

Georgia Southern University
NP Clinical Course Forms
General Direction for Use

These directions apply to all clinical courses (5210-HA, 7224-WH, 7225-Peds, 7234-Adult and 7730-FNP Capstone). All forms are found on this website under the course link.

- You will need to identify and communicate with preceptors at a minimum of 1-2 semesters in advance of the course in order to be ready the first day of the course to begin clinical hours. DO NOT WAIT until the course begins to identify a preceptor or you may not be able to complete the course and may be put back 1 entire year in your program of study.
- Each course requires a specific number of hours with a provider preceptor (NP, MD, PA, Lab technician, etc). 5210 and 7730 = 90 hours each; 7224, 7225, 7234 = 180 hours each.
- Each course link has the appropriate clinical forms for your use.

Follow these steps for each course:

Step 1: Identify Potential Preceptors

Seek out potential preceptors for each course. Talk with them to find out if they would be interested. We would like you look for sites that use NPs as providers if possible so that you can learn the role of the NP. Identify the legal name of the practice and who owns it.

5210—you will be learning how to perform a total physical assessment, newborn exams and Pap Smears, GC/Chlamydia cultures, Wet Preps and microscopic examinations. A hospital for newborn exams , public health department that employs nurse practitioners to provide women's health, an ob/gyn practice, and a site where you can visualize microscopic urine and vaginal smears are needed.

7224—you will be learning to care for women who are pregnant or who have gynecological concerns and learning microscopic skills. You can use a public health department that employs nurse practitioners to provide women's health to learn contraception and women's health assessment; however you would also need an ob/gyn practice to assess pregnant women and have a wider gyn experience with menopause management, cancer assessment, etc. If an ob/gyn practice provides all aspects then 1 site is sufficient.

7225—you will be learning to care for infants, children and adolescents thus a pediatrician's office is needed.

7234—you will be learning to care for adults thus a general Internal Medicine or Family Practice context is needed.

7730—you will be solidifying your learning to care for persons across all ages. You will need 1 major preceptor site. You can use some clinical hours for experiences that you have not been able to obtain in other courses.

You can ALWAYS contact the faculty member who teaches the course for additional information.

Step 2: After you have identified a potential preceptor check to see if an active MOU is in place.

In order to precept with a provider a Memorandum of Understanding (MOU) must be on file between the parent agency where the preceptor provides care and Georgia Southern. You can check to see if there is an active MOU by going to http://services.georgiasouthern.edu/legal/l_nursing.htm

The MOU is under the name of the legal name of the parent agency or owner of the practice.

If there is no active MOU then you must complete the MOU Request form. The link to the form is in the course file on this website. It can take 1 week to 2 months to activate a MOU as in some cases the paperwork is lost at the agency office and the MOU paperwork has to be requested a second time.

Make sure the MOU Request is filled in completely! Do not leave lines blank. Call the Graduate Nursing Office if you are unsure of an item—912-478-0017.

Be sure to provide accurate information on the parent agency.

If Dr. Smith owns the practice then the name of the practice is the parent agency and Dr. Smith or her office manager will sign the MOU paperwork. Be sure to ask who signs the contracts.

If Dr. Smith is in DEF Practice which is owned by ABC Hospital, then ABC Hospital is the parent agency and the MOU must be signed by ABC Hospital. Be sure to ask who signs the contracts.

Provide the full name of the preceptor with appropriate credentials. Ask them for their credentials. Obtain a business card and attach it to the MOU if necessary. Thank you letters are sent at the end of the course and we use this information to address the letters.

FAX the MOU Request to the Graduate Nursing Office at 912-478-0017. We will initiate the paperwork process. You CANNOT begin any clinical hours until the MOU is active and the Preceptor Agreement and Preceptor CV are in faculty possession.

Step 3: Complete Preceptor Forms

Complete a Preceptor Agreement for every preceptor whether it is for “hands-on” or “observational” experience. Make sure it is complete. Return this form to the course faculty for preceptor approval.

Provide the preceptor a copy of the Preceptor Letter (print in color please), the Preceptor Information Sheets, the Preceptor Evaluation and the Preceptor CV.

- Return the Preceptor CV to the course faculty in order for preceptor approval.
- Return the Preceptor Evaluation to course faculty at the end of the course as directed.