



## CLINICAL SITES !

### 1. HOW DO I FIND A SITE ??\_ (NOTE: Read /refer also to the Clinical Essentials sheet attached)

a) Watch a helpful U tube video: [https://www.youtube.com/watch?v=O5O4X32\\_9KY](https://www.youtube.com/watch?v=O5O4X32_9KY)

HOW I FOUND MY CLINICAL SITE," TIPS!! (Nurse Liz) (P.S. No rule exists requiring schools to find placement).

### b) What type of site am I looking for?

PRIMARY CARE SITES! You are in a primary care program – not an acute care program, not an emergency care program or any specialty, i.e. infectious disease, hospitalist, pulmonary, etc. You are looking for primary care clinics, private practices, practices associated with hospitals, etc. (YOU ARE NOT GOING TO HOSPITALS. YOU ARE NOT ROUNDING IN HOSPITALS. YOU ARE NOT GOING TO OR'S, CATH LABS, ETC. YOU ARE IN A PRIMARY CARE PROGRAM. IN ADDITION: no medi spas, no botox, IV ketamine, etc.

SPECIALTY SITES (cardiac, pulmonary, GI , etc) are limited to 50 hours, the rest 120 hrs must be in a second true PRIMARY CARE SITE.

### c) Where do I find these sites?

Reach out to:

| HELPFUL ORGANIZATIONS  | MDs/ NP'S YOU KNOW   | FELLOW FNP STUDENTS                                   | YOUR OWN PROVIDER                        |
|--|--|---|--|
| <p><u>Federally Qualified Health Centers (FAQHCs</u> – google in your area) –usually like students. *</p> <p>North Hudson Comm Action Corporation NHCAC<br/>West NY</p> <p>Riverview Medical Associates<br/>Maywood, Secaucus, etc.</p> <p><b><u>Web sites for NPs</u></b><br/>           NPHub.com (pay \$\$)<br/>           PointPreceptor.com<br/>           Preceptorlink.com</p> <p>Some organizations: <b>list preceptors :</b><br/> <u>NAPNAP: Pediatric Nurse Practitioner Association</u><br/> <a href="http://www.napnap.org">www.napnap.org</a></p> | <p>As an experienced RN, you have built up a rapport with some MDs / NPs you work with. As them if they can precept you.</p> | <p>As them who they used and get that information</p> | <p>Ask them if they can precept you.</p> |

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|--|---|---|--|
| <p><u>AANP – American Assn of Nurse Practitioners – Aanp.org</u></p> <p><u>AWHONN (Assn of Women’s Health, Obstetric and Neonatal Nurses)</u><br/>awhonn.org</p> |   |   |  |
| <p><b>COLD CALL</b></p> <p>This means you are randomly walking into a site.</p>  | <p>Dress Professionally!<br/>Be polite!</p> <p>SHORT LETTER - Compose a short, thoughtfully composed letter that says something like...</p> <p>“Hello, I am hoping you can help me. I am a graduate nursing student in the Master’s Nursing Program at William Paterson University. I am looking to find a preceptor/placement site for my upcoming graduate course focusing on _____ in the _____ semester, which runs from ____ to _____. I need to complete _____ hours during this time.</p> <p>I can appreciate the extra effort needed to both precept a student while also keeping pace with your patient volume. I recognize this and want to assure you that I am a motivated graduate student with a skill set that will help with your patient throughput.</p> <p>I am happy to work around any schedule that fits your practice needs.</p> <p>In advance, I am thankful for any consideration. I can be reached at....</p> <p>Sincerely,”</p> | <p>DO NOT ASK TO SPEAK TO ANY PROVIDER (i.e. MD/NP) (they are busy seeing patients)</p> <p>The Office Manager / Practice Manager usually makes these decisions.</p> | <p>Let the front desk person know you are looking for a site and ask if they could deliver your note to the appropriate person who makes these decisions.</p> <p>(This is usually the Office Manager).</p> <p><b>ALSO , POLITELY ASK FOR THE NAME AND EMAIL OF THE OFFICE MANAGER</b></p> <p>IF they say they don’t take students, then just thank them and leave</p> <p>Otherwise, leave the note and thank them sincerely.</p> <p>Make a list of who you have called and where you have gone.</p> <p><b>Follow up your visit with an email to the office manager –</b> again make it brief, quickly restate your class, needs, etc. Sell your strong skills, experience, understand pt flow, etc. (See the utube video).</p> |

## 2. WHAT DO I DO ONCE I FIND A SITE?

### a) EXXAT – once you are registered for a clinical course, fill out the form in EXXAT by the deadline due date:

Go to the eplacement site in EXXAT – make sure you choose the correct course and the correct semester

Fill out all the required information – completely and accurately. In advance, you need to know the name, credentials, email, phone number (site phone number) and site address for the person who will accept responsibility and sign off on the Letter of Agreement. Fill this information out correctly (be sure to use capitalization and full names etc.)

**b) DEADLINES** – you must submit by the deadlines posted in Student Handbooks and PP info posted on WP website.

### 3. WHAT ELSE DO I NEED?

RN LICENSE

**NP STUDENT MALPRACTICE INSURANCE:** (note \$\$ subject to change)

You will need student NP malpractice insurance. Call your current RN Malpractice organization and ask them to add this. It is not overly expensive. You must have this before you start. Here are some companies:

NSO

Pro Liability

**EXXAT FORMS COMPLETED** – See EXXAT (ie Physical Exam form, Vaccination records/titers etc)

### 4. WHEN CAN I START?

You may start once ALL YOUR EXXAT info has been APPROVED (see below). Note: Just because a contract/letter of agreement has been sent/signed, DOES NOT MEAN you are good to go, especially if the Preceptor/Faculty site still has to be reviewed by the assigned Faculty . All other areas need to be APPROVED ( ex-COMPLIANCE). BE SURE to review the to see if you have any outstanding issues (will say in pink “Needs Attention. IF you have completed all requirements then this is a GO, and you can start when your class officially starts (legal reasons) and once the site says you can start. You may not start sooner than the class starts.

EXXAT should look like this:

|            |  | LOCATION/CONTRACT | COMPLIANCE | PRECEPTOR/FACULTY | OVERALL STATUS ↑                            |
|------------|--|-------------------|------------|-------------------|---|
| ✓ Placed ⓘ |  | Approved          | Approved   | Approved          | Cleared for Clinical & Placed<br>05/06/2025 |

### 5) HOW CAN I THANK YOU FOR PROVIDING ME WITH THIS INFORMATION ??

Once you are an NP, be sure to say, “YES, I would love to precept a WP student!” 😊