

**William Paterson University of NJ**  
**Department of Nursing Graduate Program**  
**Checklist/Procedure for DNP Preceptor Documentation for Clinical Courses**

Student's Name \_\_\_\_\_ Track \_\_\_\_\_ Course NUR \_\_\_\_\_

This checklist is being provided to you to facilitate your clinical preceptorship. Each step must be completed in order for you to begin your clinical experience. This form is for you to be able to keep an up to date record prior to beginning your clinical. **Do not hand this form in to your instructor, it is for your use only.**

INSTRUCTIONS	DATE COMPLETED
1. Student must register for the clinical course.	
2. Student will access the Student & Preceptor Information Request forms ( <a href="https://www.wpunj.edu/cosh/departments/nursing/doctor-of-nursing-practice/dnp-clinical-forms.html">https://www.wpunj.edu/cosh/departments/nursing/doctor-of-nursing-practice/dnp-clinical-forms.html</a> ) or by contacting the Graduate Nursing Office at <a href="mailto:jenningsj3@wpunj.edu">jenningsj3@wpunj.edu</a>	
3. Student must submit the Student & Preceptor Info forms <b>completed in full</b> to the Department of Nursing Graduate Program email ( <a href="mailto:jenningsj3@wpunj.edu">jenningsj3@wpunj.edu</a> ) no later than the deadline date on the Student Information Request Form.	
4. The Student & Preceptor Info Request Forms will be sent by Mrs. Jennings to the DNP coordinator for review and approval. You will be notified when approved or further information is required.	
5. Once your preceptor assignment has been approved, the department will email the preceptor a letter, confirmation of clinical placement for graduate student, course outline and responsibilities in the preceptor partnership. The student will be copied on the email. The <b>confirmation of clinical placement</b> for graduate student form <b>needs to be signed</b> by the preceptor and returned to our office by email.	
6. The student will be emailed clinical clearance information. A physical or re- physical form needs to be completed and uploaded thru the Student Health Portal on WPCoconnect, so Health & Wellness can clear you. All forms are also available on the DNP web page ( <a href="#">DNP clinical forms</a> ).	
7. No student will be allowed to begin their clinical until all the required signed documentation is returned to our office, Health & Wellness Center has cleared all health requirements, and the DNP coordinator has cleared the student. The department will notify the student when the confirmation is received. It is the student's responsibility to follow up with their preceptor to make sure the documentation is returned to us.	
8. Students will be <b>deregistered</b> from the clinical <b>course</b> if ALL requirements (H&W, Castle Branch, signed confirmation of clinical placement form, Clinical Agreement between site & University- if required) <b>are not met</b> by the Health & Wellness <b>deadline</b> each semester.	