Middle Tennessee State University  
MSN Program  

Clinical/Practicum Procedures  

Prerequisites for all clinical/practicum courses must be completed prior to registration. Students must identify potential preceptors and clinical affiliation agreements must be fully executed prior to registering for a clinical or practicum course.

Students who register for a clinical or practicum course prior to receiving notice of preceptor approval and full execution of a clinical affiliation agreement may be required to drop the course.

Student requests for clinical/practicum placements must be approved by the FNP Coordinator and course faculty before beginning your preceptorship.

All clinical experiences are arranged by the student in the student’s home area to the fullest extent possible. Clinical Affiliation Agreements must be executed with the approved agency and all required forms must be completed by the approved preceptor.

**Initiation of preceptor requests and submission of forms does not imply approval.**

**Initiation of a clinical affiliation agreement associated with a student request does not imply approval of the site for any clinical/practicum requirement.**

**Please submit all documents must be in Word or pdf format only. Jpegs will not be accepted and may result in your request being delayed or denied.**

Process for Initiating Clinical Affiliation Agreements

The student, in consultation with the faculty advisor, FNP Coordinator, academic advisor, and/or course faculty will identify potential preceptors and clinical agencies.

All of the following documents are REQUIRED and must be submitted in order to initiate a clinical Affiliation Agreement and the clinical preceptor approval process:
• Preceptor Request Form (completely filled in and signed)
• Verification of the preceptor's license (copy of license or screen shot from state's licensing board)
• Preceptor's CV/Resume

*Additional documents may be requested based on specific clinical affiliation agreements*

Deadlines for submission are noted below, and in many instances, processing may take up to twelve weeks or longer. Late submissions will be processed in order of receipt and pose a risk of not being finalized in time for students to begin clinical rotations.

**Students using multiple preceptors in a semester must file separate preceptor forms for each preceptor.**

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**Submission of Preceptorship Request**

The Preceptor Request Form must be submitted in accordance with the dates noted below. This timeframe is mandatory to allow sufficient time for the preceptor approval process and/or to fully execute an Affiliation Agreement (contract) with your potential clinical site.

Clinical/practicum assignments may not be scheduled without documentation of a legally and fully executed Affiliation Agreement. Follow the steps and instructions below to initiate this process. A separate set of forms is required for each proposed preceptor and site.

**Step 1:** Complete, sign and submit the Preceptor Request Form in conjunction with your preceptor

Also obtain and submit the preceptor's resume or CV and submit with the Preceptor Request Form. It is the student's responsibility to submit this form, NOT your preceptor.

If your preceptor does not have a resume/CV ask them to complete the MSN Preceptor CV fillable form

**Step 3:** Download, print, review, and provide your preceptor with a copy of the Preceptor and Student Roles and Responsibilities form
Before presenting the form to your preceptor, remember to include your name and contact information.

Submit the Preceptor Request Form along with the preceptor's license and CV/resume via the Medatrax portal.

**Important Clinical Dates**

1. **When can students submit preceptorship requests?**
   Students may submit a preceptorship request via the Medatrax portal during the following timeframes:
   
   - *Spring Semester: August 17 - September 17*
   - *Summer Semester: February 17 – March 17*
   - *Fall Semester: April 17 – May 17*

   Once the semester begins, preceptorship requests will NOT be accepted without permission of the FNP Coordinator. This policy is necessary for several reasons including:

   - To allow staff and faculty ample time for processing/vetting of your request
   - To ensure you will have adequate time to complete the course requirement of clinical/practicum hours within the semester
   - To ensure that you receive full benefit of the tuition reimbursement policy as it is published in the academic calendar

2. **Has my preceptorship been approved?**
   Please check your Medatrax account frequently once a request has been submitted. Requests for additional information, approvals, denials and other instructions regarding the precepted experience will be communicated via the Medatrax portal

**Preceptor Selection**

Preceptors are practitioners who agree to facilitate student learning in the application of theory. Clinical/practicum preceptor selections are made based on qualifications, interest and demonstrated commitment to the program.
Graduate preceptors should possess the following qualifications and experiences:

- A preceptor must be an MD, DO, Nurse Practitioner, Nurse Midwife, or a Master's prepared Physician's Assistant. A Nurse Practitioner must be used as a preceptor during at least one clinical experience
- Current license in Tennessee
- Certification in the appropriate area of specialty
- Practice in a setting that provides experiences appropriate for the development of advanced practice skills
- A minimum of one year experience in a practice role
- Individuals not meeting the above criteria, but with specialized expertise will be considered on an individual basis
- Students may not use relatives as preceptors *
- A place of employment or ownership may not be used for a clinical or practicum experience*

*Considered a violation of academic integrity

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**Special Instructions Regarding Clinical Preceptorships**

- Upon approval of the FNP coordinator and faculty of record, urgent care clinics can be used for up to 80 hours of the required 240 clinical hours in an FNP II (Adult/Gero) and FNP practicum. The decision to grant this approval is multifactorial and is not guaranteed.

- Upon approval of the FNP coordinator and faculty of record, an FNP practicum student may attend 40 hours of the 240 required clinical hours in a specialty area of choice, not to include the 80 hours in urgent or episodic care clinics. However, the decision to grant this approval is multifactorial and is not guaranteed.

- Using more than two (2) preceptors for a given clinical rotation is strongly discouraged.

- **6602 – FNP I – Women’s Health Clinical** – Clinical practice experience with an approved preceptor in a community setting for a minimum of 120 clinical hours and students must log at least 120 women's health patient encounters. This must include a minimum of 20 clinical hours and a minimum of 10 patient encounters performing obstetrical care of patients in an outpatient setting. This experience must be spread out over the course of the semester rather than condensed into a shorter period. An obstetrical/gynecological practice is the
preferred clinical setting; however, upon approval of the FNP coordinator, a family practice setting where providers care for a high volume of women (including gynecological care) may be acceptable for part of the clinical experience.

- **6604 – FNP II – Adult Health Clinical** – Clinical practice experience with an approved preceptor in a community/outpatient setting for a **minimum of 240 clinical hours and a minimum of 240 patient encounters over the course of the semester.** Upon approval of the FNP coordinator and faculty of record, urgent care clinics can be used for up to 80 hours of the required 240 clinical hours. The decision to grant this approval is multifactorial and is not guaranteed. To satisfy the geriatric expectations for this course, students are required to have a minimum of 90 patient encounters with individuals 60 years of age or older. Please plan your clinical preceptorships accordingly. A family/primary care practice or internal medicine practice where providers care for a high volume of adults (including geriatric care) is the preferred clinical setting. This experience must be spread out over the course of the semester rather than condensed into a shorter period.

- **6606 – FNP III – Pediatric Clinical** - Clinical practice experience with an approved preceptor in a community setting for a **minimum of 120 clinical hours and students must log at least 120 pediatric patient encounters over the course of the semester.** This experience must be spread out over the course of the semester rather than condensed into a shorter period. A pediatric practice is the preferred clinical setting. All other settings (including a family practice setting) must be presented to the FNP Coordinator and the course instructor for approval. Practices must provide a setting where students will care for a high volume of pediatric patients (17 & <). Specialty practices (e.g. a practice that focuses on ear, nose, and throat) do not allow students to meet course objectives and will not be considered.

- **6609 – FNP Practicum** - Clinical practice experience with an approved preceptor in a community setting for a **minimum of 240 clinical hours and students must log at least 260 patient encounters over the course of the semester.** This experience must be spread out over the course of the semester rather than condensed into a shorter period of time. A family/primary care setting is the preferred clinical setting. Upon approval of the FNP coordinator and faculty of record, an FNP practicum student may attend 40 hours of the 240 required clinical
hours in a specialty area of choice, not to include the 80 hours in urgent or episodic care clinics. However, the decision to grant this approval is multifactorial and is not guaranteed.

For questions related to approval of sites, please contact the faculty advisor, or FNP coordinator.

Dr. Leigh Ann McInnis  
Email: leighann.mcinnis@mtsu.edu (link sends email)

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**Medatrax**

The MSN program uses the Medatrax system for program and preceptorship management and tracking.

Click [here](http://www.medatrax.com) to view the Medatrax Student Manual which gives an overview of and instructions about how to use the Medatrax system.

If you have questions regarding Medatrax operational systems, contact Medatrax at [webmaster@medatrax.com](mailto:webmaster@medatrax.com)

** All forms can be found at [http://mtsu.edu/nursing/forms.php](http://www.mtsu.edu/nursing/forms.php)