



CLINICAL PLACEMENT – MUST READ ! (Esp. #1)

NOTE: You are in a PRIMARY CARE PROGRAM (not acute care/ hospital program). Find PRIMARY SITES!

1. Be Familiar with Course Expectations & Communicate these Clearly to Potential Preceptors:

a. Number of required hours

- 170 hours/clinical practicum
 1. Approximately 24.2 hours/week (online)
 2. Approximately 12 hours /week (on campus)

b. Types of clinical experiences (examples)

- Sick visits /chronic episodic visits
- History/Physicals
- Annual wellness visit
- Obstetric/Postpartum visits (FNP) (Note: No pelvic exams on pregnant pts by students)
- Pediatric (FNP) visits / in Pediatric Practice (FNP)
- **You ARE NOT allowed to do clinical where your work or in the same service line***

**However, for large agencies: i.e. Atlantic Health, Valley, HUMC, St. Joseph's etc., you can go their primary care clinics. But if you work in the clinics already, you cannot.*

NOTE: Patient Visits for "boutique" services such as: Aesthetics, IV infusions of ketamine/vitamins, suboxone refills, marijuana refills, GLP1 weight loss/medi clinic focus/visits, etc. are NOT ALLOWED or COUNTED towards your hours and not to be submitted in your EXXAT logs /hours or SOAP notes.

c. Types of Essential Skills to Achieve

- History Taking
- Physical Examination (focused for sick visit/ full for PEX)
- Differential Diagnosis (es) considerations
- Diagnostic Workup (appropriate tests for differential dx considered)
- Diagnosis(es) Determination
- Plan of Care (EBP)
- Charting (appropriate)
- Patient Case Presentation to your Preceptor

Note: You are there to be the NP Student, not the RN, not the Tech, not the Secretary "fill in".

c. Acceptable Preceptors for each clinical course

- Doctor of Medicine (M.D.)
- Nurse Practitioner (PNP, FNP, ANP, AGNP)
- Doctor of Osteopathic Medicine (D.O.)
- Midwives (for ob/ gyn focus of NUR 7070)
- Ob/GYN MD (required for NUR 7070)
- Pediatrician (required for NUR 7070)
- Specialists (i.e., Cardiac/Pulm/GI/etc.) limited to 50hrs must find 2nd site for 120 hrs.



d. Acceptable &/or ideal clinical sites: (Note: limited to max use of 2x and if approved).

- Primary care setting
- Outpatient care setting
- Employee Health/Occupational Health setting
- Assisted-living setting
- Subacute care setting (no hours/logs acceptable for long term ACUTE CARE pts)
- Urgent Care Centers are limited to one use during the program.

NOTE: Acute Care / Hospital/Emergency settings are not allowed

e. What is required of the Preceptor?

- Preceptor Agreement with resume/cv
- Affiliation Agreement (on their side if requested by them), otherwise signature on our WP letter of agreement/contract
- Preceptor Orientation provided if requested
- Evaluation(s) – midterm and final (forms sent to their email)
- Communication with faculty

f. OK, You Found a Preceptor /Site, What's Next?

- EXXAT platform: you enter this information into the EXXAT platform. **BUT you cannot do so until you are registered for a clinical course:6041/7011/7070/7252/7253/7254**
- EXXAT platform information instructions are found on the WP Graduate Nursing website under [clinical](#)

2. Start with People You Know:

Third party referrals can be the key (it is not just what you know but who you know).

- a. Your personal doctor/PCP. You have already built rapport with your own doctor, so ask if they would be willing to help you meet your educational goals. If they say no, ask if they can refer anyone they know/trust
- b. Physicians or care providers that your friends, family members or colleagues see.

3. Identify Potential Preceptors in Your Area

Find PCP's in your area by searching the internet

- a. Search for PCP's in your area on www.healthgrades.com
- b. Search for primary care facilities in your area on Google Maps
- c. Search for family practice physicians in your area
- d. Search for NP's in your area
- e. Search for DO's in your area
- f. Inquire about physicians or NP's that work in Skilled Nursing facilities in your area (they may have private practice offices where they see patients)
- g. Search local hospital websites to "locate a physician" and see which physicians work at that hospital. Do they have a private practice/clinic where they see patients out of the hospital?
- h. Other (some paid): www.preceptorlink.com preceptors.com, www.NPhub.com www.preceptorpoint.com www.NPhub.com (paid)



4. Get to Know Your Classmates

- a. Reach out to current classmates. Many students in the program have multiple preceptors available on standby. Ask your classmates if they know someone in your area that may be willing to assist you.
- b. Do you know anyone else who has gone through or graduated from your same program? Reach out to them to see what strategies they used and if they know any preceptors they think would be willing to work with you.

5. Find Out What Resources Are Available at Your Place of Employment

- a. Talk to the HR department at your place of employment to see if they have a program available for nurses seeking advanced degrees who need preceptors
- b. Do you know a Nurse Educator? If so, reach out to them, they are great resources and might be able to point you in the right direction.

6. Seek out Potential Preceptors in Professional Organizations

Do you belong to a local, state, or national professional organization? If you are a member of a professional organization (i.e. American Association of Nurse Practitioners, American Nurses Association, or Texas Nurses Association), use networking resources to expand your search.

7. Pre-Plan Meetings or In-Person Visits and Do Your Research Ahead of Time

Make sure you are prepared for any interaction with a potential preceptor. Do your research ahead of time and pre-plan any in-person visits.

- a. Update your resume and professional goals
 - Ensure your resume is up to date
 - Refresh the content to make it engaging
 - Include skills or experience you have gained in the NP program (highlight your progress)
 - Here are a few resources for writing a professional nursing resume:
 1. <https://nurse.org/resources/nursing-resume/>
 2. <https://www.mypersfectresume.com/how-to/resume-template-for-word/healthcare/nurse-practitioner>
- b. Research the physician or NP that you are going to talk to.
 - Search for them on resources like LinkedIn, Facebook, Twitter, Healthgrades, etc.
 - Find out if you have any common connections (friends, colleagues, etc.)
 - If so, reach out to them and see if you can gather additional information about the preceptor, and if they would potentially be willing to reach out on your behalf.
- c. Use a "third party reference" if appropriate. "I saw on LinkedIn that we are both friends with Nick S. He is a good friend of mine and said I should reach out to you because you are well respected in this community."
 - Find out what school they graduated from and what hobbies or interests they have. See if you share any commonalities that you can use to build rapport (common interests, hobbies, schools, kids, pets, etc.).
 - Identify any major awards, or accomplishments (i.e. recognized as one of the top 100



doctors in their area? Do they have 5 stars on Healthgrades?)

- Research the clinic or practice group. Find out what types of patients they see. Identify their schedule. Be aware of any hospital affiliations or group affiliations they may have. Try to make sure it would be a good fit before you reach out to them.

d. Develop and practice your elevator pitch.

- Have an elevator pitch prepared. Practice it several times before you talk with a potential preceptor. This is your opportunity to “sell” why you would be a great student to invest time with. **(See Attached Sheet for additional information)**
- It is important for you to feel confident in your working relationship with your preceptor, as their guidance is essential in maximizing your learning.
- Goals for an elevator pitch: be able to articulate the following in the first two minutes of meeting a potential preceptor:
 1. Name and credentials
 2. School you attend/program you are in
 3. What you have to offer in the clinical setting
 4. Top three skill sets you have
 5. What you are looking for from your clinical preceptor
- Example elevator pitch:

Hi, my name is Jane Doe, and I am currently an FNP student at (University). I've been an RN for 5 years with experience in the ER at Baylor Hospital. I am looking for clinical experience where I can see patients across the lifespan, and I know from talking to patients and my fellow FNP students (or a name recommendation) that you have a well-respected practice. I would love it if you could be my preceptor, as I want to learn from an expert like you. (Ask them a question or add a comment about something you know from your research about them... “I saw on LinkedIn that you are a member of [professional nursing organization], and you volunteer at [Sample Organization], I volunteer there too!).
- Close out the conversation with a summary of next steps (“I will follow up with you tomorrow after 3pm (etc.) as you requested so we can talk more about...” or, “Can I follow up with you on ...?”).

8. Be Prepared to Communicate How Students Add Value

Identify how students can help; tell preceptors “what's in it for them”

- a. What skills do you bring to the table? Do you speak any foreign languages?
- b. Students can help by pre-visit planning, screening, documenting care (as allowed), developing educational materials, discussing behavior changes, giving immunizations, scribing, following up studies, and calling patients with results.
- c. What incentives are they eligible for? (check with your Clinical Coordinator)

9. Manage Objections that Come Your Way—Don't take objections as a bad thing!

Use each encounter with prospective preceptors to strengthen your approach with marketing yourself to others. Try following these steps to manage objections:

- a. Build rapport with trust and empathy; make a connection with them
- b. Ask questions or clarify their objection or concern



- c. Use active listening, and repeat back to be sure you are on the same page
- d. Respond with facts or additional information (if you don't have an answer, provide a time when you will be able to get back to them with that information)
- e. Close the conversation: recognize closing signals (i.e. when they are ready to move on), clarify expectations as appropriate, outline any actions or next steps as needed

10. Meet with Potential Preceptors in Person and Make a Good First Impression

It is best to make a request in person rather than by phone or email

- a. Go to clinics, physician offices, and other healthcare facilities to deliver your resume and professional career goal statements. First impressions matter! Remember to SMILE.
- b. Bring copies of your resume and communicate your professional goals.
 - Have a few copies printed and take them with you to meet prospects.
 - Have a digital copy of your resume readily available upon request
 - Have professional references available upon request
- c. Dress to impress – Treat this the same as you would a job interview.
 - Appropriate attire for a meeting is business casual.
- d. Properly introduce yourself to the office staff and treat everyone with the utmost respect.
- e. Be respectful of their time and busy schedules... Timing can make a difference between a yes and a no! Make sure it is a good time to talk, or acknowledge that you understand they are busy and would appreciate 5 minutes of their time when their schedule permits (try to set a time ex: "your office manager said you see less patients on Fridays, would Friday morning or afternoon work to talk with you about a preceptorship?").
- f. Use the following techniques in your conversation:
 - Build rapport with trust. Make a connection when possible (with hobbies, interests, or passion for providing care to the population they serve)
 - Ask questions, make it about them. What expectations do they have in working with a student? What things can an NP student do to help them in their practice?
 - Pay attention closely. Don't multi-task.
 - Respond appropriately and respectfully. Be aware of your verbal and non-verbal communication. You should also be aware of any non-verbal cues from the office staff.