I. PURPOSE
This policy defines the process of clinical site selection for all students in the School of Nursing.

II. ACCOUNTABILITY
Under the direction of the Dean or designee, the Assistant Dean for Clinical Affairs shall implement this policy.

III. DEFINITIONS
a. “Memorandum of Understanding” (MOU) is a contract between RBHS and the host facility.

b. “Clinical Placement Information Form” is an electronic form housed on the SN website at: [http://sn.rutgers.edu/forms/c clinicalplacement.html](http://sn.rutgers.edu/forms/c clinicalplacement.html) that is completed by the student when requesting approval for clinical placement with a preceptor at a specific site. The designated course faculty member receives and electronic link to approve the student’s request. Once the request is approved, a “Clinical Preceptor Letter” is generated by the office of Clinical Affairs and is sent to the preceptor and/or host facility electronically.

c. “Clinical Preceptor Letter” (previously known as the MOU Letter) is an agreement between the preceptor and RBHS-SN regarding a designated graduate/post-graduate student for a predetermined period of time.

IV. POLICY

1. Students beginning clinical coursework in their specialty should discuss clinical placement opportunities with their course faculty member prior to or upon the start of the semester. Students are encouraged to use the electronic database to identify preceptors.

2. When considering potential clinical learning opportunities, the student should review the course objectives and syllabus with the prospective preceptor to ensure the appropriateness of the site. It is the responsibility of the student to provide this information. Course description and objectives are available online prior to the start of each semester.
3. An executed Memorandum of Understanding (MOU) between the RBHS School of Nursing and the host facility is required for all nursing student clinical learning experiences. A Clinical Preceptor Letter will not be generated in instances where there is not a current MOU with a host facility.

4. When considering placement in a facility without a current MOU in force, faculty and students should observe the **minimum** timeline of 3-4 months to complete this process.

5. Students are encouraged to seek learning experiences **outside** of the institutions in which they are employed and may **not** complete their clinical rotations in the unit/department in which they are currently employed.

6. The clinical experience must encompass the full scope of practice for the specialty. Students may not seek subspecialty placement such as Dermatology, Radiology, etc. unless it is in the Capstone semester and may comprise only a portion of the required hours for that semester.

7. Preceptors must be nurse practitioners or physicians (M.D. or D.O.). For certain programs, certified registered nurse anesthetists (CRNA) or certified nurse midwives (CNM) are also acceptable. In New Jersey, CRNA’s are considered APNs and are registered with the Board of Nursing; CNM’s are not considered APNs and are registered with the Board of Medicine.

8. Students are limited to two (2) rotations at the same site unless specifically approved by the Track Coordinator.

9. All clinical preceptors must be pre-approved by the RBHS School of Nursing didactic faculty to ensure that the preceptor and clinical site(s) meet the clinical objectives and required hours. At a minimum, clinical preceptors must submit a current copy of their resume as part of this approval process.

10. If the student is accompanying a preceptor to clinical sites other than the contracted agency, the student must include these sites on the Clinical Placement Information Form. In most instances, the additional facilities will require execution of a Clinical Preceptor Letter.

11. Certain clinical sites have additional requirements such as urine drug testing, criminal background check, or additional education requirements. Students agree to assume the full cost of any additional requirements and agree to release the results of such findings to RBHS. Students are required to complete and submit the RBHS Testing Release Form accessed at: [http://sn.rutgers.edu/studentsonly/DrugTestingReleaseForm.pdf](http://sn.rutgers.edu/studentsonly/DrugTestingReleaseForm.pdf). Students must satisfactorily complete these requirements prior to the start of rotation and acknowledge that it is at the discretion of the host facility if a student may perform their practicum rotation.

12. Students acknowledge that at the time of submitting a Clinical Preceptor Information Form that they are **100%** in compliance with the RBHS Immunization and Student Health Requirements, have current and unencumbered licensure in the State, and have current American Heart Association Basic Life Support (BLS) status.

13. Students acknowledge that at the time of submitting a Clinical Preceptor Information Form that they must remain compliant with all regulatory requirements of RBHS, SN and the host facility to remain in the clinical setting.
14. The Office of Clinical Affairs will notify the course faculty and the student when an executed Clinical Preceptor Letter has been signed by all parties and received. Students may not begin their clinical rotation until this process is finalized.

15. To ensure that students are not inadvertently in the clinical setting without a signed/returned agreement, Course Faculty will be notified when a Clinical Preceptor Letter is not signed and returned by the preceptor within **fourteen (14) days** of the preceptor receiving the letter electronically. The faculty member (or their designee) must resolve this matter in the most expedient manner to preclude the cancellation of the agreement letter.

16. Students or faculty may elect to terminate an unsigned/unreturned agreement by informing the Office of Clinical Affairs contact listed on the Clinical Preceptor Letter.

17. In the event that a host institution and/or preceptor has questions regarding the terms and condition of the agreement, the appropriate individual should be directed to contact the RBHS School of Nursing, Office of Clinical Affairs at: 973-972-8416.

18. Students or clinical faculty should not engage in dialogue with the institution’s administrative or legal entities regarding the status of a Memorandum of Understanding between RBHS and the host facility.

By Direction of the Dean:

SIGNATURE ON FILE

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Dean of the School of Nursing