Doctor of Nursing Practice
Graduate Degree

Psychiatric/Mental Health

Clinical Manual for Students
2015-2016

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Associate Dean for Research and Graduate Education
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Introduction

Welcome to Montana State University College of Nursing Doctor of Nursing Practice (DNP) Psychiatric/ Mental Health (P/MH) graduate degree program. This manual will serve as a guide for the DNP (P/MH) graduate student to achieve a successful clinical experience. Within this manual are sections that will assist students in identifying their responsibilities for:

- Clinical preparation and placement
- Scheduling clinical hours
- Establishing clinical objectives
- Proper documentation

Goals of the Clinical Experience

1. Expand student’s exposure to clinical situations, strategies and variety of treatment modalities.
2. Provide the opportunity to apply theory.
3. Work with and learn from an experienced clinician as a preceptor.
4. Develop and expand expertise in clinical skills.
5. Expand knowledge about the operation of clinical sites.
6. Develop knowledge of the financial aspects of mental health care practice.
7. Expand experience in the care of individuals and families in mental health care.
8. Provide opportunities for collaboration with other disciplines in the provision of health care services.

Clinical Faculty Roles and Responsibilities

**Roles**

- Mentor, facilitator
- Assists in student role development and accommodation to practice setting
- Coordinates student experience with the preceptor
- Facilitates the preceptor in role development
- Guardian for nursing identity, graduate education, holism, family
- Provides episodic on-site supervision and role modeling
- Evaluates the student’s learning experience in an ongoing manner

**Responsibilities**

- Formally evaluates the student twice each semester. (Works with student ½ day in clinical area)
- Activates problem-solving discussions with preceptor and student if problems arise
- Maintains monthly contact with preceptor
- Provides hourly supervisory conferences with students twice monthly
- Evaluates and provides guidance to aid student to progress in health assessment
process
- Evaluates, provides guidance and support for leveled learning
- Assesses and problem solves the student’s role assimilation
- Identifies and controls for nursing, health promotion, and family foci
- Evaluates and provides guidance for student’s record keeping
- Tracks student clinical time and quality of the learning experience
- Evaluates the preceptor at semester’s end
- Maintains balance between academic and clinical goals
- Reviews selected cases seen by student in the clinical area for in-depth discussions of differential diagnosis and management issues
- Helps identify personal style of student, evaluate its effectiveness, and assist in refinement over time (therapeutic communication, advocacy, role issues, collaboration, conflict resolution, paternalism, timing and pacing, artful use of self, biases, assumptions, judgments, etc.)

Appropriate Clinical Sites

To prepare for the best clinical experiences, students will complete a clinical plan that will guide the clinical experience (sample, page 10).

To facilitate the clinical placement and paperwork process, the student must provide a preceptor information sheet and a current short form vita is required from each preceptor prior to receiving approval for the anticipated clinical rotation. Information on preceptors is updated yearly. The preceptor information sheet and current short form vita are located online at: [http://www.montana.edu/nursing/student/graduate.html](http://www.montana.edu/nursing/student/graduate.html) and also attached in this manual.

Clinical placements must be completed prior to the start of the semester. A deadline for having all of the necessary components in place for the clinical experience will be set each semester. If students do not have everything in place for their clinical rotation by this date, they will not be allowed to enroll in the course. If an emergency situation arises, approval for an extension of the deadline must be granted by the Associate Dean for Research and Graduate Education and the DNP (P/MH) Clinical Coordinator (Rebecca Bourret, MS, APRN, CPN, PMHNP-BC).

Please limit preceptors to 1 or 2 per semester. All clinical sites and preceptors must be approved by the DNP (P/MH) Clinical Coordinator. Students must complete their clinical experience with their identified preceptor. Students may not identify one preceptor in a clinical site and then float among preceptors.

Clinical Courses

**NRSG 631 Advanced Clinical I - Advanced Nursing Practice and Psychiatric Care Formulation**
The first clinical course begins in summer semester and requires 135 hours of clinical with a preceptor. In this course, students will explore the role and scope of advanced psychiatric nursing practice, foundational legal/ethical issues in psychiatric advanced practice nursing,
psychiatric and mental health disorders, and assessment and diagnostic techniques. Emphasis will be placed on advanced mental health nursing assessment and diagnosis for health promotion and managing mental health problems and psychiatric disorders for individuals and families across the lifespan within culturally diverse environments.

**NRSG 632 Advanced Clinical II - Psychotherapeutic Modalities Across the Lifespan**
The second clinical course is offered fall semester and requires 135 hours of clinical with a preceptor. In this course students will explore the conceptual and theoretical foundations for psychotherapy, including selected therapeutic modalities for individuals, group psychotherapy, and the integration of multicultural skills for health promotion and management of mental health problems and psychiatric disorders. Emphasis will be placed on working with individuals and groups across the lifespan within culturally diverse environments. Students will work with preceptors conducting individual and group therapy, and will begin to develop skills in psychotropic medication management. Students will build on skills developed in NRSG 631 and continue to refine skills in assessment, diagnosis, and management of mental health problems and psychiatric disorders.

**NRSG 633 Advanced Clinical III - Advanced Care of Individuals and Families with Acute and Chronic Mental Health Conditions**
The third clinical course is offered summer semester and requires 135 hours of clinical with a preceptor. In this course, students will explore the conceptual and theoretical foundations for psychotherapy with families and couples, psychiatric issues related to special populations, and psychopharmacologic interventions. Emphasis will be placed on working with individuals, couples and families across the lifespan within culturally diverse environments. Students will continue with assessment, diagnosis, and management of mental health problems and psychiatric disorders and will refine skills in medication management.

**NRSG 634 Advanced Clinical IV - Advanced Practice Leadership in Community and Acute Settings**
The final clinical course is offered the last spring semester of coursework and requires 270 hours of clinical with a preceptor. This course provides the conceptual and theoretical foundations for working with individuals and families with mental health problems or psychiatric disorders. APRN professional practice components, including developing a personal model of professional practice are stressed. Interventions will include health promotion, the coordination and use of organizational or community resources, consultation, teaching/coaching, and the application of nursing leadership skills. Emphasis will be placed on working with individuals and families across the lifespan within culturally diverse environments. A primary focus of the clinical experience will be integrating all components of the APRN role for practice including assessment, diagnosis and management of psychiatric illnesses, management of ongoing mental health problems and psychiatric illness, psychotherapy and medication management.

**Preceptor Roles**
- Introduce the student to the practice setting, including policies and procedures.
- Assist the student in a systematic approach to clinical problems and record keeping.
• Assist the student with role progression (student observes, then does some of the psychiatric assessment and interview, then complete psychiatric assessment and interview, etc. Student puts forth possible diagnoses, plan and discusses).
• Introduce student to record keeping format.
• Review record keeping and provide feedback.
• Engage student in differential discussions.
• Engage student in critical thinking and problem solving discussions.
• Engage student in discussions regarding long-term management issues, helping the student to determine reasonable follow-up plans.
• Demonstrate consistent and appropriate use of referrals and community strategies.
• Demonstrate a commitment to multicultural skills for health promotion and management of mental health problems and psychiatric disorders.
• Discuss own practice model, in terms of outreach/follow-up strategies for acute, chronic, and unstable clients.
• Demonstrate cost-effective/cost-conscious approach to diagnosis and treatment.
• Engage student in discussion of philosophical positions regarding client autonomy (including interactions and decision-making).
• Demonstrate client advocacy.
• Demonstrate a commitment to collaboration with clients and other providers.

Who Can Be A Preceptor?

Psychiatric Mental Health Nurse Practitioners (NP) —Psychiatric Clinical Nurse Specialists (CNS)
• Actively involved in clinical practice
• Nationally certified as an NP or CNS in mental health
• Hold master’s degree with at least 1 year of clinical experience
• Recognized as an APRN with prescriptive authority or recognized as APRN meeting federal guidelines. [Federal facility requirements as VA clinics, military, US Public Health Service Corps (USPHSC), etc.]

Psychiatrists
• Actively involved in clinical practice
• Board certified preferred
• Licensed as MD, DO or recognized as MD/DO meeting federal guidelines.

Psychologists and Licensed Mental Health Counselors
Discuss placements individually with clinical faculty and P/MH Clinical Coordinator. Psychologists and counselors in the preceptor role must be actively involved in clinical practice and licensed with at least one year of clinical experience.
Areas of Practice

- Clinical practice settings
- Crisis intervention & emergency services
- Acute in-patient
- Intermediate & long-term care
- Partial hospitalization & intensive outpatient care
- Residential care
- Community-based care
- Integrative Programs
- Tele-health
- Self Employment
- Forensic Mental Health
- Disaster Mental Health

Preceptor Interview

Some preceptors request an interview with the student. The interview:
1. Provides the preceptor with an understanding of the level, ability, and personality of the student; and
2. Enables the preceptor to assess if the student would be a “good fit” for the clinical site and the population it serves. Remember you are a guest in the clinical practice. The preceptor has the right to make a decision about whether you are a good match for that particular practice.

Scheduling Clinical Hours

Clinical practicum hours are to be scheduled at the convenience and availability of the preceptor.
- Prior to beginning the practicum experience, students and preceptors need to agree on the days and times that the student will be in the clinical agency.
- Each course requires 135 total clinical hours except NRSG 634, which requires 270 total clinical hours over 15 weeks or 18 hours per week.
- Clinical hours are to be completed over the course of the semester, done on a weekly basis. At times clinical hours may need to be scheduled in “chunks” of time; however, prior approval for this must be obtained from the Clinical Coordinator.
- The student’s personal and work schedules are expected to accommodate the required number of clinical hours prescribed by the clinical course.
- Students are not to ask preceptors to conform to a schedule that meets their personal and employment needs.
**Attendance**

- It is the student’s responsibility to monitor the number of clinical hours.
- Failure to notify the preceptor as negotiated is unacceptable and may place the student and clinical placement in jeopardy.
- Absences resulting in lost clinical hours must be completed before the end of the semester and at the convenience of the preceptor. Clinical hours may not be completed after the semester is over unless the student has earned an incomplete grade for the course and the clinical faculty, who will supervise the remaining clinical hours, is on contract. In this case, the student may not enroll in the next clinical course until the following year.
- If an emergency arises and a student believes he or she will not be able to complete the clinical hours, the student is to contact the DNP (P/MH) Clinical Coordinator immediately and the situation will be reviewed with the Associate Dean for Research and Graduate Education.

**Travel To Clinical Sites**

MSU has an extensive policy on student travel (which includes travel to sites in the town where the student lives). The DNP Psych/Mental Health Clinical Coordinator is required to:

- Maintain a list of emergency contacts for each student
- Have a copy of each student’s clinical schedule for each semester

Link to full policy: [http://www.montana.edu/policy/student_trips/](http://www.montana.edu/policy/student_trips/)

**Professional Dress and Behavior**

- Students present themselves as ambassadors of Montana State University, the College of Nursing and the graduate program. Students are expected to be respectful to preceptors, faculty, staff, patients and their families.
- Reports of unprofessional behavior will result in the student being counseled and are subject to review by the College of Nursing Associate Dean for Research and Graduate Education. Refer to College of Nursing (CON) Policy D-6 [http://www.montana.edu/nursing/pdf/D6.pdf](http://www.montana.edu/nursing/pdf/D6.pdf). Students should be dressed professionally (clinical site-specific attire) and wear a student nametag that meets State Board of Nursing requirements.
- Each student is required to send his or her preceptor/s a thank you note using CON letterhead (letterhead can be obtained from the Clinical Coordinator). A copy of the letter must be given to the clinical faculty and will be included with the final course evaluation.
Clinical Placement

Preparation

1. Students are expected to have full knowledge of agency requirements for the clinical practicum (orientation, dress, location, schedule, etc.) before scheduling the first clinical day.
2. On the first clinical day discuss questions about orientation, computer access, the procedure for co-signing documents, communication with other disciplines, eating, parking arrangements, etc.
3. Learn something about the preceptor, when possible, in order to acknowledge the preceptor's background and broaden the student's educational experience.

Placement Process

1. Meet with the DNP (P/MH) Clinical Coordinator (Rebecca Bourret) the semester before taking the course; this may be in person or on teleconference. Review your goals, strengths and weaknesses. Discuss your ideas for clinical sites and potential preceptors. The Clinical Coordinator will determine if the sites and preceptors you have identified meet the criteria for the clinical experience.
2. Contact the potential preceptor by phone or letter of introduction. You will need to know:
   a. When the course begins and ends
   b. How many clinical hours you will be spending with the preceptor
   c. Days/hours that you are NOT available (e.g., class days, holidays, work)
3. When you have received verbal confirmation from a preceptor, request that the preceptor fill out a short form vita. You will fill out a preceptor information sheet and send it to the DNP (P/MH) Clinical Coordinator, Rebecca Bourret, MS, APRN, CPN, PMHNP-BC by email (rebecca.bourret@montana.edu) or by mail (Rebecca Bourret, MS, APRN, CPN, PMHNP-BC, MSU College of Nursing, Anna Pearl Sherrick Hall, Bozeman, MT 59717)
4. The preceptor packet will be prepared by the DNP (P/MH) Clinical Coordinator and sent directly to the student. The preceptor packet contains an introductory letter, agency agreement (when applicable) signed by the College of Nursing dean, course description/objectives, and student evaluation forms.
5. The student is responsible to see that the preceptor packet is delivered and the agency agreement is signed and returned to the DNP (P/MH) Coordinator (address to Rebecca Bourret, MS, APRN, CPN, PMHNP-BC, MSU College of Nursing, Anna Pearl Sherrick Hall, Bozeman, MT 59717) by the established deadline.
• No student will be allowed to attend clinical until the Agency Agreement/Contract and short form vita have been returned to the DNP (P/MH) Clinical Coordinator (Rebecca Bourret).
• Students without a preceptor in place by the established deadline will be asked to withdraw from the course.
• The College of Nursing has ongoing contracts with most major hospitals and large clinical organizations such as Community Medical Center, Billings Clinic and VA. Check with DNP (P/MH) Clinical Coordinator to see if a contract is already in place.

**Compliance Card**

Students will not be allowed to attend clinical without the required clinical documentation on file in the office of the Associate Dean for Research and Graduate Education. A “compliance” card is issued by the Associate Dean when the student is compliant with all documentation requirements. The “compliance” card expires on the earliest date that one of the items listed below expires:

- RN license (annual)
- PPD (annual)
- Professional CPR certification
- Drug screen test (annual)

A current “compliance” card should be with the student at all times during clinical.

**IMPORTANT:**

- No student will be allowed to attend clinical until the preceptor vita is on file, the signed Agency Agreement has been returned to the DNP/FNP Clinical Coordinator, and the student has a current “compliance” card.
- If the “compliance” card expires during a clinical course semester, the student will not be allowed to return to the clinical site until the expired document and “compliance” card are renewed.
- Students without a preceptor in place by the first week of classes for NRSG 631, NRSG 632, NRSG 633, & NRSG 634 will be asked to withdraw from the course.

**Documentation of Clinical Hours**

Documentation of clinical hours is required for:

1. Satisfactory completion of each clinical course
2. Certification as an advanced practice nurse
3. Preceptor recertification

It is the student’s responsibility to maintain documentation of clinical hours and to obtain the preceptor’s signature at the appropriate time.
Preceptor Evaluation of the Student

The preceptor provides the student with two types of evaluation: formative and summative.

1. **Formative evaluation** is the ongoing evaluation provided over the course of the semester. Formative evaluation is valuable to students because feedback can build the student’s confidence, as well as identify areas needing improvement.

2. **Summative evaluation** is the final evaluation of the student’s performance at the end of clinical practicum. The preceptor will document the summative evaluation on the form provided in the preceptor packet. It is important for students to review the evaluation form and the Clinical Performance Criteria at the beginning of each semester (see [http://www.montana.edu/nursing/student/graduate.html](http://www.montana.edu/nursing/student/graduate.html) for evaluation forms). Course and individual student learning objectives should be reviewed at this time, providing the student and preceptor with an opportunity to discuss expectations and responsibilities.

Purposes of Preceptor Feedback/Evaluation

- To improve and enhance performance.
- To enable the student to complete course objectives successfully.
- To mentor the student in role and professional development.
- To provide ongoing and final evaluation.
- To assist clinical supervisor in evaluation of student performance.

**Student Evaluation of the Preceptor**

For College of Nursing accreditation and credentialing, students are required to evaluate preceptors. Evaluations are completed at the end of the clinical practicum and returned to the clinical faculty.

Clinical Faculty Evaluation of the Student

The clinical faculty grades each student and provides the student with two types of evaluation: formative and summative.

1. **Formative evaluation** is the ongoing evaluation provided over the course of the semester. This will be in the form of what is required to fulfill these expectations as outlined in the syllabus for each Advanced Clinical course.

2. **Summative evaluation** is the final evaluation of the student’s performance at the end of clinical practicum. The clinical faculty will document the summative evaluation on the form that accompanies the Advanced Clinical course and can be found at [http://www.montana.edu/nursing/student/graduate.html](http://www.montana.edu/nursing/student/graduate.html). Course and individual student learning objectives should be reviewed prior to the start of each clinical rotation.
Graduate Program Forms

See http://www.montana.edu/nursing/student/graduate.html for various and current graduate program forms including evaluations. Copies of the DNP (Psychiatric / Mental Health) Clinical Placement Plan (page 12), Clinical Hours Record (page 13), the Clinical Supervisor Reference Guide (page 14), Preceptor Short Vita Form (page 15) and the Preceptor Information Sheet (page 16) are included in this manual for your reference.

Montana Area Health Education Centers

Montana State University has established a statewide system of regional Area Health Education Centers (AHEC). The Program Office is located on the Montana State University Campus, directed by Kristin Juliar. The purpose of the regional centers is to connect health professions education to rural and underserved communities. Programs developed at the center focus on creating a link between health professions students (such as DNP and WWAMI students) and clinical rotations in rural communities. For more information contact Kristin Juliar, (406)-994-6001, kjuliar@montana.edu or go to: http://healthinfo.montana.edu.

Looking For A Clinical Site? Go Rural

Rural health clinics, public health department clinics, critical access hospitals or hospital-affiliated primary care practices, managed care networks, prisons, U.S. Immigration, Customs & Enforcement, and Indian Health Clinics provide rich clinical experiences. Most of these sites are defined as Health Professional Shortage Areas and some offer housing for students traveling to clinical. Students are often employed in these areas after graduation and are eligible for loan repayment. For more information on the loan repayment plan go to: http://www.hrsa.gov/loanscholarships/index.html

Certification Examinations

Certification is available for DNP (P/MH) graduates through American Nurses Credentialing Center (ANCC). Nurses who pass the ANCC certification are recognized for licensure by the Board of Nursing. The exam is computerized and upon completion will give the candidate a “pass/fail” result. To save time in the application process, students should request that official transcripts be sent directly from the university to ANCC. Students can submit an official transcript with work to date if applying before the end of the semester of program completion. Automatic notification of local state board of nursing can be requested for eligibility to take the examination and for passing the examination.

Basic eligibility requirements

1. Hold a current, active, unrestricted professional RN license in the United States or its territories.
2. Hold a master’s or higher degree in nursing.
3. Have successfully completed formal education and training in the same role and specialty area of practice in which you are applying for certification through a DNP program.

4. Have graduated from a program offered by an accredited institution granting graduate-level academic credit for all course work that includes both didactic and clinical components and a minimum of **500 hours** of supervised clinical practice in the specialty area and role and includes core content in:
   a. advanced health assessment
   b. pharmacology
   c. pathophysiology
   d. health promotion and disease prevention, and
   e. differential diagnosis and disease management.

5. Show proof of diagnosis and medication management of psychiatric illness.

6. Received supervised clinical training at the graduate or post graduate level in at least two of the following modalities:
   a. Individual
   b. Family
   c. Milieu
   d. Group
   e. Expressive therapies
   f. Play therapy
   g. Other psychotherapeutic treatment modality

**ANCC Certification**

ANCC is the largest nursing credentialing organization in the United States. Computer-based exams are available year-round at more than 300 test sites. Testing sites in Montana include Billings and Helena. ANCC certification examinations are also fully accredited by the National Commission for Certifying Agencies (NCCA) and are recognized by the National Council of State Boards of Nursing. The DNP Psychiatric/Mental Health Clinical Coordinator must review an education validation form to be included with your application. The education validation form will then be signed by the Associate Dean for Research and Graduate Education. It often takes up to 8 weeks to receive your admission ticket to take the examination. The website has study guides, sample questions, and an outline of the examination. Credential awarded is APRN, BC (Advanced Practice Registered Nurse, Board Certified)

For more information see [http://www.nursecredentialing.org/certification.aspx](http://www.nursecredentialing.org/certification.aspx)

**Reference**

Graduate Clinical Placement Plan

Student ______________________________________  Academic Year________________________

<table>
<thead>
<tr>
<th>Course</th>
<th>Preceptor(s)</th>
<th>Agency</th>
<th>Vita on file</th>
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<tbody>
<tr>
<td>NRSG 631 Advanced Clinical I</td>
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<tr>
<td>NRSG 632 Advanced Clinical II</td>
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<td>NRSG 633 Advanced Clinical III</td>
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<tr>
<td>NRSG 634 Advanced Clinical IV</td>
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MONTANA STATE UNIVERSITY
DNP Psychiatric/Mental Health
Clinical Hours Record

Student Name: 
Course Number and Title: 
Preceptor’s Name: 
Total Number of Clinical Hours Needed: 

Clinical Site: 
Semester/Year: 
Faculty Name: 
Total Clinical Hours Achieved: 

<table>
<thead>
<tr>
<th>Date</th>
<th>Clinical Site(s)</th>
<th>Hours</th>
<th># of Clients Seen</th>
<th>Types of Clients Seen (e.g. Age and DSM-IV-TR diagnosis)</th>
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Preceptor’s Signature:_______________________________________________________ Date:________________________

Clinical Faculty’s Signature:_____________________________________________ Date:________________________

Student’s Signature:_______________________________________________________ Date:________________________
Clinical Supervisor Reference Guide

Clinical Faculty Responsibilities
- Meet with students at least once monthly to assess progress in the clinical setting
- Maintain monthly contact with preceptor
- Site visit once during the semester
  - Track student’s clinical hours – signed by preceptor and clinical faculty
  - Complete Clinical Faculty’s Evaluation of DNP (P/MH) Student form (Satisfactory/Unsatisfactory)
  - Receipt of all paperwork from student (see student’s list)
  - Complete Clinical Faculty’s Evaluation of the DNP (P/MH) Student’s Preceptor form (end of semester)

Student Responsibilities
1. Preceptor packet is sent directly to student to take or send to preceptor.
2. Student to see that the Agency Agreement and preceptor vita has been returned to DNP (P/MH) Clinical Coordinator (Rebecca Bourret) by established deadline.
3. Student to monitor clinical hours and ensure these are completed by end of semester.
4. Student to return all paperwork to clinical faculty at end of the clinical experience by established deadline.
5. Paperwork to include:
   - Record of the DNP (P/MH) Student’s Clinical Hours form – must be signed by preceptor and clinical faculty
   - Preceptor’s Evaluation of the DNP (P/MH) Student form (in sealed envelope)
   - Student’s Evaluation of Clinical Preceptor form

FYI -- Preceptor Packet contains:
- Cover letter introducing student and clinical supervisor; preceptor responsibilities; duration of course and required clinical hours
- Specific course description
- Agency Agreement (if applicable) signed by College of Nursing Dean
- Preceptor Evaluation of Student Form
-Courtesy Affiliate Appointment Request Form/blank Vita (Optional
- Return Envelope

Graduate Program forms are available online at http://www.montana.edu/nursing/student/graduate.html
Name & Title: ____________________________________________________________

Agency Name: __________________________________________________________

Agency Address: ________________________________________________________

Telephone: (____) ____________ E-mail address: ____________________________

Today’s Date: ________________ Number of years experience in current role: ____________

Higher Education Degree/s and dates of degree:

Number of hours of continuing education in the last two years: ________________

Board Certified: YES NO

Certifying Body: __________________________________________________________

Certification Number: _________ Date of Expiration: __________________________

Montana State License (Type and Number): ________________________________

State License Number: _________________ Date of Expiration: ________________

For APRN Preceptors

Do You Have Prescriptive Authority? YES NO

Do You Have a DEA Number? YES NO
Preceptor Information Sheet

**Student Name:**________________

**Course/Semester:**________________

**SITE/PRECEPTOR 1:**
Names/Email addresses (Agency and Preceptor, no abbreviations):

Complete Agency Address:

Focus of Practice: (APRN, if therapist-type of therapy, age/population seen)

**SITE/PRECEPTOR 2:**
Names/Email addresses:

Complete Agency Address:

Focus of Practice: (APRN, if therapist-type of therapy, age/population seen)

**SITE/PRECEPTOR 3 (with special permission):**
Names/Email addresses:

Complete Agency Address:

Focus of Practice: (APRN, if therapist-type of therapy, age/population seen)