MSN students will complete a required orientation module on the Clinical Attendance & Evaluation Policy prior to beginning clinical hours each term.

#### **1. Daily Clinical Day Sign in and Sign Out Requirement:**

- All MSN students participating in clinical rotations must perform and submit their virtual sign-in and sign-out photos to document their arrival/ departure from their clinical site.

#### **Time-Stamped Photo Sign-In and Sign-Out**

- Students will take one photo upon arrival and one photo upon departure at the site, using the app TimeMark.
- **The photo must show:**
  - Site entrance or badge kiosk.
  - Student's face and ID badge (no PHI or patient images).

The College of Nursing is utilizing the free Timemark Application that is available for both Android and Apple users due to its validation capability, but we also reserve the right to request the student use Timestamp Camera should the Timemark application become unavailable.

- Students unable to check in due to unforeseen circumstances (e.g., illness or emergency) must notify their clinical instructor and provide appropriate documentation.

If the Timemark app is unavailable, the student must notify the clinical instructor immediately and submit a manual check-in photo and time-stamped message to Canvas within 2 hours.

### **Photo Submission Process:**

- Daily clinical check-in and check-out photos must be emailed to the professor upon arrival and departure. Additionally, the photos must be uploaded to Canvas as an attachment to the clinical log assignment or any assignment specified within the clinical course by 2359 on the clinical day.

### **2. Midterm & Final Preceptor Check-ins:**

**- Students are required to schedule and attend two virtual check-in meetings (Mid-term and Final) with their assigned preceptor:**

- Midterm Evaluation Check-in: A brief virtual meeting to assess student progress and address any concerns.

- Final Evaluation Check-in: A concluding assessment to confirm the student's readiness and ensure expectations have been met.

- These meetings provide an opportunity for the preceptor to ask questions or express concerns regarding student performance.

- Student Responsibility: The student must facilitate scheduling to ensure minimal disruption to the preceptor's workflow.

### **3. Phone Accessibility Requirement:**

- Students must keep their phones on vibrate mode while at their clinical site to ensure faculty can reach them as needed.

### **4. Spot Checks & Attendance Verification:**

- St. Thomas University's CON reserves the right to conduct spot checks to verify student attendance throughout the scheduled clinical day.

- Faculty or our automated system may call students during their assigned clinical hours to confirm they are present and actively engaged.

- If contacted, the student is required to confirm within 2 hours of the call.

**-In-person spot checks may be conducted at any time by CON clinical faculty or administration, and students must be present at their assigned location.**

Faculty Responsibilities: Faculty will monitor daily check-ins weekly, conduct spot checks at least once per student per term, and document non-compliance in Starfish and Canvas.

**5. Failure to Comply:**

Violation	Initial Action	Escalation
Missed weekly virtual check-in with faculty	Faculty reminder via email/Starfish (missing attendance alert)	Consult with the Program Director if repeated
Missing weekly clinical logs or attendance data	Written warning and opportunity to submit retroactively	Faculty-developed remediation plan after 2nd infraction
Ignoring a video spot check request	Warning if first offense; documented in Starfish, (behavioral alert)	Grade of "0" for clinical logs and weekly discussion post, if repeated or unresponsive over 2 hours

**Purpose and Intention Statement**

Students in the graduate College of Nursing engage in clinical rotations and training on the campus of St. Thomas University and at various types of health care facilities, including, but not limited to private practice offices, clinics, hospital outpatients’ office, and community agencies.

Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to students, patients and others.

St. Thomas University and the College of Nursing require that all nursing students engaged in clinical activities be free from the influence of illegal drugs and alcohol. This Policy is enacted following a position statement about substance abuse in nursing education published by the American Association of Colleges of Nursing (AACN) and the standards set forth in Florida’s Nurse Practice Act.

**SECOND STEP: REQUEST A SITE AND SUBMIT THE  
PRECEPTOR'S DOCUMENTS AT INPLACE**

**When you secure a site, you may do the site self-request at InPlace and submit there the required documents to start the approval process:**

1. Preceptor agreement
2. Preceptor CV or resume
3. Copy of preceptor license Card (not license verification)
4. Copy of the Board Certificate

**You may make a self-request of your site at Inplace and submit all the mentioned documents there.**

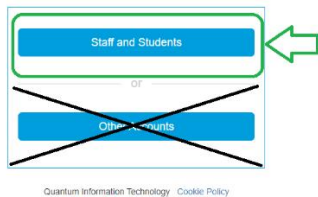
InPlace student login (use the same login information you use in Canvas):

<https://stu-us.inplacesoftware.com/>

### **Students - How to log in**

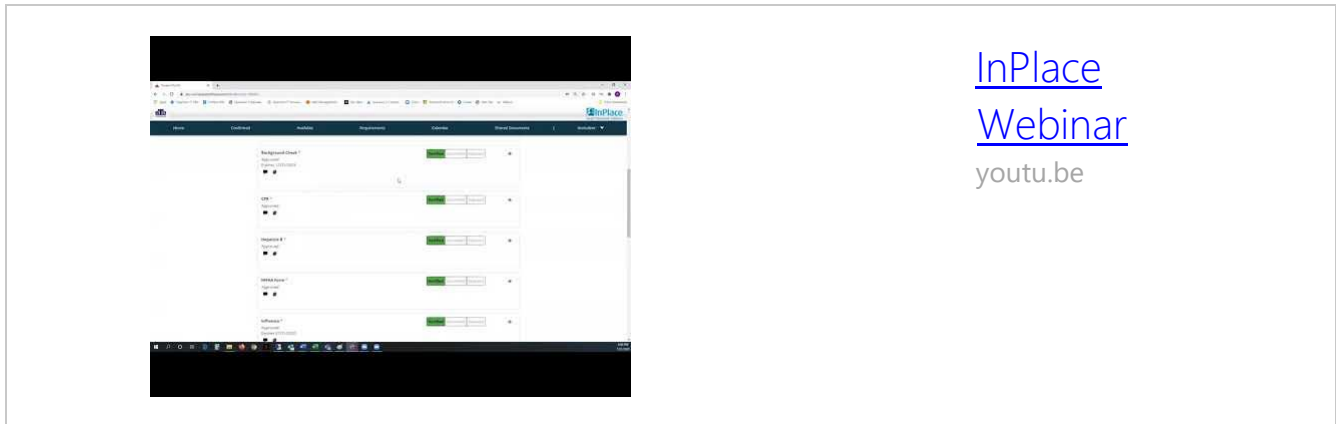
*As part of your course or program, you need to log into your InPlace Account using your University Credentials*

1. Go to the InPlace URL on your browser: <https://stu-us.inplacesoftware.com/>
2. Press the “Staff and Students” button



3. Enter your “Username” and “Password” and click the “Sign in” button

<https://youtu.be/90YEUTdl-E4>

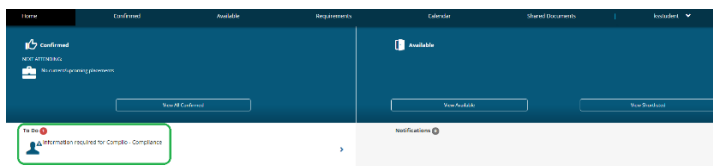


[InPlace Webinar](https://www.youtube.com/watch?v=...)  
youtu.be

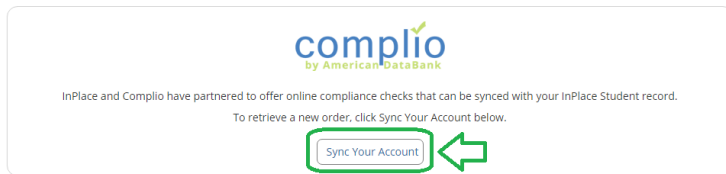
1. When you complete your request at InPlace, be sure that you are doing it in the correct term/year and for the correct course.
2. If you do not have the clinical course in the correct term/year, you can fix the following steps below:
  - Log into InPlace: <https://stu-us.inplacesoftware.com/>
  - Click on My Details tab
  - Scroll all the way down to the Enrollments section
  - Select the correct terms for the courses
  - Click Save
3. You may sync your Complio account with InPlace to allow the Clinical Coordinator to continue with the process. If you do not complete this step in your request process or are not in compliance with Complio, it will show an “Incomplete” in your request and the Clinical Coordinator will not be able to continue with the approval process till you complete it.
  - Navigate to the “**Complio - Compliance**” section in your “**To Do**” section ( if you do not see it here, ,click on your username and select "My Details" to sync your account).
  - **Retrieve your orders**
  - **Sync** your details

### Detailed steps

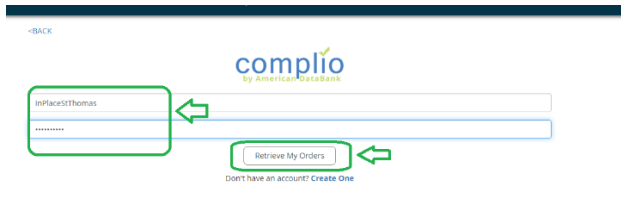
1. In the To Do area, click on “**Information required for Complio - Compliance**”



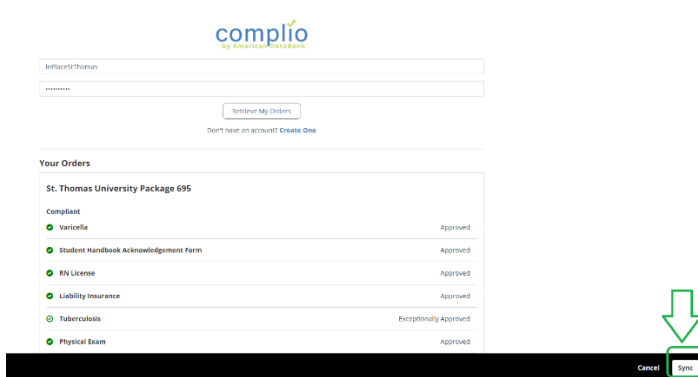
2. Click the “Sync Your Account” button



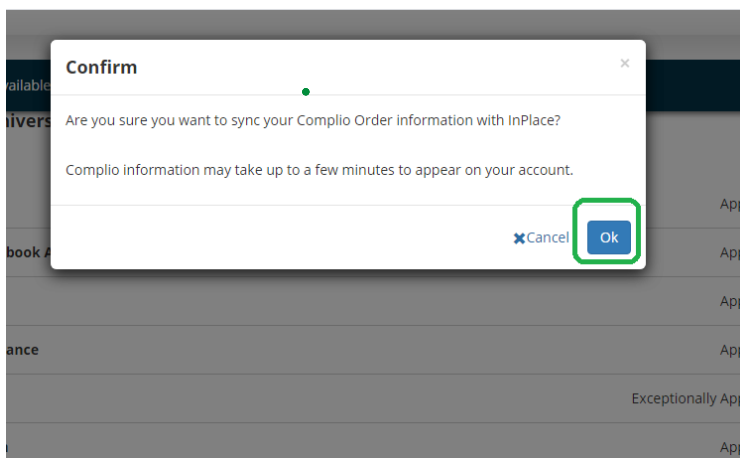
3. Enter your Complio account credentials and click on “Retrieve My Orders”



4. You will see your orders listed. Now click the “Sync” button at the bottom of the page.



5. Click “OK”




6. The system will as a background process update your records. This may take a few moments. You will then see the status bar showing the status of your order in Complio

**ima student**

University  
Student Code      Test  
Contact Number  
Email Contact      darren.sparkes@inplacesoftware.com

[Change Login Password](#)   [Change Mobile Number](#)



InPlace and Complio have partnered to offer online compliance checks that can be synced with your InPlace Student record.  
You last retrieved your Complio orders on 07/11/2020.  
To retrieve a new order, click Sync Your Account below.

[Sync Your Account](#)

**Complio**  
Compliance

10 Panel Drug Screening *	Verified	Submitted	Rejected	+
Approved Expires 12/31/2024 ■ #				

*Notes:*

- *Your **To Do**” item will now disappear from the home screen*

## CLINICAL COMPLIANCE REQUIREMENTS

### GRADUATE NURSING COURSES AND CLINICAL POLICY

The following dress code is for the MSN students:

- Full-length pants or knee-length skirts, dress blouse, shirt or polo shirt,
- Close-toed shoes,
- No clogs or sneakers,
- A lab coat with the STU insignia, which may be purchased at the STU bookstore,
- STU ID badge.
- Students are to wear white or flesh-colored underwear.
- There should be no visible tattoos. Tattooing needs to be concealed. No obvious body piercings except ears which is limited to one pair of earrings.
- In the clinical area, strong perfume or aftershave colognes, acrylic nails, dark- colored nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Heavy makeup should be avoided.
- Fingernails must be short, and hair must be neatly worn off the collar.
- Male students should be clean-shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper when in uniform.
- Chewing gum during the clinical experience is not acceptable.
- Students will also adhere to the clinical site's dress code policies as well and will communicate such policies to the faculty.

**Compliance Requirements:** Compliance is a major requirement of the College of Nursing. It is an umbrella term used for all the medical and legal information required by the College of Nursing, the State Board of Nursing (SBON) and the clinical sites where nursing students practice acquiring experiences. Nursing as a practice discipline requires coursework that involves patient contact such as in the clinical sites, interfacing with patients individually or collaboratively or conducting research. As such, to protect the public, clinical sites and College of Nursing require prospective students to complete a background check.

#### **Student Clinical Compliance Requirements**

Students must disclose any disciplinary action made against them before or after admission to the MSN program. Failure to disclose may result in the student not being able to complete required clinical practicum obligations or continue with the program.

Compliance is a major requirement of the College of Nursing. Nursing as a practice discipline requires coursework that involves patient contact during clinical experiences, interfacing with patients, or conducting research. In the interest of protecting the public, clinical sites and the College of Nursing require prospective students to submit to background checks, verification of employment, and social security verification.

Prior to beginning the practicum experience, students are required to complete and submit proof of the

following:

- **Current unencumbered RN/APRN licensure in Florida or Georgia**

- **Current Professional Liability Insurance**

The student must obtain liability insurance. Current professional liability insurance with limits of \$1,000,000/\$3,000,000. Nurse Practitioner Student Professional liability insurance is available through the American Nurses Association and other selected carriers. We do not recommend any specific company.

- **Background Checks**

Students are required to complete a one-time background check\_(including arrests without convictions) prior to the start of practicum. If for any reason, a student takes a leave of absence for a year or more, he or she must repeat the background check. If a student's background check indicates a history that might prevent participation in clinical, the Dean/assistant dean of nursing and the program directors will evaluate the student's situation and decide whether the student may continue with the program. Results of background checks are kept confidential within the program. It is important to note that admission to the program does not guarantee eligibility for the national certification exam or licensure. For example, if a student has an arrest and/or conviction record, the State Board of Nursing, in accordance with the rules and regulations of the Nurse Practice Act, will determine an advance a nursing student graduate's eligibility for licensure. Students should contact the Florida State Board of Nursing and the certification agencies for information regarding rules and regulations. Information regarding this matter may be found at <http://www.doh.state.fl.us/mqa/nursing> or <https://sos.ga.gov/georgia-board-nursing/>.

- **Drug Screening**

Drug screening is a compliance requirement to be completed before the start of practicum. Some clinical sites may require students to do additional drug screening or impose random drug screenings after the initial screening at their discretion. In addition, the clinical site may deny any student whose drug screening results are positive and may not have access to clinical experiences. If the student cannot find a clinical site or comparable assignment due to positive drug test or screening, the student will be denied progression in the College of Nursing.

- **Basic Life Support (BLS)**

Basic Life Support (also known as CPR) obtained through any training center approved by the American Heart Association is mandatory. It is the student's responsibility to submit a front and back copy of the American Heart Association BLS card to Complio.

- **Annual Physical Examination and Influenza Immunization**

An annual physical examination performed by a licensed physician, nurse practitioner, or physician assistant is required before the start of practicum. All information must be documented on the form provided by STU and submitted to Complio.

- **Influenza Immunization**

In addition to current immunization records, an annual influenza (flu) vaccine is a clinical compliance requirement for all advanced practice students. This is to be completed prior to the start of the practicum and is due each October. Students must submit documentation of influenza vaccine or waiver annually to Complio.

Students will be responsible for the financial costs associated with each of these requirements. Findings in background checks and/or drug screening tests may affect a student's ability to participate in clinical experiences, complete the program, and/or obtain licensure or certification. All compliance requirements must be current for the duration of each clinical practicum term.

### **HIPAA Confidentiality Agreement**

As health care providers, nurses must be knowledgeable about the various aspects of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). St. Thomas University (STU) provides information regarding HIPAA through its American Database Website to ensure compliance with those requirements and requires students to sign the HIPAA Confidentiality Agreement.

Students are required to:

- 1) Sign the HIPAA Confidentiality Agreement before any involvement in a clinical agency.
- 2) Adhere to a clinical site's privacy policies and procedures before undertaking any activities at the clinical site.
- 3) Always maintain the confidentiality of all patient information.

### **Residency**

St. Thomas University only admits Florida and Georgia residents. As a result, students maintain residency in Georgia or Florida during their enrollment at St Thomas University. It is the student's responsibility to notify the University of a change in residency. St Thomas University reserves the right to remove students from the course who are not residents of Georgia or Florida. This is due to many stringent laws and guidelines the government imposes on higher learning institutions. According to the statute, "If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request." Please refer to the link below for more information.

(<https://www.govinfo.gov/content/pkg/CFR-2019-title34-vol3/pdf/CFR-2019-title34-vol3-sec600-9.pdf>) In essence, STU's online nursing program must meet the standards of the State in which the student resides, which includes Georgia and Florida. As a result, you must complete the program in the state of Georgia or Florida; if you leave the state, even temporarily, it is your responsibility to inform us. If we find out and you have not informed us, we have the right to remove you from the courses immediately.

### Preceptor Requirements

Finding a clinical preceptor is an essential component for completing this program. A student’s immediate supervisor at his/her place of employment may not serve as a preceptor. Below are the minimum qualifications required to become a preceptor:

- Preceptors must hold a current unencumbered license to practice in Florida or Georgia.
- Nurse practitioners who serve as preceptors must be board-certified by the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).
  - Women’s Health Nurse Practitioners can be certified through the National Certification Corporation (NCC)
- Medical Doctors (M.D.) and Doctor of Osteopathic Medicine (D.O.) can serve as preceptors if they are practicing in a primary care setting. Medical Doctors (M.D.) and Doctor of Osteopathic Medicine (D.O.) can serve as PMHNP preceptors if they are board-certified in psychiatry.
  - **Physician Assistants cannot be used as preceptors in this program.**
- Preceptors must have at least two years of clinical experience.

### Clinical Site Selection Criteria

We highly encourage all clinical hours to be conducted in a primary care setting. Examples of appropriate clinical sites include:

<b>Family Nurse Practitioner Track:</b>
• Community Health Center
• Family Practice Medical Clinic
• Internal Medicine Outpatient Clinic
• Pediatric Clinic
• Retail Clinic
• Women’s Health Clinic

<b>Psychiatric Mental Health Nurse Practitioner Track:</b>
• Mental Health Clinic
• Psychiatrist Office

<b>Acute Gerontology Nurse Practitioner Track:</b>	
• Family Practice Medical Clinic	• Urgent Cares
• Internal Medicine Outpatient Clinic	• Primary Care Setting
• Community Health Center	

<b>Doctor of Nursing Track:</b>	
• Family Practice Medical Clinic	• Urgent Cares
• Internal Medicine Outpatient Clinic	• University

• Retail Clinic	• Nursing Home
• Pediatric Clinic	• Rehabilitation Center
• Women’s Health Clinic	• Community Centers
• Psychiatrist office	
• Mental Health Clinic	• Community Clinic
• Inpatient / Outpatient	
• Schools	

**MSN Accelerated Track:**

• Family Practice Medical Clinic	• Rehabilitation Center
• Community Center	• University
• Hospital	• Nursing Home

**MSN Executive Nursing:**

Family Practice Medical Clinic	• Urgent Cares
Internal Medicine Outpatient Clinic	• University
Retail Clinic	• Nursing Home
Pediatric Clinic	• Rehabilitation Center
Women’s Health Clinic	• Community Centers
Psychiatrist office	
Mental Health Clinic	• Community Clinic
Inpatient / Outpatient	
Schools	

**PMHNP Population:**

The patient population requirements by term are listed below:

1. **NUR 620CL:** Students must complete 125 hours with adult patients (over 18 years old), in an outpatient setting, allowing them to assess, evaluate, diagnose, treat, and follow different chronic psychiatric conditions.
2. **NUR 630CL:** Students must complete at least 40 hours of pediatric patients (0-17 years old). This means that they may cover 40 pediatric hours (0-17 years old), and the remaining hours, covering 125, can be done with the general psych population.
3. **NUR 640CL:** Students must perform 125 hours of psychotherapy (all ages).

4. **NUR 650CL:** Students must work with complex patients > 75% of the time (acute inpatient, two or more co-morbidities, psychotherapy, geriatric (over 65 years old), pediatric (0-17 years old), or pregnant patients).

### **FNP Population:**

The patient population requirements by term are listed below:

1. **NUR 509CL:** Students must complete 125 hours with adult patients (over 18 years old and less than 65 years old), in an outpatient setting, allowing them to assess, evaluate, diagnose, treat, and follow different chronic and some acute conditions.
2. **NUR 514CL:** Students must complete 125 hours with women in an outpatient setting, allowing them to assess, evaluate, diagnose, treat, and follow different chronic and some acute women's conditions.
3. **NUR 507CL:** Students must complete 125 hours with the pediatric (less than 18 years old) population in an outpatient setting, allowing them to assess, evaluate, diagnose, treat, and follow different chronic and some acute children's conditions.
4. **NUR 612CL:** Students must complete 125 hours with elderly patients (65 years or older), in an outpatient setting, allowing them to assess, evaluate, diagnose, treat, and follow different chronic and some acute geriatric conditions.

### **AGNP Population:**

The patient population requirements by term are listed below:

1. **NUR 625CL:** Students must complete 125 hours with adult patients (over 18 years old and less than 65 years old) and with elderly patients (65 years or older), in an outpatient setting, allowing them to assess, evaluate, diagnose, treat, and follow different chronic and some acute conditions.
2. **NUR 635CL:** Students must complete 125 hours with adult patients (over 18 years old and less than 65 years old) and with elderly patients (65 years or older), in an outpatient setting, allowing them to assess, evaluate, diagnose, treat, and follow different chronic and some acute conditions.
3. **NUR 645CL:** Students must complete 125 hours with adult patients (over 18 years old and less than 65 years old) and with elderly patients (65 years or older), in an outpatient setting, allowing them to assess, evaluate, diagnose, treat, and follow different chronic and some acute conditions.
4. **NUR 655CL:** Students must complete 125 hours with adult patients (over 18 years old and less than 65 years old) and with elderly patients (65 years or older), in an outpatient setting, allowing them to assess, evaluate, diagnose, treat, and follow different chronic and some acute conditions.

### **MSN Accelerated Track Population:**

The patient population requirements by term are listed below:

1. **NUR 603:** Students must complete 60 hours with any population, in an outpatient setting, allowing them to apply theoretical knowledge and clinical skills to the development and implementation of evidence-based projects in a real-world healthcare setting. Students will create a capstone project that will explore key concepts related to evidence-based practice, project management, quality improvement, and healthcare leadership.

## **BSN – DNP or MSN Executive Nursing Track(s):**

This is a non-clinical experience (i.e. no hands-on patient care in the clinical setting). These clinical experiences may be at the student's workplace (e.g. not in the student's primary work unit/department) or another clinical site.

1. **NUR 604:** Students must complete 80 hours, credit will be given for preparation time, actual clinical time, and reflection time focused on Nursing Leadership and Community Integration.
2. **NUR 605:** Students must complete 80 hours, credit will be given for preparation time, actual clinical time, and reflection time focused on types of leadership and reflection on personal leadership style and effectiveness.
3. **NUR 606:** Students must complete 80 hours, credit will be given for preparation time, actual clinical time, and reflection time focused on nursing's integration with healthcare finance and budgeting.
4. **NUR 607:** Students must complete 80 hours, credit will be given for preparation time, actual clinical time, and reflection time focused on the interdisciplinary functioning unit.
5. **NUR 608:** Students must complete 80 hours, credit will be given for preparation time, actual clinical time, and reflection time focused on relationship management.
6. **NUR 609:** The Practicum requires 100 hours of clinical time. Students must complete 80 hours, credit will be given for preparation time, actual clinical time, and reflection time focused on identifying a nursing quality or safety concern, stakeholders, creating a proposed budget, implementing a brief evidence-based quality or safety improvement project, and evaluating its effectiveness, with a scholarly dissemination plan.

## **Preceptor Agreements**

Once a preceptor has been selected, they will be responsible for reviewing and acknowledging the Clinical Preceptor Agreement documents. Students are responsible for ensuring the packet is delivered to the preceptor for review. Students are also responsible for ensuring all preceptor documents are submitted back to the Program Director for processing within 24 hours. The required preceptor documents include:

- Preceptor/Facilitator Agreement
- Learning Outcome Letter
- Copy of Preceptor's Current CV
- Copy of Preceptor's National Certification (if applicable)
- Copy of Preceptor's License Card (not license verification)

## **Affiliation Agreements**

Many clinical sites require an affiliation agreement prior to a preceptor accepting the responsibility of providing supervision to a student. An affiliation agreement is a legally binding agreement between the clinical facility and St. Thomas University that outlines each party's responsibility and liability if a patient, preceptor, or student is harmed in the clinical setting. If an affiliation agreement is required, please present

all documents to the Program Clinical Coordinator. The Clinical Coordinator will work directly with the legal team to completion of these documents. It is important to note that arranging an affiliation agreement may be a lengthy process depending on the clinical site; this is why it is imperative to secure a preceptor/clinical site for each clinical rotation as early as possible.

### Standard Affiliation Agreement

- A Standard Affiliation Agreement is one the University has developed and is approved by the University legal team. As a result, the University is comfortable with all language therein and can meet all obligations.

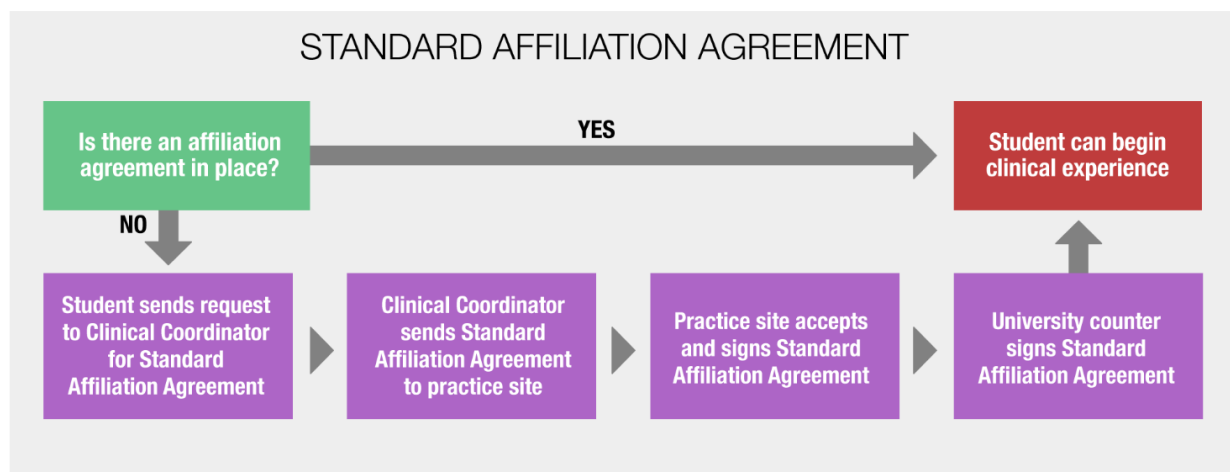
### Non-Standard Affiliation Agreement

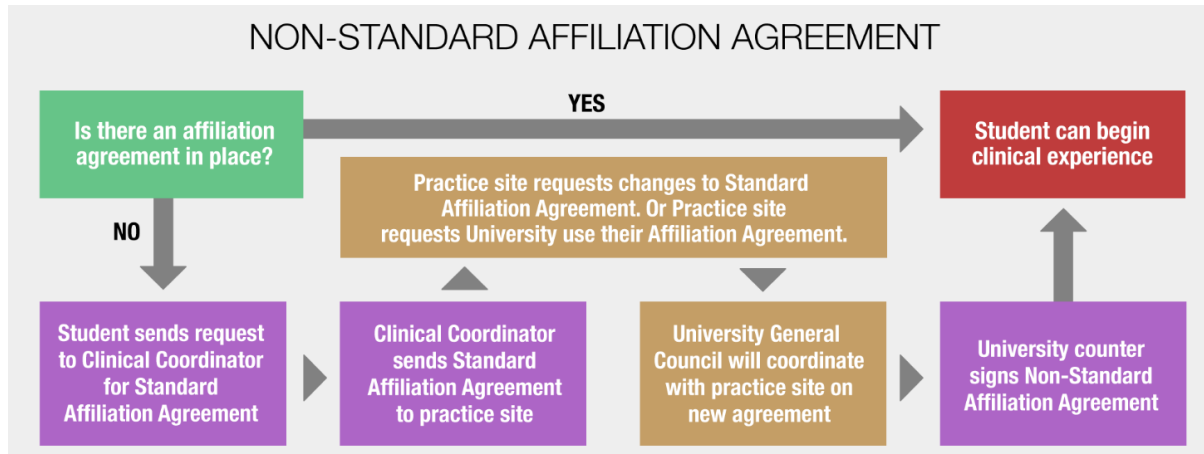
A Non-Standard Affiliation Agreement is one the University has not created (e.g. one created by the practice site) or the Standard Affiliation Agreement that has been altered in any way by the practice site (e.g. elements added or removed).

### Affiliation Agreement Approval Process:

In addition to the previously discussed benefits of early preceptor identification to both you and the preceptor, locating and securing a preceptor early also aids in completing an Affiliation Agreement in a timely manner. Affiliation Agreements can take 30 days to complete when a standard Affiliation Agreement is utilized and 90 or more days to complete a Non-Standard Affiliation Agreement.

Details regarding the submission of an Affiliation Agreement will be discussed in more depth during your program.





### Student Consent for Release of Information to Authorized Third Party

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student education records by prohibiting their disclosure without students' written consent. However, some clinical agencies may require access to certain educational records for students to attend their clinical sites for clinical experiences. Students must complete and sign the student consent for release of information to authorized third parties to release students' records to clinical agencies.

### St. Thomas University Clinical Faculty Roles and Responsibilities

- The Clinical faculty will provide an orientation to students and preceptors on their respective roles and responsibilities.
- The Clinical faculty will ensure the appropriateness of the clinical site and review contractual agreements.
- The Clinical faculty will assess student SOAP notes and provide constructive feedback.
- The Clinical faculty will communicate with students and preceptors on an ongoing basis regarding progress towards meeting course objectives.
- The Clinical faculty will respond to students' and preceptor's problems or concerns promptly.
- The Clinical faculty will communicate regularly to the lecture course faculty and program director regarding student progress.
- Clinical faculty will conduct midterm and final evaluations.

### Preceptor's Role and Responsibilities

- The preceptor will provide student instructions while serving as a role model and helping the student refine skills associated with patient care in a supervised environment.
- The preceptor will introduce the staff and orient students to the facility, policies, procedures, and any other pertinent information needed for their role.

- The preceptor will provide feedback to the student and the clinical faculty regarding the student's performance and progress on an ongoing basis.
- The preceptor will provide students with constructive feedback regarding clinical performance, including attendance, advanced nurse practitioner roles, documentation, interaction with patients and staff, and professionalism.
- The preceptor will inform clinical faculty immediately of any issues or concerns with student performance in the clinical setting.
- The preceptor will be required to complete all clinical evaluation forms.
- The preceptor will sign clinical logs each week.
- **Preceptor-Faculty Meetings:** Faculty must meet with the preceptor via video conference twice during the semester.

## Student Clinical Progress and Verification

- **Weekly Submission:** Students must submit their clinical logs on a weekly basis.
- **Preceptor Verification:** Each log must be signed by the preceptor or the facility each week.
- **Telehealth Hours:** Telehealth hours are not allowed as part of clinical rotation.
- **Documentation of Hours:** Students must record the total clinical hours completed each week in their clinical logs.

## Student Clinical Evaluation

Preceptors should meet with students formally at the beginning of the clinical practicum to review the evaluation guidelines so that the expectations and responsibilities of both the preceptor and the student are consistent. The preceptor should provide a clinical evaluation. The student clinical evaluation form provided by STU should also be reviewed with the student at this time. Meeting with the student at the beginning of the clinical practicum also enables the student and preceptor to discuss the course and clinical objectives.

The clinical preceptors will meet with the clinical faculty to complete two clinical evaluations at Week 3 (midterm) and Week 6 or 7 (final) of each clinical course. Additionally, a preceptor and a clinical site evaluation is to be completed by the student at the end of the clinical experience (Week 6 or 7). Clinical faculty will complete a minimum of one site visit clinical evaluation and one telephone clinical conference per term. The clinical site evaluation may be performed on-site or virtually. Additional evaluations will be completed as needed by STU Clinical Faculty.

## Students are required to schedule and attend two virtual check-in meetings (Mid-term and Final) with their assigned preceptor:

- Midterm Evaluation Check-in: A brief virtual meeting to assess student progress and address any concerns.
- Final Evaluation Check-in: A concluding assessment to confirm the student's readiness and ensure expectations have been met.

- These meetings provide an opportunity for the preceptor to ask questions or express concerns regarding student performance.
- Student Responsibility: The student must facilitate scheduling to ensure minimal disruption to the preceptor's workflow.

### **Specialization Clinical Courses for the Accelerated MSN Program**

<b>Didactic Course</b>	<b>Clinical Course</b>
NUR 603: Advance Nursing Practicum*	NUR 603: Advance Nursing Practicum 60 Clinical Hours Required*

\* The following courses must be taken prior to being enrolled in this course: NUR 501, NUR 502, NUR 504, NUR 505, NUR 506, NUR 512, NUR 600, and NUR 601.

### **Specialization Clinical Courses for the Executive Nursing Program**

<b>Clinical Course</b>	
NUR 604: Nurse Executive Leader Community Integration	80 Clinical Hours required *  *Students must complete NUR 002, 501, 505, 506, 512 before enrolling in 605.
NUR 605: Transformational Leadership: A Holistic Approach	80 Clinical Hours required *  *Students must complete NUR 604 before enrolling in 605.
NUR 606: Financial Management for Nurse Leaders	80 Clinical Hours required *  *Students must complete NUR 605 before enrolling in 606.

NUR 607: Advanced Strategies for Interdisciplinary Collaboration	80 Clinical Hours required *  *Students must complete NUR 606 before enrolling in 607
NUR 608: Relationship Management	80 Clinical Hours required *  *Students must complete NUR 607 before enrolling in 608.
NUR 609: Research & EBP Application Practicum	80 Clinical Hours required *  *Students must complete NUR 608 before enrolling in 609.

**Specialization Clinical Courses for the Adult-  
Gerontology Nurse Practitioner (AGNP)  
Program**

Clinical Course
NUR 625CL: Adult-Gerontology: Clinical I 125 Clinical Hours Required*
NUR 635CL: Adult-Gerontology: Clinical II 125 Clinical Hours Required*
NUR 645CL: Adult-Gerontology: Clinical III 125 Clinical Hours Required*
NUR 655CL: Adult-Gerontology: Clinical IV 125 Clinical Hours Required*

**Specialization Clinical Courses Schedule for the Family Nurse Practitioner  
(FNP) Program**

<b>Clinical Course</b>
NUR 509CL: Advanced FNP: Clinical III 125 Clinical Hours Required*
NUR 514CL: Advanced FNP: Clinical II 125 Clinical Hours Required*
NUR 507CL: Advanced FNP: Clinical I 125 Clinical Hours Required*
NUR 612CL: Advanced FNP: Clinical IV 125 Clinical Hours Required*

**Specialization Clinical Courses Schedule for the Psychiatric Mental Health Nurse  
Practitioner (PMHNP) Program**

<b>Clinical Course</b>
NUR 620CL: Psychiatric Management I 125 Clinical Hours Required*
NUR 630CL: Psychiatric Management II 125 Clinical Hours Required*
NUR 640CL: Psychiatric Management III 125 Clinical Hours Required*
NUR 650CL: Psychiatric Management IV 125 Clinical Hours Required*

## Specialization Clinical Courses for the BSN - DNP Program

Clinical Course	
NUR 604: Nurse Executive Leader Community Integration	80 Clinical Hours required * *Students must complete NUR 002, 501, 505, 506, 512 before enrolling in 605.
NUR 605: Transformational Leadership: A Holistic Approach	80 Clinical Hours required * *Students must complete NUR 604 before enrolling in 605.
NUR 606: Financial Management for Nurse Leaders	80 Clinical Hours required * *Students must complete NUR 605 before enrolling in 606.
NUR 607: Advanced Strategies for Interdisciplinary Collaboration	80 Clinical Hours required * *Students must complete NUR 606 before enrolling in 607
NUR 608: Relationship Management	80 Clinical Hours required * *Students must complete NUR 607 before enrolling in 608.
NUR 609: Research & EBP Application Practicum	80 Clinical Hours required * *Students must complete NUR 608 before enrolling in 609.
NUR 900: Practicum Project Proposal *	125 Clinical Hours Required* *The Project Proposal may be an extension of the previous Practicum Project.
NUR 910: DNP Practicum I**	125 Clinical Hours Required
NUR 920: DNP Practicum II***	125 Clinical Hours Required
NUR 930: DNP Practicum III****	125 Clinical Hours Required

## Specialization Clinical Courses for the Doctor in Nursing Practice (DNP)

### Program

<b>Courses with Clinical Requirements</b>
NUR 900: Practicum Project Proposal * 125 Clinical Hours Required*
NUR 910: DNP Practicum I**
NUR 920: DNP Practicum II*** 125 Clinical Hours Required
NUR 930: DNP Practicum III**** 125 Clinical Hours Required

## Clinical Courses

See the 2025-2026 Graduate Nursing Clinical Handbook for specific information regarding clinical expectations.

### DNP Approved Clinical/Practice Experiences:

- Direct Care:
  - Advanced assessment, diagnosis, and treatment of individuals or populations
  - Clinical decision-making in complex patient care settings
  - Interprofessional collaboration in patient management
- Systems-Level Practice:
  - Health policy advocacy
  - Informatics or data system design and evaluation
  - Financial or organizational system redesign
- Quality Improvement Initiatives:
  - Implementation and evaluation of evidence-based practice interventions
  - Safety and quality metric tracking
  - Practice audits and gap analyses
- Leadership Activities:
  - Leading interprofessional teams
  - Strategic planning and organizational leadership
  - Staff development or mentorship in clinical settings
- Unapproved Activities:
  - Basic RN-level tasks
  - Shadowing without active engagement
  - Academic coursework not tied to a practice setting

# APPENDICES



**ST. THOMAS UNIVERSITY**

**Off-Campus Program Participation Consent and Release**

Name of Participant: \_\_\_\_\_

Emergency Contact Information (including telephone number and address):

Name: ..... Phone: .....

Address: .....

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Off-Campus Program:

Clinical Rotations

\_\_\_\_\_  
\_\_\_\_\_

I hereby freely and voluntarily consent to participation in the off-campus program described above. I agree to assume all financial responsibility for participation in the program and hereby release and hold St. Thomas University, Inc. and all of its corporate members, affiliated entities, employees, officers, directors, and agents ("Sponsors") harmless for any and all costs, claims, or losses arising from my participation in this program. I further agree to indemnify Sponsors with regard to any financial obligations incurred by my acts or omissions.

I acknowledge that participation in this program requires my travel to and attendance at an off-campus location and other activities related to participation in an off-campus activity and clinical/educational program. By my participation in this program, I voluntarily assume all risks involved in such program, whether expected or unexpected.

I have read the terms and conditions set forth by Sponsors and I agree that this constitutes a part of any agreement with Sponsors.

Signature of Participant: \_\_\_\_\_

Name: \_\_\_\_\_

Please Print

Date: \_\_\_\_\_



## PHOTOGRAPHY CONSENT FORM/RELEASE

I, \_\_\_\_\_, hereby grant permission to St. Thomas University representatives to take and use: photographs and/or digital images of me for use in news releases and/or educational materials. These materials might include printed or electronic publications, websites or other electronic communications. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize without compensation to me. All negatives, prints, digital reproductions shall be the property of St. Thomas University.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)



## STUDENT CONSENT FOR RELEASE OF INFORMATION TO AUTHORIZED THIRD PARTIES

The Family Educational Rights and Privacy Act (FERPA) and/or Florida law protects the privacy of student education records including their personal health information by prohibiting their disclosure without the student's written consent, except under limited circumstances. In order to participate in some clinical rotations, clinical facilities may request access to certain education records. In order for St. Thomas University to provide clinical facilities with copies of such records, students will need to complete and sign the form.

**Student Legal Name:**

**Authorized Third Party** (Clinical facilities where the student may be completing a clinical rotation):

**Purpose of Disclosure:** Requirement or condition of a clinical facility in order for student to participate in clinical learning experiences, if requested by the facility.

**Duration of Authorization:** Effective during the student's enrollment in the nursing program unless otherwise revoked by the student.

**Record to be Released:**

- Annual Physical Examination
- TB Testing Result
- Basic Life Support (BLS) Certification
- FBI Criminal Background Check Results and Fingerprints
- Proof of Flu Immunization
- Drug Testing Results

I am signing this authorization/consent form voluntarily. I understand that I have the right to: (1) not to consent to the release of my education records, (2) inspect any written records released pursuant to this consent, and (3) revoke this consent at any time by delivering a written revocation, in person or through U.S. Certified Mail, to the program director.

**PRINT NAME:** .....

**STUDENT ID:** .....

**SIGNATURE:** .....

*\*Handwritten (NOT TYPE) signature ONLY*

**DATE:** .....





Flu Date \_\_\_\_\_

Varicella Date \_\_\_\_\_

Date \_\_\_\_\_

**Healthcare Provider  
Office Stamp Required**

Healthcare Provider  
Signature: \_\_\_\_\_

Credentials Required: \_\_\_\_\_

Date: \_\_\_\_\_

If you were born before December 31, 1957, you are exempt from these requirements. A photocopy of your driver's license, ID card issued by a state or passport showing proof of age must be attached.

#### **VALID EXEMPTION FROM PROVIDING IMMUNITY**

1. Medical exemptions – must produce a current letter from a doctor, signed on his/her stationary, stating the reason for the exemption and whether it is a temporary or permanent exemption.
2. Religious exemptions – must provide a current letter on house of worship's stationery, signed by a minister, priest, rabbi, or head of house of worship, stating the reason for exemption and whether it is a temporary or permanent exemption.

#### **ACCEPTABLE FORMS DOCUMENTATION**

The following documents are acceptable proof of immunity of measles and rubella. Forms must include specific dates and the dates must satisfy the requirements stated previously.

1. HRS (Department of Health and Rehabilitation Services) records
2. Childhood immunization records
3. School immunization records
4. Military service records
5. Document indicating blood tests

#### **WHERE TO GET IMMUNIZED OR TESTED**

1. Jessie Trice Community Health Centers, Inc.  
(305) 628-6690
2. Public Health Department: (954) 467-4943 (FEE)
3. Private physician or walk-in clinic

#### **Please submit this completed form to**

St. Thomas University/Student Health Center  
16401 NW 37<sup>th</sup> Ave., Miami Gardens, FL 33054  
Phone: (305) 628-6690/Fax: (305) 628-6697  
**Retain original for your records**



## Physical Form

TO BE FILLED OUT BY HEALTHCARE PROVIDER

Name \_\_\_\_\_ Date of Exam \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ BP \_\_\_\_\_ Pulse \_\_\_\_\_

Vision: Right \_\_\_\_\_ Left \_\_\_\_\_  
20/ \_\_\_\_\_ 20/ \_\_\_\_\_

TB Test Date Done \_\_\_\_\_  
Date Read \_\_\_\_\_  
Results \_\_\_\_\_

Clinical Evaluation	Normal	Abnormal
1. Head		
2. Nose and Sinuses		
3. Mouth		
4. Ears		
5. Eyes		
6. Throat		
7. Lungs		
8. Heart		
9. Abdomen and Viscera		
10. Upper extremity		
11. Lower Extremity		
12. Musculoskeletal		
13. Skin		
14. Neurological		

Physician Comments:

Surgical procedures done within past 2 years:

Limitations/Rehabilitation needs:

Is the student under any treatment for any medical or emotional conditions? Yes \_\_\_\_\_ No \_\_\_\_\_ Is the student allergic to any medications? If yes, please list: Yes \_\_\_\_\_ No \_\_\_\_\_

List: \_\_\_\_\_

Upon completion of a complete physical I have found \_\_\_\_\_

Student's Name

capable of participating in a full program of college study, including participation in intercollegiate sports and/or clinical activities.

Healthcare Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

Healthcare Provider Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_



## The College of Nursing Graduate Student Handbook

### **Confirmation of Receipt Student Acknowledgment**

I, \_\_\_\_\_, hereby acknowledge that my signature on this document certifies that I have received the official St. Thomas University Nursing Student Handbook. I understand that it is my responsibility to review the Nursing Student Handbook in its entirety and seek clarification on any questions, concerns, or points in which I need clarification.

I further understand that the Nursing Student Handbook policies and procedures may be amended and/or changed during my enrollment. In the event of any change or amendment to the Nursing Student Handbook, I will be able to view them electronically online on St. Thomas University's website. I understand that it is my responsibility to review the changes and/or amendments in their entirety.

I understand that the St. Thomas University Nursing Student Handbook contains program-specific policies and procedures for which I must comply. In the event a conflict exists between the university catalog and the Nursing Student Handbook, the Nursing Student Handbook shall supersede the university catalog. Since healthcare is an ever-changing environment, the Nursing Student Handbook may be updated frequently to improve educational outcomes and client safety. I acknowledge I am personally responsible and must comply with current policies and procedures throughout my enrollment.

By signing this document, I acknowledge I have read, understood, and received an electronic copy of the St. Thomas University Nursing Handbook.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Student ID \_\_\_\_\_

Date \_\_\_\_\_

Sign and upload into Complio



## STUDENT CONSENT FOR RELEASE OF INFORMATION TO AUTHORIZED THIRD PARTIES

The Family Educational Rights and Privacy Act (FERPA) and/or state law protects the privacy of student education records, including their personal health information, by prohibiting their disclosure without the student's written consent, except under limited circumstances. To participate in some clinical rotations, clinical facilities may request access to certain education records. For St. Thomas University to provide clinical facilities with copies of such records, students will need to complete and sign the form.

**Student Legal Name:** \_\_\_\_\_

**Authorized Third Party** (Clinical facilities where the student may be completing a clinical rotation):

**Purpose of Disclosure:** Requirement or condition of a clinical facility in order for student to participate in clinical learning experiences if requested by the facility.

**Duration of Authorization:** Effective during the student's enrollment in the College of Nursing unless otherwise revoked by the student.

### Record to be Released:

- Annual Physical Examination
- TB Testing Result
- Basic Life Support (BLS) Certification
- FBI Criminal Background Check Results and Fingerprints
- Proof of Flu Immunization
- Drug Testing Results

I am signing this authorization/consent form voluntarily. I understand that I have the right to: (1) not to consent to the release of my education records, (2) inspect any written records released pursuant to this consent, and (3) revoke this consent at any time by delivering a written revocation, in person or through U.S. Certified Mail, to the program director.

PRINT NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE

DATE

Sign and upload into Complio

# Clinical Forms

Upload Preceptor agreement and Preceptor Letter  
to InPlace for Approval



## Preceptor/Facilitator Agreement

Course Number & Title: \_\_\_\_\_

Number of Clinical Hours: \_\_\_\_\_ Term/Year: \_\_\_\_\_

### Student Information

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Clinical Site Information

Site Name: \_\_\_\_\_

Clinical Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Administrator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Administrator's E-mail: \_\_\_\_\_

### Preceptor Information

Name & Credentials: \_\_\_\_\_

License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Specialty: \_\_\_\_\_

Is Preceptor Board Certified:  Yes  No Certification #: \_\_\_\_\_

I have reviewed the clinical packet and hereby **agree** to serve as a Preceptor/Facilitator for the above referenced student.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Copy of:  MD or  APRN License • Exp. Date: \_\_\_\_\_ • Preceptor CV:  Yes  No Copy

of APRN Certification:  Yes  No • Exp. Date: \_\_\_\_\_ • Verification Contact Date: \_\_\_\_\_

STU Staff Verification Signature: \_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the Accelerated MSN Program at St. Thomas University (STU). The student is enrolled in NUR 603: Advanced Nursing Practicum.

This course is tailored for students apply theoretical knowledge and clinical skills to the development and implementation of evidence-based projects in a real-world healthcare setting. Students will create a capstone project which will explore key concepts related to evidence-based practice, project management, quality improvement, and healthcare leadership. Emphasis will be placed on understanding the research process, critically appraising evidence, identifying practice gaps, and formulating evidence-based solutions.

This rotation is for 60 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,  
*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly):

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

---

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 507: Advanced FNP: Children & Families

The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience. The clinical will facilitate an in-depth understanding of family-system concepts. By the end of the clinical rotation, students will be able to: Synthesize knowledge of community resources to effectively plan comprehensive nursing care for primary care and medically complex clients through collaboration and case management. Examine, evaluate, and demonstrate professional development in the role of the Nurse Practitioner in the diagnosis and management of health and wellness as well as acute and chronic illnesses from birth through adolescents as a member of an inter-professional team. Analyze patient safety, quality indicators, outcome improvement in the delivery of quality primary care to patients.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_

Preceptor Letter



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

---

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 509: Advanced FNP: Adults

This course prepares advanced-practice nurses to function effectively in leadership roles within multidisciplinary health-care systems/organizations specifically focused on adults and their families. Critical issues that impact the practice environment are explored. Students will develop skills in facilitating evidence-based practice for specific populations of adults and their families. The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

---

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 514: Advanced FNP: Women's Health

This clinical will provide a foundational framework for advanced practice nursing in women's health. The focus will be on assessment, diagnosis, and treatment of common health problems in the culturally diverse women population. This clinical will also look at health promotion and disease prevention strategies in women. The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

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Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

---

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-FNP Program at St. Thomas University (STU). The student is enrolled in NUR 612: Advanced FNP: Adult Gerontology

The role and function of the Family Nurse Practitioner (FNP) will be explored through the clinical rotation experience. The clinical will facilitate an in-depth understanding on the management of acute/chronic and rapidly changing conditions of adults/older adults. Urgent care issues should be addressed. Clinicals emphasize principles of health promotion, disease prevention and assessment, and management of common health care problems in diverse elderly populations. Emphasis is placed on developmental needs and the pathophysiologic processes underlying certain conditions. The impact of the family on the health of the elderly is explored.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 620 - Psychiatric Management I

This clinical will provide experiences in the assessment, diagnosis, treatment, and evaluation of clients across the lifespan with acute and/or chronic psychiatric disorders. Evidenced-based practice is used. Emphasis is given to promoting, maintaining, and restoring wellness to patients across the lifespan. A holistic therapeutic approach is used to enhance the functioning of diverse individuals across the lifespan. By the end of this clinical student will:

- Develop a knowledge base of clinical modalities used in health promotion and treatment of individuals across their life span with mental illness.
- Discuss mental health theories related to the use of specific clinical modalities in treatment of individuals with mental illness.
- Evaluate clinical modalities in terms of their appropriateness for treatment of individuals with specific mental illnesses.
- Analyze current research findings regarding clinical modalities used in the treatment of individuals with mental illness.
- Demonstrate skills in providing individual therapies to promote mental health for individuals and families across the lifespan.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing  
Preceptor Name (Print legibly):

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 630 - Psychiatric Management II

This clinical will provide the student with a continuation of clinical experiences in the assessment, diagnosis, treatment, and evaluation of clients across the lifespan with acute and/or chronic psychiatric disorders. Evidenced-based practice is used. Emphasis is given to promoting, maintaining, and restoring wellness to patients across the lifespan. A holistic therapeutic approach is used to enhance the functioning of diverse individuals across the lifespan. By the end of this clinical student will:

- Develop a knowledge base of clinical modalities used in health promotion and treatment of individuals across their life span with mental illness.
- Discuss mental health theories related to the use of specific clinical modalities in treatment of individuals with mental illness.
- Evaluate clinical modalities in terms of their appropriateness for treatment of individuals with specific mental illnesses. Analyze current research findings regarding clinical modalities used in the treatment of individuals with mental illness.
- Demonstrate advanced skills in providing individual therapies to promote mental health for individuals and families across the lifespan.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly):

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_

Preceptor Letter  
Preceptor Letter



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

---

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 640 - Psychiatric Management III

This clinical will provide the student with the clinical knowledge in psychotherapy techniques that are applicable across the lifespan focusing on theoretical and conceptual dynamic models using evidence-based practices in assessing, planning, treating, and evaluating dysfunctional patterns. By the end of this clinical student will:

- Demonstrate skills in providing individual and group therapies to promote mental health for individuals and families across the lifespan.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.
- Provide culturally informed mental health care in populations across the lifespan with complex acute and chronic psychiatric disorders.
- Demonstrate beginning skills as a member of an interprofessional health care team in the delivery of quality mental health care.
- Foster professional growth and advanced practice nursing role development via critical self-evaluation of clinical practice experiences.
- Collaborates, consults, and refers as appropriate with other health care professionals and community providers.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

---

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-PMHNP Program at St. Thomas University (STU). The student is enrolled in NUR 650 - Psychiatric Management IV

This course provides the student with clinical knowledge in psychotherapy techniques that are applicable across the lifespan focusing on theoretical and conceptual dynamic models. By the end of this clinical, students will:

- Demonstrate skills in providing individual and group therapies to promote mental health for individuals and families across the lifespan.
- Integrate assessment findings and differential diagnoses to identify and prioritize treatment of acute and chronic psychiatric disorders.
- Provide culturally informed mental health care in populations across the lifespan with complex acute and chronic psychiatric disorders.
- Demonstrate advanced skills as a member of an interprofessional health care team in the delivery of quality mental health care.
- Foster professional growth and advanced practice nursing role development via critical self-evaluation of clinical practice experiences.
- Collaborates, consults, and refers as appropriate with other health care professionals and community providers.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_

Preceptor Letter



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

---

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-AGNP Program at St. Thomas University (STU). The student is enrolled in NUR 625CL: Adult Gerontology I.

This clinical course will provide the Adult-Gerontology Nurse Practitioner student the ability to practice taking patient's history, completing physical examination while incorporating pharmacology, and implementing evidence-based practice using the national screening guidelines across the young adult. The students will be able to diagnose, recommend therapeutic measures, provide education, health prevention and disease promotion at the level of advanced nursing role. Students will acquire the necessary skills to provide safe and effective care.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_

Preceptor Letter



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

---

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-AGNP Program at St. Thomas University (STU). The student is enrolled in NUR 635CL: Adult Gerontology II.

This clinical course will provide the Adult-Gerontology Nurse Practitioner student the ability to practice taking patient's history, completing physical examination while incorporating pharmacology, and implementing evidence-based practice using the national screening guidelines across the adults. The students will be able to diagnose, recommend therapeutic measures, provide education, health prevention and disease promotion at the level of advanced nursing role. Students will acquire the necessary skills to provide safe and effective care integrating research-based knowledge on the precepted clinical experiences in the primary care setting.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

---

---

Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-AGNP Program at St. Thomas University (STU). The student is enrolled in NUR 645CL: Adult Gerontology III.

This clinical course will provide the Adult-Gerontology Nurse Practitioner student the ability to practice taking patient's history, completing physical examination while incorporating pharmacology, and implementing evidence-based practice using the national screening guidelines across the older adults. The students will be able to diagnose, recommend therapeutic measures, provide education, health prevention and disease promotion at the level of advanced nursing role. Students will acquire the necessary skills to provide safe and effective care integrating research-based knowledge on the precepted clinical experiences in the primary care setting.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

*Nashat Abualhaija*

Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

Preceptor Name (Print legibly):

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

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Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN, BSN student in the MSN-AGNP Program at St. Thomas University (STU). The student is enrolled in NUR 655CL: Adult Gerontology IV.

This clinical course will provide the Adult-Gerontology Nurse Practitioner student the ability to practice taking patient's history, completing physical examination while incorporating pharmacology, and implementing evidence-based practice using the national screening guidelines across the young adult, adults and older adults. The students will be able to diagnose, recommend therapeutic measures, provide education, health prevention and disease promotion at the level of advanced nursing role. Students will acquire the necessary skills to provide safe and effective care integrating research-based knowledge on the precepted clinical experiences in the primary care setting.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress. The student must provide you with the course syllabus, student learning outcomes, and necessary forms for evaluation.

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Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

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Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 900 – Practicum Project Proposal

This course will guide the DNP students how with research and best evidence well written project proposals are completed. Knowledge will be provided to Health care professionals in advanced practice to be able to deliver clinical project proposals using best evidence for advancing quality patient care. The course provides practical guidelines of common project models for developing and writing great proposals from start to finish. By the end of this clinical, students will:

- Develop a project proposal to enhance safety and quality of healthcare and examine related problems within the context of systems, technology, and policy.
- Develop and/or monitor budgets for practice initiatives.
- Demonstrate leadership in the different realms of nursing while utilizing and evaluating the use of health care information systems, information technology, communication systems, and patient care technology.
- Explore and collect evidence and data to document problems found in clinical sites.
- Appraise scientific data to translate best evidence into nursing practice and healthcare delivery.
- Discuss potential skills and/or project contribution from DNP preceptor(s), organization representative, and champions.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

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Dean and Professor of College of Nursing

Preceptor Name (Print legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_

Preceptor Letter



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

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Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 910 – Practicum I

This course will guide the DNP students to translate research into practice, link policy making with clinical systems and serve as change agents for health care. The student chooses an area of advanced practice nursing for clinical immersion. By the end of this clinical, students will:

- Describe scholarship that will include frame of teaching, application, integration, and discovery to help improve the system of the clinical site.
- Demonstrate leadership and participate in the creation and implementation of health policy to advocate for the nursing profession and the healthcare communities.
- Discuss potential skills and/or project contribution from DNP preceptor(s), organization representative, and champions and explain the impact of the related problems on the population.
- Identify a clinical practice guideline related to your problem of interest and appraise the guideline using the IOM standards.
- Integrate assessment findings of organized problems and challenges as either macro- or micro-system related.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

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Nashat Abualhaija, PhD, RN  
Dean and Professor of College of Nursing

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Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

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Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 920 – Practicum II

This course will provide student with an immersive residency experience and mentored guidance undertaking the development, implementation and evaluation of a scholastic project through implementation and analysis.

By the end of this clinical, students will:

- Communicate effectively, support, and collaborate with interprofessional teams to formulate effective practice approaches to improve outcomes.
- Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization, or community against national benchmarks to determine variances in practice outcomes and population trends.
- Directly manage complex health problems of clients or develop and implement organizational systems to facilitate access and navigation of the health care system.
- Design, direct, and evaluate quality improvement methodologies to promote safe, timely, effective, efficient, equitable, and patient-centered care.
- Implement culturally sensitive and holistic approaches to lead and mentor other team members of the project intervention.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student's progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student's learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

Sincerely,

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Dean and Professor of College of Nursing

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Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
Phone 305-474-6845

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Dear Preceptor:

Thank you for being a preceptor for, \_\_\_\_\_ RN/FNP, MSN student in the DNP Program at St. Thomas University (STU). The student is enrolled in NUR 930 – Practicum III

This course provides for synthesis and application of knowledge and skills acquired in previous courses through the development, implementation, and evaluation of a practice improvement project. By the end of this clinical, students will:

- Discuss evaluation plan for process and outcomes.
- Evaluate impact of intervention and gather data of intervention.
- Integrate literature documenting interventions to achieve the outcomes.
- Analyze the impact of the related problems on the population.
- Integrate assessment findings of organized problems and challenges as either macro- or micro-system related.

This rotation is for 125 hours of clinical experience. The student will provide you with a course syllabus that contains the student learning outcomes, midterm, and final evaluation forms. Students will make arrangements for clinical times and days that are convenient for both of you. A faculty member will be making a visit to document the student’s progress.

If, at any time, you have questions or concerns regarding this clinical experience, please contact me at 305-474-6845. Please sign and return one copy of this letter for our files. Your signature indicates you agree to facilitate the student’s learning outcomes. Also, please sign the preceptor agreement and attach a CV or resume along with a copy of your Florida license.

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Dean and Professor of College of Nursing

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Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_



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Miami Gardens, FL 33054  
Phone 305-474-6845

## Memorandum of Understanding

Clinical Location: \_\_\_\_\_  
Number of Clinical \_\_\_\_\_ Term/Year: \_\_\_\_\_  
Hours: \_\_\_\_\_

### Student Information

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

## Memorandum of Understanding

This Memorandum of Understanding is made on [DATE], by and between St. Thomas University of Miami Gardens, Florida, and [FACILITY], for the purpose of student experiential learning/internship education.

The purpose of this MOU is for clinical experience for [X] students at St. Thomas University and to inform [FACILITY] that students will be on the premises for [example of internship].

Clinical is taking place at [LOCATION] from [BEGINNING DATE] to [END DATE]. This letter is acknowledgement that St. Thomas university [PROGRAM NAME] program has requested and received permission to use your [FACILITY] as a clinical site/experience for our students.

This letter also acknowledges that each student placed at your site will obtain the necessary clearances and immunizations. All technical standards required through STU or the academic program will be upheld.

STU students will be able to perform/interact under approved supervisors.

St. Thomas University holds general and professional liability on all students for the clinical education experiences.

### St. Thomas University Facility

By: \_\_\_\_\_

Linda Wagner: \_\_\_\_\_

Vice President: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Q & A

**When will I begin clinicals?**

Students must start the clinical course at the designated start time in the student's schedule.

**Can I change my clinical course schedule?**

No, you cannot change your clinical course schedule.

**Can I do my lecture course in a term and the clinical course in the next term?**

No, both courses must be done together.

**Can I use two different sites or preceptors in one clinical course?**

If you need to use more than one site or preceptor in a clinical rotation to complete the clinical hours, you may do two different request at InPlace; each site or preceptor must be approved by the Clinical Coordinator.

**When may I start looking for a clinical site?**

At least one semester before your first clinical rotation, you may start your search.

**Can I attend clinicals virtually?**

No, health or virtual visits are not permitted in any of the programs.

**Can I complete my clinical hours in states outside of Florida and Georgia?**

No, students must be residents of either Florida or Georgia to attend St. Thomas University.

**Do I need an affiliation agreement?**

Most preceptors do not require an affiliation agreement. The **Preceptor Facilitator Agreement** is typically required to complete clinicals in outpatient offices.

**My preceptor rounds at a behavioral health crisis center twice a week. Is it okay to visit and/or round with my preceptor?**

No, students may only attend clinicals at the office location stated in the **Preceptor Facilitator Agreement**.

**Can I do more than 8 hours in a clinical day?**

You can do a maximum of 10 hours daily, but not more than 20 hours weekly

**Can I complete my clinical hours in 4 or 5 weeks?**

No, you may do clinical hours during all your clinical courses; you will have weekly assignments that are related with your weekly experience at the site.

**Can I do all my clinical rotations at the same site?**

Only if the site and preceptor cover the clinical course requirements.

**Can I complete all my clinical rotations with an NP?**

Yes, if the NP covers the clinical requirements for each clinical course.

**Can I receive approval of the site if not a compliance with Complio?**

No, you may be in compliance with Complio to receive an approval letter for your clinical course.

**My schedule changes from week to week. Is it okay to switch my clinical days as needed?**

Each student is required to provide their instructor with a clinical schedule and is expected to attend clinicals as scheduled. If a student is ill or has an emergency and cannot attend, they must inform both their course instructor and clinical preceptor as soon as possible.

**Can I complete my PMHNP clinical hours with an FNP?**

No, the preceptor must be a board-certified PMHNP with at least two years of experience, a psychiatrist, or a Doctor of Osteopathic Medicine (DO).

**I currently work Monday through Friday. Is it okay to attend clinicals on the weekends?**

Most office practices do not operate on weekends. If a practice is open on a Saturday, it typically operates for limited hours, usually between 9:00 AM and 2:00 PM.

**What if I have a health condition that might affect my ability to care for patients?**

Students must notify the appropriate faculty member of any acute changes in their physical ability to care for clients, including conditions that may limit their clinical experience.

**Does STU provide a site for my clinical course?**

It is the student's responsibility to secure a clinical site. But if the student need assistance, the clinical coordinator can assist providing information on some sites used previously at this clinical course; the student must visit the site asking for availability.