



# A Process for Nurse Practitioner Students to Find Preceptors and Clinical Sites

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# Disclosure

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## Objectives

- Recreate a process to facilitate ARNP students to find preceptors and clinical sites provided by competent healthcare providers.
- Understand the practice implications of a sustainable process that helps students and academic faculty navigate through a complex academic system.

*We have nothing to disclose.  
We have no conflict of interest and  
have received no sponsor or commercial support.*

# Background

- As a result of the Affordable Care Act (ACA), newly-insured patients sought access to nurse practitioners for high-quality, cost-effective, comprehensive, patient-centered care
- There have been an additional 30,000 ARNPs going into practice in the U.S. (AANP)
- To date, more than 2/3 of all nursing schools offer programs leading to an ARNP degree (AACN)
- Many of these program are distance learning, requiring the students to find their own preceptors and clinical sites

# Local Impact

- A significant demand to meet the preceptors and clinical hours required of ARNP students
- Most students who seek placement at UIHC are our own staff
  - We value them seeking higher education
  - We want them to continue to work for us after graduation
- Current process was to go through clinical departments
  - Most departments did not know how to do placement paperwork
  - Most departments did not have enough ARNP staff volume to spend time on this

## A new process was needed to...

- meet the needs of ARNP students needing clinical experiences by competent, credentialed, licensed preceptors
- help the ARNP program faculty, students, and UI Hospitals and Clinic departments navigate through the legal placement process
- remove barriers and promote employee retention of rising star RNs in ARNP programs
- meet the UI Hospitals and Clinics education tri-part mission

# Brainstorming a Viable Solution

- Partner with UI Hospital Legal Services and the Chief Nursing Officer to explore options to improve current process
  - The Department of Nursing's existing affiliation agreement could be used as the umbrella contract instead of each department developing their own
  - A new addendum contract was developed for each department to internally approve the student placement
  - All UI Hospitals and Clinics ARNPs were surveyed regarding interest to serve as a preceptor to ARNP students
  - A FAQ and “to do” checklist were developed to guide ARNP students through placement process steps

# Cooperating Agency Agreement



INSTITUTION  
City, State

## COOPERATING AGENCY AGREEMENT

UNIVERSITY OF IOWA HOSPITALS AND CLINICS  
Iowa City, Iowa

THIS AGREEMENT entered into on this day of month, year, by and between Name of Institution, City, State, hereinafter called "College" and the University of Iowa Hospitals and Clinics, Iowa City, Iowa, a hospital existing under the laws of the State of Iowa, herein called "Hospital."

### WITNESSETH:

WHEREAS, College wishes to arrange for a clinical facility in which to offer instruction at Hospital of otherwise qualified students enrolled in College's Nursing Education Program, and

WHEREAS, Hospital wishes to make such facilities available for such students as may be enrolled in the College's Nursing Education Program and who may be sent to Hospital by College, and

WHEREAS, College does not knowingly place students for the purpose of vocational experience with employers who discriminate on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference;

NOW, THEREFORE, for and in consideration of the mutual promises of the parties hereinafter set forth and the mutual rights and benefits flowing therefrom, IT IS AGREED by and between the parties hereto as follows:

1. **TERM OF AGREEMENT:** The College will provide in writing a request for placement for a give number of students for clinical or observational experiences at least sixty (60) days in advance of the first day on which the students are to use the clinical site. This agreement shall become effective immediately month day year, through month day year. The College will utilize the facilities provided by the Hospital in accordance with the twelve-month period stated above. This agreement may be terminated by either party by giving sixty (60) days notice in writing prior to the date on which the students are to use the clinical facilities in the COOPERATING AGENCY, or by mutual agreement.
2. **OBLIGATION OF THE COLLEGE:**
  - (a) To provide and designate in writing a faculty member responsible for development, maintenance, and supervision of a given number of students enrolled in the program, including conferences, clinical experiences, and evaluation.
  - (b) To go through the proper Hospital channels to make plans for student experiences and/or observations.
  - (c) To abide by the rules and regulations of the Hospital as they be amended from time to time.
  - (d) College students are required to maintain health insurance (or an equivalent alternative care plan) sufficient to satisfy minimum standards of coverage established by The University of Iowa for all health sciences students experiencing significant clinical exposures as part of their training. In addition, College shall provide documentation of health insurance coverage prior to the student's commencement of training at the UIHC.



# Addendum

1

## ARNP Student Clinical Placement Approval Form

All of the terms and conditions of the Cooperating Agency Agreement, which has been signed by hospital administration, apply to this Addendum.  
The following is an Addendum to accompany the main Cooperative Agency Agreement in effect between (date) to (date) for the clinical placement of an Advanced Registered Nurse Practitioner student for a supervised preceptorship:

School requesting student placement:	
Administrative or Faculty Contact at School:	
Student Name:	
Type of Nurse Practitioner:	
Dates of clinical preceptorship:	
Hours of clinical preceptorship:	
Department/Division/Unit of placement:	
Department/Division/Unit of placement contact person:	
Name/Credentials of clinical preceptor:	
Departmental Representative	
Title	
Date	
Department of Nursing Services and Patient Care Representative	
Kenneth J. Rempher, PhD, RN, MBA, CENP	
Title	Chief Nursing Officer - UIHC
Date	
Lou Ann Montgomery, PhD, RN-BC	
Title	Director, Nursing Administration
Date	

--May-2015--



# FAQ for student ARNPs

- 1. I am an NP student from a college or university other than the U of I College of Nursing and I would like to do my clinical training at UIHC. What should I do first?
- A: The very first thing that must happen, and must occur every semester, is to have your instructor e-mail Dr. Montgomery (lou-montgomery@uiowa.edu) requesting placement for you. This assures you are in good standing and enrolled in a program and meet requirements to be legally considered to be placed here. Dr. Montgomery will determine if an affiliation agreement exists between UI Hospitals and Clinics and your academic institution, or she will work to establish said agreement. (Note: The affiliation agreement is not the same as a preceptor agreement from your program. Also, UI Hospitals and Clinics must use our affiliation agreement and not one your program may provide). Dr. Montgomery will include Dr. Lofgren and Becky Hurt (NCEC support staff) on all emails. Dr. Lofgren will provide you with an NP letter explaining steps to take, and a document that will need to be completed and returned once you have determined a preceptor.
- 2. It has been determined that we have an affiliation agreement with my academic institution. Now what do I do?
- A: Once an affiliation agreement has been established, you need to secure a preceptor.
- 3. How do I find a preceptor?
- A: Email Dr. Lofgren and she will send you a list of staff who has agreed to be clinical preceptors. It is up to you to contact and secure your preceptor. You will do your own scheduling and coordination with your preceptor. Your preceptor is going above and beyond to take you as a student so please appreciate and communicate with your preceptor professionally.
- 4. I have secured a preceptor. Now what do I do?
- A: Once you have a secured a preceptor you need to complete and return the completed data form that was sent to you. Return to Dr. Montgomery (lou-montgomery@uiowa.edu) ; Dr. Lofgren (maria-lofgren@uiowa.edu) and Ms. Hurt (becky-hurt@uiowa.edu) on the same email.
- 5. What else do I need to do to start?
- A: Prior to starting any clinical time, you need to contact Ms. Hurt (becky-hurt@uiowa.edu) at 319-356-4304 and provide proof of insurance and a health screen. She will assist with obtaining a student badge and will schedule orientation to include student Epic classes. Once the addendum contract is signed by Hospital and Nursing Administration and the department head of the department within which you will be precepting, Ms. Hurt will notify you that you are cleared to start.
- 6. How long does all this take?
- A: It all depends on how soon your instructor emails Dr. Montgomery and she receives it and whether or not an affiliation agreement contract is in place. Minimally, the process takes 2-4 weeks. It is highly desirable to make contact with Dr. Montgomery at least 60 days in advance of needed placement. This has to happen EVERY semester.
- Another time factor includes how long it takes you to secure a preceptor and complete and return the attached document we send out with all the required details. We rely on this document to create the addendum and route the addendum for signatures almost immediately from the receipt of this information.
- Lastly, routing the addendum for signatures to Hospital Nursing Administration and the Department Head of the department within which you will be precepting, and getting it returned to Ms. Hurt, can take 2 – 3 weeks depending on their competing priorities.

# NP STUDENT CHECKLIST FOR CLINICAL PLACEMENT

Before you can be considered for clinical placement, your clinical instructor **MUST** email Dr. Montgomery and request student placement at UIHC. This is to determine if there is an affiliation agreement between your academic institution and UIHC.

## IMPORTANT NOTES

- **Do not** complete until **3-6 months** prior to your clinical start date.
- All steps need to be repeated **EVERY** semester.
- All post-baccalaureate students doing a nurse practitioner clinical rotation must be **licensed in Iowa** or a **compact state** where they have residency.

**1. Have your instructor e-mail Dr. Lou Ann Montgomery** ([lou-montgomery@uiowa.edu](mailto:lou-montgomery@uiowa.edu)) the information below:

- ☐ Name of student requesting placement with a preceptor at UIHC
- ☐ Objectives of the preceptorship
- ☐ Goals of the preceptorship
- ☐ Dates of clinical preceptorship (range is adequate)
- ☐ Number of hours to be spent with **each** preceptor
- ☐ Preceptor requirements
- ☐ Any materials for the preceptor

**2. Secure your preceptors.** You are responsible for contacting the preceptor(s), and working with them to arrange and schedule all your clinical hours, as well as developing a professional relationship.

**3. Complete the attached form** and return to Dr. Maria Lofgren ([maria-lofgren@uiowa.edu](mailto:maria-lofgren@uiowa.edu)) with the subject line "NP addendum, your last name" once you have secured your preceptors.

**3. Complete the attached form** and return to Dr. Maria Lofgren ([maria-lofgren@uiowa.edu](mailto:maria-lofgren@uiowa.edu)) with the subject line "NP addendum, your last name" once you have secured your preceptors.

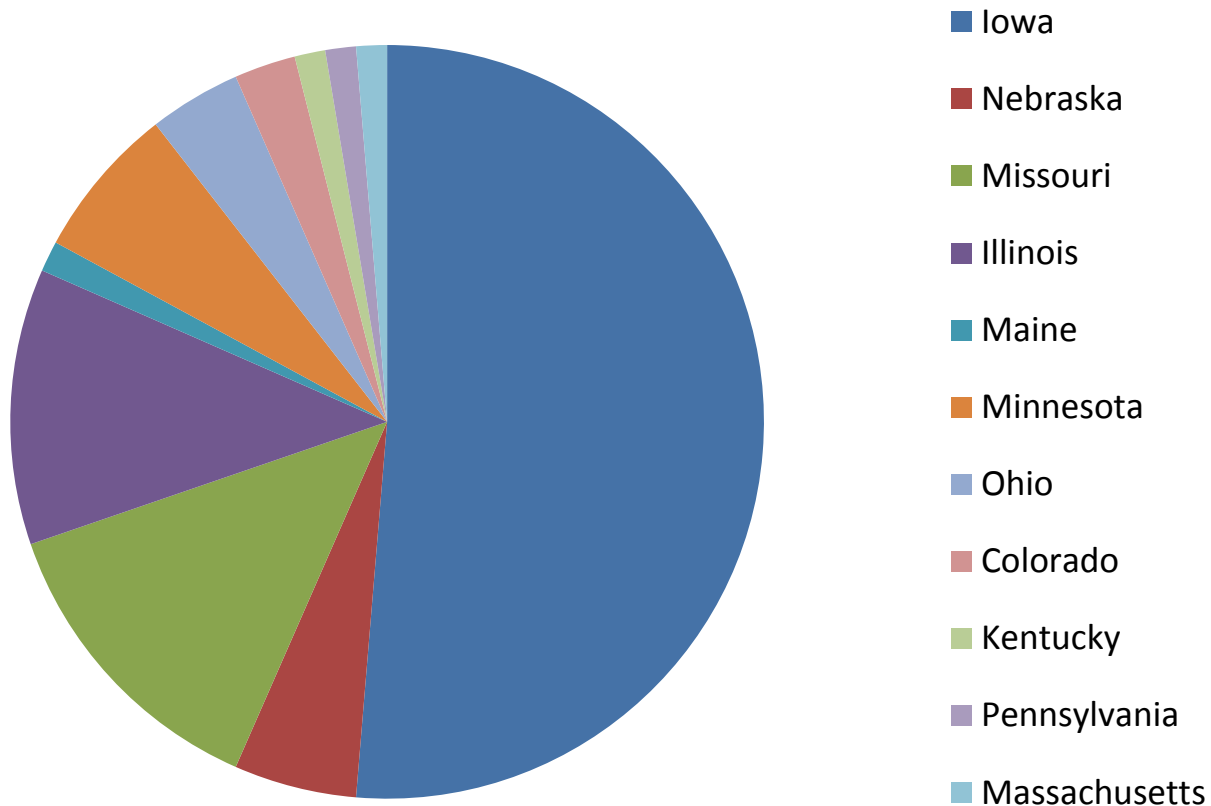
**4. Contact Becky Hurt** ([becky-hurt@uiowa.edu](mailto:becky-hurt@uiowa.edu)) to complete all paperwork and provide the following information:

- ☐ Provide proof of insurance
- ☐ Provide health screen
- ☐ Obtain student badge
- ☐ Schedule orientation, including student Epic classes

Addendum contracts require signatures from senior leaders at UIHC and can take two to three weeks. They **MUST** be signed **PRIOR** to starting clinicals. You will be notified by Becky Hurt (NCEC support staff) once the signatures are obtained.

Please keep Dr. Montgomery, Dr. Lofgren, and Becky Hurt on all correspondence as each provides a different role in setting up your clinical placement. Thank you and we look forward to working with you.

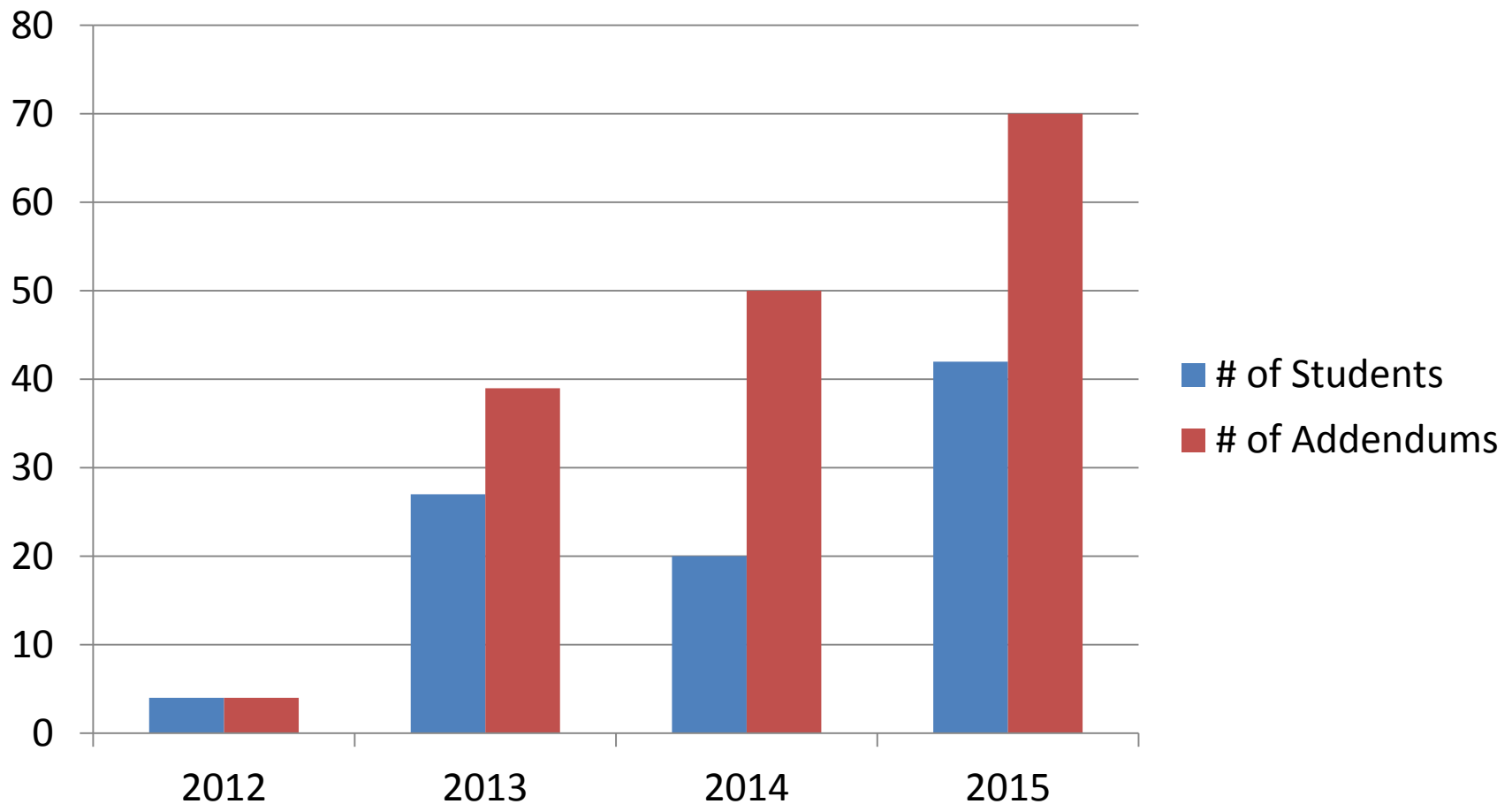
To date we have established affiliation agreements with 25 nurse practitioner programs in eleven states



# Students Placements

- The number of ARNP students has significantly increased since the Department of Nursing took over this process management in 2012
- The number of students and addendums issued for each student has significantly increased since 2012
  - ARNP students are seeking our placements
  - ARNP students are obtaining a variety of clinical opportunities at the UIHC

## How many students & addendums/year



# Lessons Learned

- Consider allocating FTE to the process as student volume, distance learning programs, and need for preceptors increase
- The more the students have the process outlined for them, they will know what to do, when to contact us, what is expected, and the timeframe needed to complete the process

# Lessons Learned

- Competition between the teaching demands of ARNP students, medical students, residents, and physician assistant students needs to be recognized and addressed to meet all healthcare student demands for future healthcare provider workforce
- Need for sustainable processes to recruit, retain and recognize preceptors for ARNP students



# Suggestions for Distance Learning Programs

- Consider streamlining paperwork process for students finding their own preceptors making it less tedious on the preceptor willing to take students
- Creative solutions such as simulation based clinical experiences and shared preceptors among groups of students may be alternatives for ARNP students



# *Questions?*

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