

RN-BSN Preceptor Experience Step-by-Step Guide

Step 1: Select a Preceptor and Site

Site Qualifications:

The site of your practice experience will be your preceptor's place of employment. In order to meet the community health requirement of the course, students must select a setting in one of the following areas:

- Hospital-based clinic
- Community health center/clinic
- Public health department
- University/school health center
- Indian health services outpatient setting
- Occupational health setting
- Insurance company with nurse case manager
- Acute care hospital
 - Only when paired with infection control nurse or nurse case manager as a preceptor

Preceptor Qualifications:

- Hold an active and unencumbered RN license
- Hold a BSN degree or higher nursing degree
- Have at least three years of direct clinical care experience
- Cannot be a relative or personal friend

Step 2: Submit Preceptor and Site for Approval

Once you have selected a preceptor and site that meets the qualifications listed above, complete the following items immediately:

- Complete the site information form (e-doc application in your Student Portal)
- Upload the preceptors' resume (upload docs application in your Student Portal)
 - Resume must include current job role, job duties and education experience that reflects when they graduated
- Complete the HIPAA acknowledgement (e-doc application in your Student Portal)
- Complete the acknowledgment of field experience guidelines (e-doc application in your Student Portal)

Once you have completed these tasks, contact your field experience counselor (FEC) immediately to confirm they were received. Your FEC will then send your file to the faculty for review.

Your FEC will notify you if your preceptor has been approved and you can proceed or if they were denied and a new preceptor is needed.

Students must submit the necessary documentation for preceptor and site approval by the end of their third class.

Step 3: Establish an Affiliation Agreement*

Once a preceptor and site have been approved, the Office of Field Experience (OFE) must verify that there is an active affiliation agreement or memorandum of understanding (MOU) in place for your experience.

- If there is a current affiliation agreement in place, the next step will be to work with your FEC to collect all required forms, immunizations, background checks and drug screenings that may be required by your chosen field experience site.
- If there is NOT a current affiliation agreement, the next step will be to get an agreement or MOU in place between Grand Canyon University and your chosen site.
 - In order to start this process, you must submit the name and contact information of the education coordinator or proper authority at the site to the OFE. This step can take four to six months.

Step 4: Complete Clearance Process for your Field Experience Site

Once the affiliation agreement or MOU is in place and confirmed by your FEC, you must submit all of the facility's requirements in order to be cleared as a student at that facility.

- Contact your FEC to receive a list of the required documents that must be completed in order to be approved by your site.
- The following health and safety records may be required:
 - Tuberculosis
 - Influenza
 - Hepatitis B
 - Measles, Mumps, Rubella
 - Varicella
 - Tetanus – Diphtheria
 - CPR/BLS
 - Background Check
 - Drug Screening

Once you've submitted all required documentation to the OFE, your FEC will reach out to your site and confirm you are clear to start. You will receive written confirmation from the OFE that you are clear to begin your capstone course. **Students will not be allowed to start their capstone course until they have clearance.**

Students must be cleared by the OFE 10 weeks prior to their start date.

*If needed

FOR MORE INFORMATION OR QUESTIONS, CONTACT YOUR FEC.