



2026-2027

GRADUATE

NURSING STUDENT CLINICAL HANDBOOK



NURSING TEAM'S WELCOME

Welcome to the 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 STU 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 STU.

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) Graduate Clinical Handbook is updated annually and is not intended to, nor does it contain all student regulations or replace the Graduate Nursing Handbook. Conversely, the policies, procedures, and guidelines outlined in the Graduate Nursing Handbook supersede against any conflicting information found in the STU Graduate Nursing Handbook. In matters related to nursing practices, protocols, and standards, the Graduate 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 Graduate Nursing Handbook over any conflicting or contradictory content in the STU Graduate Clinical Handbook. In the event of any change or amendment to the Graduate Nursing Policy, students can view it electronically online on the STU 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, STU'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 at 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 STU can be accessed at the following link:

<https://www.stu.edu/Academics/Academic-Calendar>

COLLEGE OF NURSING CONTACT INFORMATION

16401 NW 37th Avenue Miami, FL 33054

(305) 625-6000 www.stu.edu

Administrative Team Contact Information

Dean of Nursing: Dr. Nashat Abualhaija, PhD, RN

Office Location: O'Mailia Hall Building

Phone: (305) 628-6503

Email: nabualhaija@stu.edu

Assistant Dean of Nursing

Dr. Sherron Franks-Meeks, PhD, MPAL, RN, CNE, CNE-cl

Office Location: O'Mailia Hall Building

Phone: (432) 661-4457

Email: sfranksmEEKS@stu.edu

Director of Online Nursing

Ruben D. Coll, DNP, MSN, APRN, MBA

Office Location: Online

Phone: (305) 628-6726

Email: rcoll@stu.edu

Master of Science in Nursing, Adult-Gerontology Specialization Director

Dr. Bridget Vera DNP, APRN, AGPCNP-BC, APHN-BC

Office Location: Online

Phone: Call via Teams or Email

Email: bvera@stu.edu

Master of Science in Nursing, Family Specialization Director

Dr. Janet M. Huxley, DNP, APRN, FNP-C

Office Location: Online

Phone: (305) 474-6854

Email: jhuxley@stu.edu

Master of Science in Nursing, Psychiatric Mental Health Specialization Director

Dr. Dorothy Delisfort- Crisostomo DNP, FNP-C, PMHNP-BC, APRN

Office Location: Online

Phone: Call via Teams or Email

Email: DDelisfortCrisostomo@stu.edu

Master of Science in Nursing, Accelerated

Dr. Diana Kostrzewski

Office Location: Online

Phone: Call via Teams or Email

Email: Dianakostrzewski@stu.edu

Master of Science in Nursing, Nurse Executive

Dr. Diana Kostrzewski

Office Location: Online

Phone: Call via Teams or Email

Email: Dianakostrzewski@stu.edu

Bachelor of Science in Nursing to Doctor of Nursing Practice, Leadership Specialization

Dr. Diana Kostrzewski, PhD, RN

Office Location: Online

Phone: Call via Teams or Email

Email: Dianakostrzewski@stu.edu

Doctor of Nursing Practice

Dr. Cassandre Milien, DNP MSN RN

Office Location: Online

Phone: Call via Teams or Email

Email: cmilien@stu.edu

Clinical Coordinator of Graduate Nursing FNP

Dr. Nancy Woelki, DNP, FMD, APRN, FNP-CB

Office Location: Online

Phone: (786) 586-4966

Email: nwoelki@stu.edu

Clinical Coordinator of Graduate Nursing PMHNP

Dr. Frances Johnson, DNP, APRN, PMHNP-BC, FNP-BC

Office Location: Online

Phone: (954) 243-0348

Email: fjohnson2@stu.edu

Clinical Coordinator of Graduate Nursing AGNP, MSN Accelerated & Non-Nurse Practitioner Program Tracks

Shirley LaMarre, APRN, AGPCNP-BC, MSN-ED

Office Location: Online

Phone: (954) 304-6697

Email: slamarre@stu.edu

Senior Academic Program Specialist and Coordinator of Assessment, Accreditation and Evaluation

Ms. Estela San Miguel, MS IDT

Office Location: O'Mailia Building Room 120

Phone: (305) 474-6823

Email: ESanMiguel@STU.EDU

Academic Program Specialist

Ms. Cassandra Graham, M.Ed

Office Location: O'Mailia Building Room 120

Phone: (305) 474-6880

Email: CGraham5@STU.EDU

Academic Program Specialist

Ms. Isabella Couch

Office Location: O'Mailia Building Room 120

Phone: (305) 474-6035

Email: ICouch@STU.EDU

Administrative Assistant

Ms. Natasha Desir, MBA

Office Location: O'Mailia Building Room 113

Phone: (305) 474-6025

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/

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

Facebook: St. Thomas University

Instagram: stthomasuniversitymiami

Campus Ministry

Office Location: O'Mailia Building

Phone: (305) 628-6525

Email: campusministry@stu.edu

Facebook: STU Campus Ministry

Student Health Center

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

Website: www.stu.edu/studenthealth

Services offered: Psychological
Counseling

Archives & Museum: (305) 628-6719

Facebook: STU Library

Instagram: Stu library

Pinterest: STU Library

Twitter: STU Library

Office of Academic Enhancement Center

Location: Institute for Workforce
Enhancement

Website: 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

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

OVERVIEW

CLINICAL/EXPERIENTIAL LEARNING for NURSING GRADUATE PROGRAMS

All graduate nursing programs at STU require participation in either clinical experiences or experiential learning, depending on the program. Within the College of Nursing (CON), clinical learning is structured as clinical rotations for direct care roles, such as nurse practitioner programs, and experiential learning for indirect care roles in non–nurse practitioner programs.

Nurse Practitioner (NP) programs require completing a total of 500 hours of direct patient care. The Accelerated MSN track requires 60 hours of experiential learning. Another non-nurse practitioner track (i.e. MSN-Nurse Executive Leadership track) requires 500 hours of experiential learning associated with individuals, groups, populations, and/or systems. Clinical/experiential learning hours are included in specific courses, providing students with the opportunity to meet requirements as they progress through the program.

The Doctor of Nursing practice (DNP) degree requires an additional 500 hours of experiential learning in direct or indirect care, depending on the program track (to total 1,000 hours for a DNP).

The following policies/processes apply to all graduate nursing students, as associated with the program track. Failure to meet clinical/experiential learning requirements will impact progression and timely program completion. Policies may represent the requirements of the clinical facilities, the CON, and/or STU.

Students are responsible for arranging clinical/experiential learning experiences, requesting assistance as needed, selecting preceptors, submitting all appropriate paperwork promptly, and completing the required clinical/experiential learning clearance process. **Family members, current work supervisors, or any similar scenario where there may be a conflict of interest may not serve as preceptors or mentors.** All clinical/experiential learning hours logged by students for course requirements must be completed during unpaid work time.

Should the student select a clinical/experiential learning site with requirements that are in addition to program/CON requirements, the student will be responsible for satisfying those requirements.

Our CON uses a program called “Complio” to collect and house students’ documents that provide evidence that students meet requirements to commence clinical/experiential learning including immunization status, background check, drug screening, SSN validation, physical examination, and CPR record, among others. Instructions related to setting up and using Complio can be found in the appendices.

In addition, our Nurse Practitioner specializations use clinical hours reporting platform to request clinical sites and submit preceptor documents. Instructions related to using the platform can also be found in the appendices.

All graduate nursing program students are required to follow our “Clinical/Experiential Learning Attendance and Evaluation Policy for Students.” We use a program called “TimeMark” to document presence at a clinical/experiential learning site. The policy and process are found in the appendices.

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

All MSN students will also complete a required orientation module on the Clinical Attendance and Evaluation Policy prior to beginning clinical/experiential learning hours each term.

CLINICAL/EXPERIENTIAL LEARNING COMPLIANCE REQUIREMENTS for ALL PROGRAMS/TRACKS

Compliance Requirements

Compliance is a major requirement for the CON. It is an umbrella term used for all the medical and legal information required by the CON, the State Board of Nursing (SBON) and the clinical/experiential learning sites where nursing students acquire practice 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 the CON require prospective students to complete a background check.

Student Clinical/Experiential Learning Compliance Requirements

Students must disclose any disciplinary action made against them before or after admission to the graduate nursing programs. Failure to disclose may result in the student not being able to complete required clinical/experiential learning experience obligations or continue with the program.

Prior to the start of the clinical/experiential learning experience, students are required to complete and submit documentation verifying the following:

- **Current unencumbered RN/APRN licensure in Florida or Georgia. See admission requirements within the catalog for program-specific items.**

- **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 Check**

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 in advance a nursing student graduate's eligibility for licensure. Students should contact the Florida and/or Georgia 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 clinical/practicum. Some sites may require students to do additional drug screening or impose random drug screenings after the initial screening at their discretion. In addition, the 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/practicum site or comparable assignment due to positive drug test or screening, the student will be denied progression in the CON.

- **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**

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

- **Immunization/Vaccination/Testing Requirements**

In addition to current immunization records reflecting compliance with MMR, Varicella and TB testing, an annual influenza (flu) vaccine is a clinical compliance requirement for all graduate nursing students. This is to be completed prior to the start of the clinical/experiential learning 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/experiential learning experiences, complete the program, and/or obtain licensure or certification.

***All compliance requirements must be current prior to and for the duration of each clinical/experiential learning term.**

All graduate nursing students are expected to adhere to the ANA Code for Nurses. Confidentiality is the protection of a client's privacy through 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/>.

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). 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

STU only admits Florida and Georgia residents. As a result, students must maintain residency in Georgia or Florida during their enrollment at STU. It is the student's responsibility to notify the University of a change in residency. STU 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 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 the CON. If the CON finds you have not informed us, we have the right to remove you from the courses immediately.

Purpose and Intention Statement

Students in the graduate CON engage in clinical/experiential learning experiences at various types of health care facilities, including, but not limited to private practice offices, clinics, hospital outpatients, 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.

STU and the CON require that all nursing students engaged in clinical/experiential learning 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.

Preceptor Agreements

Once a preceptor has been selected, the preceptor will be responsible for reviewing and acknowledging the Clinical/Experiential Learning Preceptor Agreement documents. Students are responsible for ensuring that the document is delivered to the preceptor for review. Students are also responsible for ensuring that all preceptor documents are submitted as appropriate. NP students submit their preceptor documents to "InPlace". Non-NP program track students are to submit preceptor documents to the Online Clinical Coordinator for review and approval. 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/experiential learning 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/experiential learning facility and STU that outlines each party's responsibility and liability if a patient, preceptor, or student is harmed in the clinical/experiential learning setting. If an affiliation agreement is required, please present all documents to the Clinical Coordinator. The Clinical Coordinator will work directly with the legal team to complete 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 or experiential learning site for each clinical rotation as early as possible.

Standard Affiliation Agreement

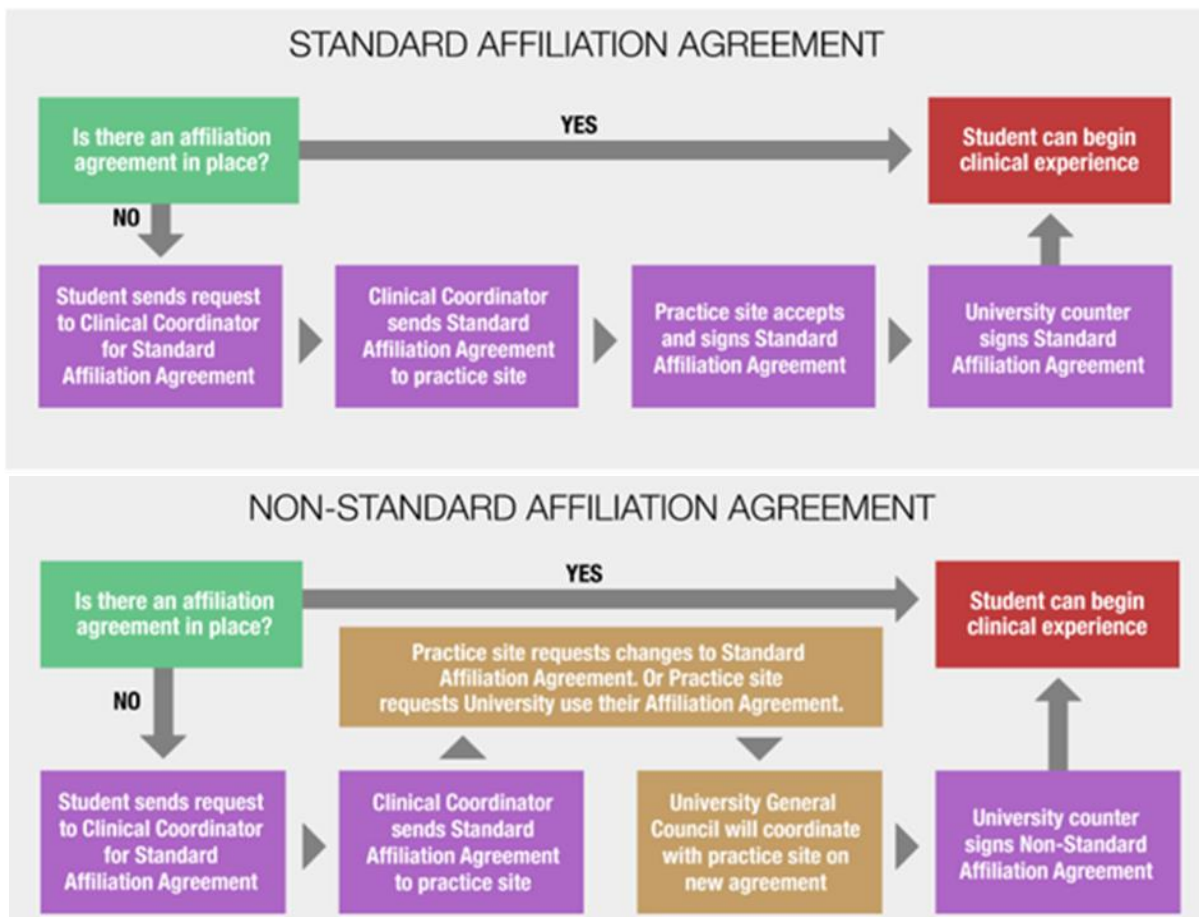
A Standard Affiliation Agreement is one the University has developed and is approved by the University legal team. As a result, the University is comfortable with all languages therein and can meet all obligations.

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/experiential learning agencies may require access to certain educational records for students to attend their sites. Students must complete and sign the student's consent for release of information to authorized third parties to release students' records to clinical agencies.

CLINICAL GUIDELINES/POLICIES by PROGRAM/TRACK

The Handbook from this point forward is divided into two sections:

Section 1: Nurse Practitioner Program Tracks

Section 2: Non-Nurse Practitioner Program Tracks

Please refer to the appropriate section for the program in which you are enrolled.

SECTION 1: MSN NURSE PRACTITIONER TRACKS (FNP, PMHNP, AGNP)

The MSN Nurse Practitioner tracks require 500 hours of direct patient care experience completed in specific populations. Each of the four clinical courses requires 125 hours of clinical experience.

Before starting **each** clinical rotation, the APRN (advanced practice registered nurse) 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, **limited to NUR-650CL at this time.**

In addition, the APRN students must:

- Read and abide by the graduate nursing 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, a new preceptor agreement, preceptor APRN license card, preceptor CV or resume, and the board certificate must be approved by the Online Clinical Coordinator 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 required documents.
- 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.
4. If the student will be with the same preceptor in 2 different locations of the same practice group 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 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 or the designated platform.
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 (observation-only hours will not count for the 125 direct patient care clinical hours).
13. Students will take a lunch break during a clinical day which is 8 hours or longer.
14. Students should encounter a minimum of 1 patient per clinical hour. **Students must document a minimum of 8 patients per 8-hour clinical day, and 10 patients per 10 hours per clinical day.**
15. **Students will be able to complete 10 hours per clinical day (if verified that the site provides service more than 10 hours daily).**
16. **Students may complete up to 32 hours per week (maximum); not less than 4 hours/week, and any weekend hours must be approved by the course faculty before scheduling them.**
 - a. Special circumstances (e.g. religious holidays, military orders, etc.) require prior approval.
17. The student must complete **3 comprehensive SOAP notes** during each clinical course. The SOAP notes will be graded based on the rubric provided.

Clinical Site Approval

Students must receive an approval email from the Clinical Coordinator prior to starting a clinical rotation, and a copy of the email must be submitted into the Canvas course for permanent storage. 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 to the Clinical Coordinator a request for assistance with clinical placement as soon as possible, and when receiving clinical site information, they 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 STUCON can provide 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 CON to ensure alignment with program outcomes, national competencies, and accreditation standards. The CON 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 are **FINAL**.
5. Students are expected to secure preceptors and clinical sites with support from the Clinical Coordinator.
6. Final clinical placement assignments require program approval and documentation.
7. The program maintains detailed records of clinical placements, preceptor qualifications, student assignments, and communications.

Clinical Attendance & Evaluation Policy for Students

See policy and process in appendices.

CLINICAL COMPLIANCE REQUIREMENTS

NURSE PRACTITIONER TRACK CLINICAL DRESS CODE POLICY

The following dress code is for the MSN NP students:

- Full-length pants or knee-length skirts, dress blouse, shirt or polo shirt (without any professional or organizational promotion), unless the site recommends wearing scrubs,
- Close-toed shoes,
- No clogs or sneakers,
- A lab coat with the STU insignia, which may be purchased at the STU spirit shop
- 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 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 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.

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, nor may a family member serve as a preceptor. Below are the minimum qualifications required to serve as 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:

Family Nurse Practitioner Track:	Psychiatric Mental Health Nurse Practitioner Track:
• Community Health Center	• Mental Health Clinic
• Family Practice Medical Clinic	• Psychiatrist Office
• Internal Medicine Outpatient Clinic	• Telehealth (as approved in NUR 650)
• Pediatric Clinic	

• Retail Clinic	
• Women’s Health Clinic	

Gerontology Nurse Practitioner Track:	
• Family Practice Medical Clinic	• ALFs
• Internal Medicine Outpatient Clinic	• Primary Care Setting
• Community Health Center	• Rehab or LTC Facilities

Patient Population Requirements by Term for Each NP specialization

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NP Population

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.

PMHNP Population

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).

AGPCNP Population

1. NUR 625CL: Students must complete 125 hours with adult patients (over 13 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 13 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 13 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 13 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.

STU 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 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 (minimally meet the response times expected by the University and CON).
- The Clinical faculty will communicate regularly to the lecture faculty and program director regarding student progress.
- Clinical faculty will conduct midterm and final evaluations.

Preceptor's Role and Responsibilities

- The preceptor will, minimally, provide the student with the following:
 - Instructions while serving as a role model and helping the student refine skills associated with patient care in a supervised environment.
 - Staff introductions and orientation to the facility, policies, procedures, and any other pertinent information needed for their role.
 - Regular feedback to the student and the clinical faculty regarding the student's performance and progress on an ongoing basis.
 - 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 term.

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 each week.
- **Telehealth Hours:** Telehealth hours are allowed *only* as specified in specific courses.
- **Documentation of Hours:** Students must record the total clinical hours completed each week in their clinical logs.

Student Clinical Evaluations

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 4 (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 two virtual site visits for evaluation. Additional evaluations will be completed as needed by the 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 students’ 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 Schedule for the Family Nurse Practitioner (FNP) Program

<u>Clinical Course</u>	<u>Clinical Hours</u>
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

<u>Clinical Course</u>	<u>Clinical Hours</u>
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 Adult-Gerontology Primary Care Nurse Practitioner (AGPCNP) Program

<u>Clinical Course</u>	<u>Clinical Hours</u>
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*

SECTION 2: NON-NURSE PRACTITIONER PROGRAM TRACKS (MSN-Accelerated Track, MSN-Nurse Executive Leader Track, MSN-Nursing Informatics, BSN-DNP Track, DNP)

ACCELERATED MSN TRACK

Completion of the Accelerated MSN program track requires 60 hours of approved experiential learning. The experiential learning experience will culminate in a capstone project.

MSN Accelerated Track Population

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.

Experiential Learning Site Selection Criteria

MSN Accelerated Track:	
<ul style="list-style-type: none"> • Family Practice Medical Clinic 	<ul style="list-style-type: none"> • Rehabilitation Center
<ul style="list-style-type: none"> • Community Center 	<ul style="list-style-type: none"> • University
<ul style="list-style-type: none"> • Hospital 	<ul style="list-style-type: none"> • Nursing Home

Before starting **each** practicum course, the student must:

1. Complete the **Complio requirements** and upload the Complio report to Canvas.
2. Complete the **Clinical/Experiential Learning Site (ELS) Information** form and upload it to Canvas.
3. Upload the **Clinical/Experiential Learning (EL) Approval letter** received to Canvas. This will be received from the Clinical Coordinator.

In addition, the Accelerated MSN students must:

- Read and abide by the graduate nursing clinical/experiential learning 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 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 experiential learning setting on time or notifying the preceptor if you cannot attend a pre-scheduled experience.

- Arrive at the experiential learning setting prepared to perform the course objectives and learning activities.
- If the student arrives at an experiential learning site and the preceptor is not available, the student cannot complete hours that day.
- If another qualified member at the site agrees to precept but is not an approved preceptor, that individual must sign a preceptor agreement before working with the student on that day. The student must communicate immediately with the clinical coordinator and the instructor to notify them of the change and submit the signed Preceptor Agreement.
- Maintain an accurate record of experiential learning time and documents on a weekly basis (utilizing TimeMark to verify time spent in the practicum).
- Provide a written documentation of experiential learning experiences which demonstrate the goals and objectives outlined in the course syllabus.
- Maintain a collegiate and professional relationship with the preceptor and faculty.
- Dress professionally appropriate to the site.

Experiential Learning Site Approval

Students must receive an approval email from the Online Clinical Coordinator prior to starting the experiential learning. If the student starts without approval, the 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 an experiential learning course in the absence of preceptor/site approval.

Selection of Preceptor

Students in the Accelerated MSN program track are responsible for finding appropriate preceptors and experiential learning sites which are reviewed/approved by the CON Online Clinical Coordinator.

The preceptor must:

- have educational preparation appropriate to his/her area(s) of responsibility (minimum of a BSN)
- have a current, unencumbered Registered Nurse license in Florida or Georgia as appropriate
- have experience as appropriate to the student's capstone project
- not be a direct supervisor or family member

MSN-Nurse Executive Leader Track

Completion of the MSN-Nurse Executive program requires 500 hours of experiential learning. Experiential learning hours are assigned to specific courses. Therefore, with experiential learning course completion there will be an expectation of specific hours of completion. Before starting **each** experiential learning course, the student must:

1. Complete the **Complio requirements** and upload the Complio report to Canvas.

2. Complete the **Experiential Learning Site/Preceptor Agreement** form and upload it to Canvas.
3. Upload the **Experiential Learning Approval letter** to Canvas. This will be received from the Clinical Coordinator.

In addition, the MSN-NEL students must:

- Read and abide by the graduate nursing clinical/experiential learning 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 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 experiential learning time with the preceptor.
- Demonstrate responsibility and obligation by arriving for the experiential learning setting on time or notifying the preceptor if you cannot attend a pre-scheduled experience.
- Arrive at the experiential learning setting prepared to perform the course objectives and learning activities.
- If the student arrives at a site and the preceptor is not available, the student cannot complete hours that day.
- If another qualified member at the experiential learning site agrees to precept but is not an approved preceptor, that individual must sign a preceptor agreement before working with the student on 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.
- Maintain an accurate record of experiential learning time and documents on a weekly basis (utilizing TimeMark to verify time spent on experiential learning).
- Provide a written documentation of experiential learning experiences which demonstrate the goals and objectives outlined in the course syllabus.
- Maintain a collegiate and professional relationship with the preceptor and faculty.
- Dress professionally appropriate to the practicum site.

Experiential Learning Site Approval

Students must receive an approval email from the Online Clinical Coordinator prior to starting experiential learning. If the student starts without approval, the 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 an experiential learning course in the absence of preceptor/site approval.

Selection of Preceptor

Students in the MSN - Nurse Executive program are responsible for finding appropriate preceptors and experiential learning sites which are reviewed/approved by the CON online clinical coordinator.

The preceptor must:

- have educational preparation appropriate to his/her area(s) of responsibility (minimum of a MSN)
- have a current, unencumbered Registered Nurse license in Florida or Georgia as appropriate
- have experience in nursing leadership and/or executive experience
- not be a direct supervisor or family member

Experiential Learning Site Selection Criteria

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	• Community Clinic
• Mental Health Clinic	• Inpatient / Outpatient
• Schools	

Experiential Learning Courses and Associated Focus

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

1. **NUR 604:** Students must complete 80 hours. Credit will be given for preparation time, actual experiential learning time, and reflection time focused on Nursing Leadership and Community Integration.
2. **NUR 605:** Students must complete 80 hours. Credits will be given for preparation time, actual experiential learning 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 experiential learning time, and reflection time focused on nursing integration with healthcare finance and budgeting.

4. **NUR 607:** Students must complete 80 hours. Credit will be given for preparation time, actual experiential learning 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 experiential learning time, and reflection of time focused on relationship management.
6. **NUR 616:** This course requires 100 hours of experience learning time. Credit will be given for preparation time, actual experiential learning 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.

**Specialization Experiential Learning Courses for the
Nursing Executive Leadership Program Track**

Experiential Learning Course	
NUR 604: Nurse Executive Leader Community Integration	80 Experiential Learning Hours required * *Students must complete NUR 002, 501, 505, 506, 521 before enrolling in 605.
NUR 605: Transformational Leadership: A Holistic Approach	80 Experiential Learning Hours required * *Students must complete NUR 604 before enrolling in 605.
NUR 606: Financial Management for Nurse Leaders	80 Experiential Learning Hours required * *Students must complete NUR 605 before enrolling in 606.
NUR 607: Advanced Strategies for Interdisciplinary Collaboration	80 Experiential Learning Hours required * *Students must complete NUR 606 before enrolling in 607
NUR 608: Relationship Management	80 Experiential Learning Hours required * *Students must complete NUR 607 before enrolling in 608.
NUR 616: Research & EBP Application Practicum	100 Experiential Learning Hours required * *Students must complete NUR 608 before enrolling in 616.

BSN to DNP Program Track (Focus in Leadership)

BSN to DNP Clinical/Experiential Learning Hours

The BSN to DNP track at STU is a nursing leadership practice degree. DNP students must meet a minimum of 1000 post-baccalaureate clinical/experiential learning hours as delineated in the Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2021) to accomplish the clinical practice hour requirement for successful completion Doctor of Nursing Practice (DNP) program at STU. The required 1000 clinical/experiential learning hours may include a combination of hours completed at the master's level through the MSN-NEL track and those completed during the postmaster's DNP program. Clinical/experiential learning hours may be composed of systems/indirect and/or patient education at nursing practice or related experiences. The maximum clinical/experiential learning hours accepted from an MSN-NEL program for all students is 500 hours.

Before starting **each** clinical/experiential learning course, the student must:

1. Complete the **Complio requirements** and upload the Complio report to Canvas.
2. Complete the **Clinical/Experiential Learning Site/Preceptor Agreement** form and upload it to Canvas.
3. Upload the **Clinical/Experiential Learning Approval letter** received to Canvas. This will be received from the Clinical Coordinator.

In addition, the BSN-DNP students must:

- Read and abide by the graduate nursing clinical/experiential learning 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 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/experiential learning setting on time or notifying the preceptor if you cannot attend a pre-scheduled experience.
- Arrive at the clinical/experiential learning setting prepared to perform the course objectives and learning activities.
- If the student arrives at a clinical/experiential learning site and the preceptor is not available, the student cannot complete hours that day.
- If another qualified member at the site agrees to precept but is not an approved preceptor, that individual must sign a preceptor agreement before working with the student on that day. The student must communicate immediately with the clinical

coordinator and the instructor to notify them of the change and submit the signed Preceptor Agreement.

- Maintain an accurate record of clinical time and document on a weekly basis (utilizing TimeMark to verify time spent in practicum).
- Provide a written documentation of clinical/experiential learning experiences which demonstrate the goals and objectives outlined in the course syllabus.
- Dress professionally appropriate to the practicum site.
- Maintain a collegiate and professional relationship with the preceptor.

Clinical/Experiential Learning Site Approval

Students must receive an approval email from the Online Clinical Coordinator prior to starting the clinical/experiential learning experience. If the student starts without approval, the 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/experiential learning course in the absence of preceptor/site approval.

Selection of Preceptor

Students in the BSN-DNP program track are responsible for finding appropriate preceptors and clinical/experiential learning 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 clinical/experiential learning experience. Students should carefully select a preceptor who has knowledge and expertise in their area of interest.

The preceptor must:

- have educational preparation appropriate to his/her area(s) of responsibility (Minimum of a graduate degree in nursing, preferably a doctoral degree.)
- have a current, unencumbered Registered Nurse license in Florida or Georgia as appropriate
- have experience in nursing leadership and/or executive experience
- not be a direct supervisor or family member
- Be a healthcare professional 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 clinical/experiential learning site. However, if the preceptor is not employed at the practicum site, the student will need to have an on-site contact, who supports the project and can aid in knowledge of the organization and key stakeholders.

BSN to DNP Approved Clinical/Experiential Learning Experiences:

- Advanced assessment, diagnosis, and treatment of populations or systems
- 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

Clinical/Experiential Learning Site Suggestions

BSN-DNP Program	
<ul style="list-style-type: none"> • Family Practice Medical Clinic 	<ul style="list-style-type: none"> • Urgent Cares
<ul style="list-style-type: none"> • Internal Medicine Outpatient Clinic 	<ul style="list-style-type: none"> • University
<ul style="list-style-type: none"> • Retail Clinic 	<ul style="list-style-type: none"> • Nursing Home
<ul style="list-style-type: none"> • Pediatric Clinic 	<ul style="list-style-type: none"> • Rehabilitation Center
<ul style="list-style-type: none"> • Women’s Health Clinic 	<ul style="list-style-type: none"> • Community Centers
<ul style="list-style-type: none"> • Psychiatrist office 	
<ul style="list-style-type: none"> • Mental Health Clinic 	<ul style="list-style-type: none"> • Community Clinic
<ul style="list-style-type: none"> • Inpatient / Outpatient 	

Specialization Clinical/Experiential Learning Courses for the BSN - DNP Program

Clinical/Experiential Learning Course	
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NUR 604: Nurse Executive Leader Community Integration	80 Clinical/Experiential Hours required * *Students must complete NUR 002, 501, 505, 506, 521 before enrolling in 605.
NUR 605: Transformational Leadership: A Holistic Approach	80 Clinical/Experiential Hours required * *Students must complete NUR 604 before enrolling in 605.
NUR 606: Financial Management for Nurse Leaders	80 Clinical/Experiential Hours required * *Students must complete NUR 605 before enrolling in 606.
NUR 607: Advanced Strategies for Interdisciplinary Collaboration	80 Clinical/Experiential Hours required * *Students must complete NUR 606 before enrolling in 607
NUR 608: Relationship Management	80 Clinical/Experiential Hours required * *Students must complete NUR 607 before enrolling in 608.
NUR 616: Research & EBP Application Practicum	100 Clinical/Experiential Hours required * *Students must complete NUR 608 before enrolling in 616.
NUR 900: Practicum Project Proposal *	125 Clinical/Experiential Hours Required* *The Project Proposal may be an extension of the previous Practicum Project.
NUR 910: DNP Practicum I**	125 Clinical/Experiential Hours Required
NUR 920: DNP Practicum II***	125 Clinical/Experiential Hours Required
NUR 930: DNP Practicum III****	125 Clinical/Experiential Hours Required

Doctor of Nursing Practice Program Track

DNP Practicum Hours

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/experiential learning practice hour requirement for successful completion of

the 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/experiential learning 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/experiential learning hours accepted from an MSN program for all students is 500 hours. If the DNP student does not have an 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/experiential learning requirements will be developed for each student.

Before starting **each** clinical/practicum course, the student must:

1. Complete the **Complio requirements** and upload the Complio report to Canvas.
2. Complete the **Clinical Site/Experiential Learning Information** form and upload it to Canvas.

In addition, the DNP students must:

- Read and abide by the graduate nursing 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 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 practicum setting on time or notifying the preceptor if you cannot attend a pre-scheduled practicum experience.
- Arrive at the clinical setting prepared to perform the course objectives and learning activities.
- If the student arrives at a clinical site and the preceptor is not available, the student cannot complete clinical hours that day.
- Provide a written documentation of clinical experiences which demonstrate the goals and objectives outlined in the course syllabus.
- Dress professionally appropriate to the practicum site.
- Maintain a collegiate and professional relationship with the preceptor.

Clinical/Experiential Learning Site Approval

Students must receive an approval email from the student's mentor prior to starting practicums. If the student starts practicums without approval, the 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 practicum course in the absence of preceptor/site approval.

Selection of Preceptor

Students in the DNP program track are 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 their area of interest.

The preceptor must:

- have educational preparation appropriate to his/her area(s) of responsibility (Minimum of a graduate degree in nursing, preferably a doctoral degree.)
- have a current, unencumbered Registered Nurse license in Florida or Georgia as appropriate (and APRN certification if appropriate to the project).
- have experience in nursing leadership and/or executive experience
- not be a direct supervisor or family member
- Be a healthcare professional 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 Site Selection Criteria

- | | |
|--|---|
| <ul style="list-style-type: none">• Family Practice Medical• Internal Medicine Outpatient Clinic• Retail Clinic• Pediatric Clinic• Women's Health Clinic• Psychiatrist office• Mental Health Clinic• Inpatient / Outpatient• Schools | Doctor of Nursing Track: <ul style="list-style-type: none">• Urgent Cares• University• Nursing Home• Rehabilitation Center• Community Centers• Community Clinic |
|--|---|

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

Courses with Clinical Requirements
NUR 900: Practicum Project Proposal * 125 Clinical Hours Required*

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

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

MASTER OF SCIENCE IN NURSING (MSN) – NURSING INFORMATICS & POST-MASTER’S CERTIFICATE IN NURSING INFORMATICS

CLINICAL / EXPERIENTIAL LEARNING OVERVIEW

The MSN-Nursing Informatics program includes two practicum courses:

- NUR 522: Health IT Practicum

- NUR 523: Capstone Synthesis Practicum

**Specialization Clinical Courses for the
MSN-NI & Post Master’s Nursing Informatics Certificate**

Courses with Clinical Requirements
NUR 522 – Health IT Practicum Practicum Project Proposal * 90 Clinical Hours Required*
NUR 523: Capstone Synthesis Practicum** 90 Clinical Hours Required

Students complete a total of 180 experiential hours in approved informatics settings.

Practicum experiences focus on:

- Health information systems implementation
- Workflow analysis and redesign
- Data analytics and reporting
- Clinical decision support systems
- Quality improvement initiatives

Students complete structured experiential learning hours aligned with Accelerated MSN expectations.

Experiential Learning Outcomes

Students will:

- Apply informatics knowledge in real-world healthcare environments
- Collaborate with interdisciplinary teams
- Design, implement, and evaluate informatics solutions
- Demonstrate leadership in healthcare technology initiatives

Interprofessional Collaboration

Students engage with:

- Physicians and advanced practice providers
- Pharmacists
- IT specialists and system analysts
- Health system administrators
- Quality improvement teams

- Data analysts
- Compliance and regulatory professionals

Experiential Learning Activities

Students participate in:

- EHR optimization and usability projects
- Workflow redesign initiatives
- Interoperability and data exchange planning
- Quality and patient safety improvement projects
- Data governance and compliance analysis

NURSING INFORMATICS AND POST-MASTER'S TRACK ALIGNMENT (EXPERIENTIAL LEARNING REQUIREMENTS)

Consistent with the Nursing Informatics model:

- Students must complete approved experiential learning hours prior to course completion
- Experiential learning culminates in a capstone project
- Students apply:
 - Evidence-based practice
 - Project management
 - Quality improvement
 - Leadership principles

Experiential Learning Site Examples

- Hospitals and health systems
- Health IT departments
- Outpatient clinics
- Rehabilitation centers
- Community health organizations
- Universities and academic health centers
- Healthcare consulting or analytics organizations
- Additional areas may be acceptable, with approval from clinical coordinator

CLINICAL / EXPERIENTIAL LEARNING OVERVIEW

The MSN-Nursing Informatics program includes **two practicum courses**:

- NUR 522: Health IT Practicum
- NUR 523: Capstone Synthesis Practicum

Students complete a total of 180 experiential hours in approved informatics settings.

Practicum experiences focus on:

- Health information systems implementation
- Workflow analysis and redesign
- Data analytics and reporting
- Clinical decision support systems
- Quality improvement initiatives

STUDENT RESPONSIBILITIES DURING PRACTICUM

Students are expected to:

- Maintain **active RN licensure**
- Complete all **Complio and onboarding requirements**
- Submit **experiential learning site information and preceptor documentation to the clinical coordinator**
- Arrive prepared and **always engage professionally**
- Maintain **accurate weekly logs in Time Mark and submit within course**
- Communicate regularly with faculty and preceptor
- Complete all **assigned practicum deliverables**
- Adhere to **HIPAA and organizational policies**

PRECEPTOR ROLE/PRECEPTOR RESPONSIBILITIES

Preceptors will:

- Provide **supervision and mentorship**
- Facilitate **student participation in informatics projects**
- Evaluate student performance
- Verify clinical hours
- Collaborate with faculty as needed

EVALUATION METHODS

STUDENT EVALUATION

Students are evaluated based on:

- Practicum hours completion
- Preceptor evaluations
- Faculty evaluations
- Capstone project completion
- Professional behavior and participation

SAFETY / ESCALATION POLICY

EXPERIENTIAL LEARNING SITE ISSUES OR CONCERNS

If issues arise:

- Student must notify faculty immediately
- Faculty will assess and intervene
- Students may not independently change sites
- Hours completed without approval will not be counted

COURSE LISTINGS

MSN Nursing Informatics (6 Credits)

- NUR 522 – Health IT Practicum (3)
- NUR 523 – Capstone Practicum (3)

Post-Master's Certificate (6 Credits)

- NUR 522 – Health IT Practicum (3)
- NUR 523 – Capstone Practicum (3)

APPENDICES

FIRST STEP: CREATE AND COMPLETE COMPLIO ACCOUNT

You must be in compliance with Complio before starting your clinical site process. A term before your clinical course, you must 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 the correct nursing program.*)

- **MSN-FNP** Master of Science in Nursing – Family Nurse Practitioner
- **MSN-PMHNP** Master of Science in Nursing – Psychiatric Mental Health Nurse Practitioner
- **MSN-AGNP** Master of Science in Nursing – Adult Gerontology Nurse Practitioner
- **MSN-Accelerated** Master of Science in Nursing – Accelerated
- **MSN-NEL** Master of Science in Nursing – Nurse Executive Leadership
- **MSN NI** Master of Science in Nursing – Informatics
- **BSN-DNP** Bachelor of Science in Nursing to Doctor of Nursing Practice
- **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.**
- 2. Use your STU email to create your account.**
- 3. Background check and drug screening are time sensitive** (*when you buy these packages, follow the instructions to complete them*).
- 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 them to your COMPLIO account.**

**SECOND STEP: REQUEST A SITE AND SUBMIT THE PRECEPTOR'S DOCUMENTS AT INPLACE
(FOR NP STUDENTS ONLY)**

When an NP student secures a site, he/she 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 for your site at Inplace and submit all the mentioned documents there.

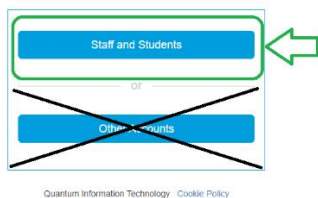
InPlace student login (use the same login information you use in Canvas):

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

Students - How to log in

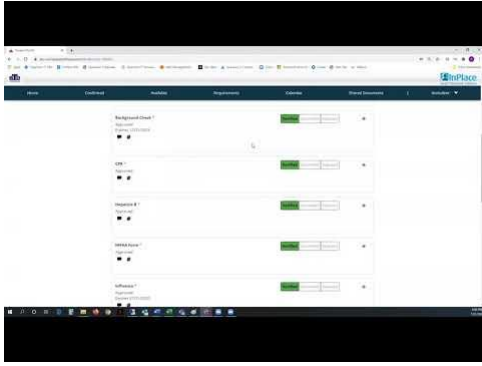
As part of your course or program, you need to log into your InPlace Account using your University Credentials

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

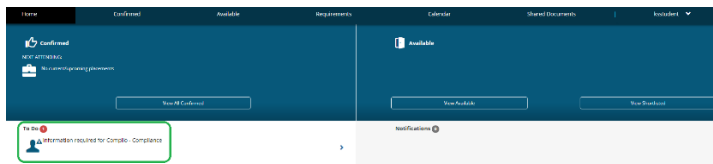
<https://youtu.be/90YEUTdI-E4>



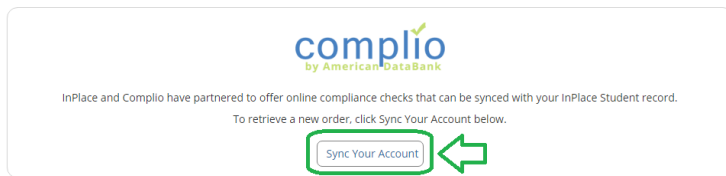
1. When you complete your request at InPlace, be sure that you are doing it in the correct term/year and for the correct course.
2. If you do not have the clinical course in the correct term/year, you can fix the following steps below:
 - Log into InPlace: <https://stu-us.inplacesoftware.com/>
 - Click 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 until 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

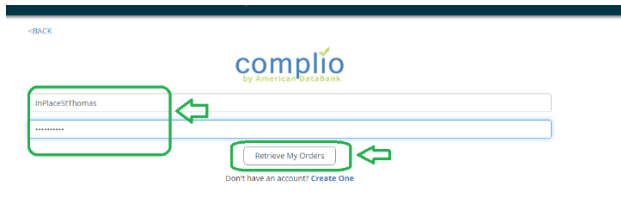
1. In the To Do area, click on “**Information required for Complio - Compliance**”



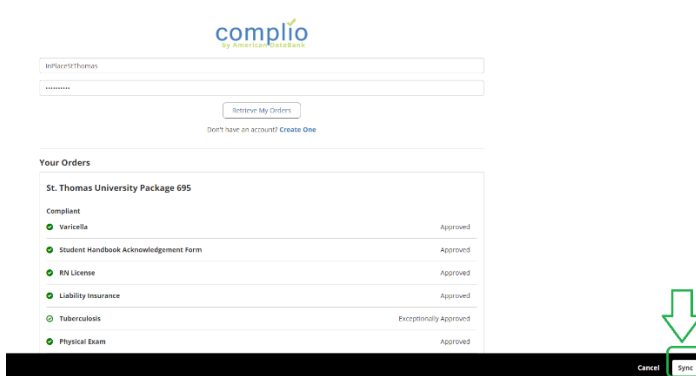
2. Click the **“Sync Your Account”** button



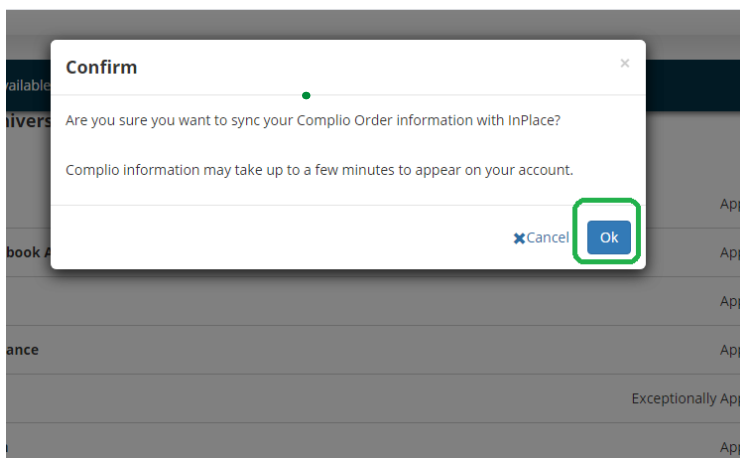
3. Enter your Complio account credentials and click on **“Retrieve My Orders”**



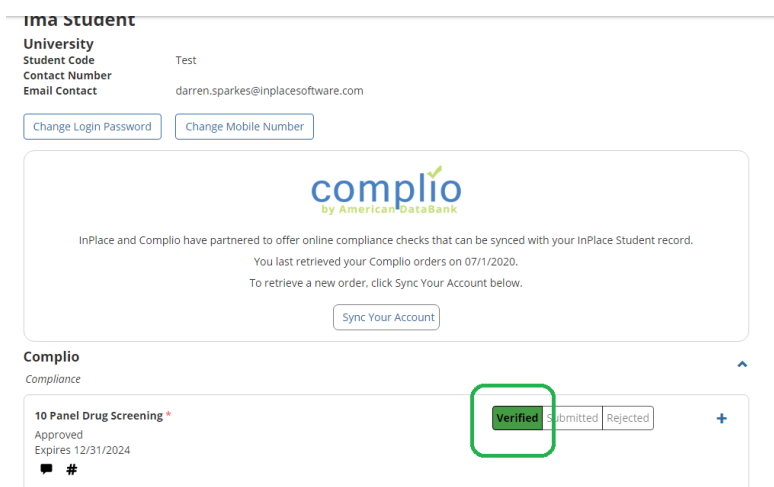
4. You will see your orders listed. Now click the **“Sync”** button at the bottom of the page.



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



Notes:

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

Clinical/Experiential Learning Attendance & Evaluation Policy for Students

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

All MSN students will complete a required orientation module on the Clinical/Experiential Learning 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/experiential learning rotations must perform and submit their virtual sign-in and sign-out photos to document their arrival/ departure from their clinical/experiential learning 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 free version of the app needs to be downloaded).
- The photo must show:
 - o Site entrance or badge kiosk.
 - o Student's face and ID badge (no PHI or patient images).

The CON is utilizing the **free** Timemark Application that needs to be downloaded for either Android or Apple users due to its validation capability. 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 uploaded to Canvas as an attachment to the clinical log assignment or any assignment specified within the clinical course by the assigned deadline.

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 in vibrate mode while at their clinical site to ensure faculty can reach them as needed.

4. Spot Checks & Attendance Verification:

- STU's CON reserves the right to conduct spot checks to verify student attendance throughout the scheduled clinical/experiential learning 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 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
Missed 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

Tier 1: First Occurrence (Unexcused or No Notification Within 2 Hours)

• Action:

- Written warning documented in Starfish (missing attendance) and Canvas.
- Students are required to submit a manual attendance verification (e.g., preceptor email, signed log or a timestamped photo) within 24 hours.

• Outcome:

- If a backup is provided, clinical hours may be accepted.
- If not, hours for the day are invalidated.

Tier 2: Second Occurrence or Pattern of Neglect

• Action:

- Immediate referral to the Program Director.
- Required meeting with the student.

• Penalty:

- Automatic invalidation of clinical hours for the missed day(s).
- Clinical Warning Letter issued.
- May result in failure of the clinical/experiential learning course, especially if logs are incomplete or misrepresented.

Grace Period for Technology Barriers:

- In cases where a student is unable to respond to a spot check or faculty contact within the 2-hour window due to documented technology-related issues (e.g., lack of signal, device malfunction, app crash), the student may submit supporting evidence, such as a screenshot of no service, a preceptor attestation, or phone/app diagnostics within 24 hours of the missed response.
- If the explanation is deemed reasonable by faculty, penalties may be waived or adjusted accordingly.

Falsification Clause

Intentional misuse of TimeMark, submission of falsified attendance, or impersonation of a check-in will result in automatic failure of the course and program dismissal.

Students who believe a missed check-in or penalty was issued in error may submit an appeal in writing to the Program Director within 3 business days, along with supporting documentation. Students can expect an answer to their appeal within 5-7 business days.

6. Accessibility Accommodations Statement

The STUCON is committed to ensuring equitable access to all academic tools and requirements, including the use of the designated photo check-in application for clinical attendance verification. Students who encounter barriers related to disability, technology access, or other documented challenges may request reasonable accommodations to fulfill the check-in requirement.

If a student is unable to use the required application due to accessibility limitations, they must notify the Clinical Instructor and the Center for Learning Differences as soon as possible. Alternative check-in methods—such as manual logs, preceptor-signed verification, or alternative digital formats—will be made available on a case-by-case basis to ensure full participation without academic penalty.

This process is in alignment with ADA guidelines, university policy, and our commitment to fostering an inclusive learning environment.

7. Oversight & Enforcement:

- This policy will be monitored and enforced by clinical faculty and administration.
- **Compliance records (videos, photos, or logs) will be maintained in Canvas for accreditation and accountability purposes.**

All video submissions and attendance data are confidential and maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the university's data privacy policies.

Clinical/Experiential Learning Attendance & Evaluation Policy

By signing below, I confirm that I have read, understand, and agree to comply with the Clinical/Experiential Learning Attendance & Evaluation Policy as outlined by STU's CON. I understand that non-compliance may affect my academic standing and progression in the program.

Name	Signature	Date
Student		

Preceptor		
Clinical Faculty		

FORMS



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 regarding 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 a program, whether expected or unexpected.

I have read about 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 it 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. To participate in some clinical rotations, clinical facilities may require 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 for students 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:

Dose #1: _____ One dose of rubella vaccine on or after the first birthday in 1969 or later; blood test showing the presence of the rubella antibody.	OR the MMR combine d (measles , mumps, rubella)	Dose #1: _____ Dose #2: _____ One dose of the MMR vaccine on or after the first birthday; the second dose must be at least 30 days after the first, AND BOTH must be in 1968 or later.
---	--	--

B. Meningococcal Meningitis: Mandatory (for status residing on campus)

Meningitis is an infection of the fluid of the spinal cord and brain caused by a virus or bacteria and usually spread through the exchange of respiratory and throat secretions (e.g., coughing, kissing). Bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. A vaccine is currently available that effectively provides immunity for most types of bacterial meningitis, the more serious form, but there is no vaccine for the viral type.

Student Name: _____
Last
First
Middle

I have received the meningitis vaccine. One dosage required:			
Date meningitis vaccine received:	____/____/____	/	____/____/____
Month	Day		Year

C. Hepatitis B: Hepatitis B is a viral infection of the liver caused primarily by contact with blood and other body fluids from infected individuals. The hepatitis B vaccine can provide immunity against infection for people at significant risk, including people who have received blood products containing the virus through transfusions, drug use, tattoos or body piercing; people who have had sex with multiple partners or with someone who is infected with the virus and healthcare workers and other people who have been exposed to biomedical waste.

<p>I have received the hepatitis B vaccine as follows: Dose #1 Date: ____/____/____ Dose #2 Date: ____/____/____ (1 month after first dose) Dose #3 Date: ____/____/____ (6 months after first dose)</p> <p>Office Stamp to include the name of physician/medical facility.</p>	OR	<p>Waiver of Liability: I have received and read the information pertaining to hepatitis B. Despite the fact that I understand the risks involved, I refuse to receive the hepatitis vaccine. Signature of the student (or parent/legal guardian, under 18 years of age): Student Signature: _____ Date: ____/____/____</p>
--	-----------	---

PPD: Date _____
PPD Read Date _____
Results _____

Tdap 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 stationery, 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

Please submit this completed form to

- | | |
|--|--|
| 1. Jessie Trice Community Health Centers, Inc.
(305) 628-6690 | St. Thomas University/Student Health Center
16401 NW 37 th Ave., Miami Gardens, FL 33054 |
| 2. Public Health Department: (954) 467-4943 (FEE) | Phone: (305) 628-6690/Fax: (305) 628-6697 |
| 3. Private physician or walk-in clinic | 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 that 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 require 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 for students 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 37th 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 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 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 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 that 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 37th 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, and 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 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 that 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 Abualhaja
Nashat Abualhaja, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th 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.

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

Dear Preceptor:

Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

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

Dear Preceptor:

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Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

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 of the management of acute/chronic and rapidly changing conditions of adults/older adults. Urgent care issues should be addressed. Clinicals emphasize the 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.

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Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th 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.

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

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th 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 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 that 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 Abualhaja
Nashat Abualhaja, PhD, RN
Dean and Professor of College of Nursing

Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th 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 referencing 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.

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Nashat Abualhaija

Nashat Abualhaija, PhD, RN

Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: _/ _/ _____



16401 NW 37th 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 referencing 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.

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Sincerely,

Nashat Abualhaja

Nashat Abualhaja, PhD, RN

Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th 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 roles. 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.

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Dean and Professor of College of Nursing

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Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th 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.

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Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th 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.

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

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th 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 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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Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

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 on 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 for 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 contributions from DNP preceptor(s), organization representatives, 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.

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

Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

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 scholarships that will include a 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 explains 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 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 that 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

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

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



This course will provide students with 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.

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

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 the 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:

Preceptor Name (Print legibly):

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
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-
- Discuss evaluation plans for process and outcomes.
 - Evaluate the impact of intervention and gather data from intervention.
 - Integrate literature documenting interventions to achieve 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.

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Dean and Professor of College of Nursing

Preceptor Name (Print legibly): _____

Address: _____ Phone #: _____

Preceptor Signature: _____ Date: __/__/_____



16401 NW 37th Avenue
Miami Gardens, FL 33054
Phone 305-474-6845

Memorandum of Understanding

Clinical Location: _____
Number of _____ Term/Year: _____
Clinical 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: _____

When will I begin my clinical courses?

Students must begin their clinical course(s) on the official start date indicated in their academic schedule. It is the student's responsibility to ensure all clinical requirements are completed prior to the designated start time.

What is the link to access my Complio account?

You may access the STU Complio portal using the following link:

<https://stthomasuniv.complio.com/>

If I already have a Complio account with another school, may I use that account?

No. You must create a new Complio account specifically under St. Thomas University (STU).

If I have a Complio account from another STU program, may I use that account?

Yes. You may use the same account; however, you must update or change your program designation within Complio to reflect your current program of study.

What is the process for creating my Complio account?

Please refer to the attached document for step-by-step instructions. You may also find detailed guidance on page 14 of the 2025–2026 Nursing Students Clinical Handbook.

How often are background checks and drug screenings required?

The background check and drug screening are required only once during the program, unless otherwise specified by the institution or clinical site.

If I began my Complio account but have not completed all required items, when must I be fully compliant?

Some core courses will include assignments that require progress within your Complio account. However, you are expected to be fully compliant by the time you begin NUR 504 (Health Assessment).

Please ensure that all requirements are completed in a timely manner to avoid delays in your clinical progression.

Where can I find the Physical Examination Template?

The Physical Examination template is available in the *2025–2026 Nursing Students Clinical Handbook*.

I do not wish to receive the influenza vaccine due to religious reasons. What is the process?

You must request an exemption through your Complio account under the “Flu Vaccination” requirement. Please upload a formal letter to support your request. Additionally, notify the Clinical Coordinator so the exemption can be reviewed and approved. Approval is not automatic.

Should I complete my Complio requirements at the beginning of the program, or may I wait?

Most Complio requirements may be completed at the start of the program. However, please note that the Physical Examination, TB test, and Professional Liability Insurance must be

renewed annually. For this reason, it is recommended that you complete these three items shortly before beginning NUR 504 to ensure they remain valid throughout your clinical course.

Where can I find the requirements for Professional Liability Insurance?

Detailed information regarding liability insurance requirements can be found in the *2025–2026 Nursing Students Clinical Handbook*, page 31.

May I begin my clinical rotation if I am not fully compliant in Complio?

No. Students may not begin a clinical rotation without full compliance. To receive an official approval letter from the Clinical Coordinator, you must:

- ✓ Secure an appropriate clinical site and qualified preceptor that meets course requirements.
- ✓ Submit all required preceptor documentation.
- ✓ Be fully compliant with Complio.

Failure to meet any of these requirements will result in denial of the approval letter and inability to begin the clinical rotation.

If I do not have proof of my vaccinations, how can I meet this requirement?

You may obtain serologic titers for the required immunizations to demonstrate proof of immunity.

How can I access my InPlace account and start with the requirements of the site process?

You may do the 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/>

Also see attached the InPlace process showing you how to login and start with the clinical site request procedure.

I just secured a site, which documents will I need from my preceptor?

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 the license verification)
4. Copy of the preceptor Board Certificate

May I change my clinical course schedule?

No. Clinical course schedules may not be changed.

May I take the lecture course in one term and complete the clinical course in a different term?

No. The lecture and corresponding clinical course must be taken concurrently within the same term.

May I use more than one site or preceptor during a clinical course?

If necessary to complete your required clinical hours, you may request approval for two

different sites or preceptors through InPlace. A separate request must be submitted for each site and preceptor, and each must receive approval from the Clinical Coordinator before you may begin clinical hours.

When may I begin searching for a clinical site?

Students are encouraged to begin searching for a clinical site for at least one semester prior to their first clinical rotation. Early planning is essential to ensure timely approval and avoid delays in course progression.

Are virtual or telehealth clinical experiences permitted?

No. Virtual visits or telehealth encounters are not permitted to count toward clinical hours in the NP program.

May I complete my clinical hours in a state other than Florida or Georgia?

No. Students must be residents of Florida or Georgia to attend St. Thomas University and complete clinical rotations within these states.

Is an affiliation agreement required?

Most preceptors do not require a formal affiliation agreement. In outpatient office settings, a Preceptor Facilitator Agreement is typically sufficient to complete clinical requirements.

My preceptor conducts round at a behavioral health crisis center twice per week. May I accompany them?

No. Students may only complete clinical hours at the specific office location listed in the Preceptor Facilitator Agreement and formally approved by the Clinical Coordinator.

How many clinical hours may I complete in one day or week?

Students may complete a maximum of 10 hours per day and no more than 30 hours per week. Clinical hours must be distributed throughout the duration of the course; they may not be completed in advance of the scheduled term.

May I complete all required clinical hours within 4 or 5 weeks?

No. Clinical hours must be completed across the full term of the clinical course. Weekly clinical assignments are directly related to your ongoing experiences at the site and require consistent participation.

May I complete all clinical rotations at the same site?

This is permitted only if the site and preceptor meet the specific requirements for each clinical course. Please note that each clinical course focuses on a different patient's population and set of competencies.

May I complete all clinical rotations under a Nurse Practitioner (NP)?

Yes, provided the NP is appropriately board certified and meets the clinical requirements for each specific course.

May a Physician Assistant (PA) serve as my preceptor if the site owner is an MD?

No. Preceptors must be board-certified by MDs or NPs. Physician Assistants (PAs) are not eligible to serve as preceptors, regardless of the site's ownership.

My work schedule varies weekly. May I adjust my clinical days accordingly?

Students are required to submit a clinical schedule to their instructor and are expected to attend as scheduled. If illness or an emergency prevents attendance, the student must notify both the course instructor and the preceptor as soon as possible. If work-related schedule changes occur, arrangements must be discussed with and approved by the clinical faculty in advance.

May I complete PMHNP clinical hours with an FNP?

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

I work Monday through Friday. May I attend clinicals on weekends?

Most outpatient practices do not operate on weekends. If a site is open on Saturday, hours are typically limited (commonly 9:00 AM to 2:00 PM). Weekend clinical attendance must receive prior approval from the Program Director.

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

Students must promptly notify the appropriate faculty member of any acute or ongoing health condition that may impact their ability to safely care for patients or fully participate in clinical experiences.

Does STU assign clinical sites for students?

Securing a clinical site is the responsibility of the student. However, if assistance is needed, the Clinical Coordinator may provide information regarding previously utilized sites near the student's zip code. The student is responsible for visiting the site directly to inquire about availability and initiating the approval process.