Graduate Nursing Program
Practicum Guide
ACKNOWLEDGMENT OF MSN PRACTICUM GUIDE

This Guide is provided to students and applicants for their general guidance only. It does not constitute a contract, either express or implied, and is subject to change at the University’s and/or the Program’s discretion.

By my signature below, I, ____________________________, acknowledge that (Student Name – Please Print)

I have read the School of Nursing MSN Practicum Guide and have a thorough understanding of its contents. I am also aware that I can discuss the Guide and direct questions and concerns to the Field Placement Coordinator, MA Program Director, and/or the Director of the SoN regarding any material contained in the Guide. I agree to abide by all procedures, policies, and guidelines in the Guide.

I understand that this Guide may be modified from time to time as University or Program policies, procedures, and guidelines are implemented or changed and that it is my responsibility to review the Guide from time to time in order to remain current with its contents.

I further understand that this Acknowledgment Form will be placed in my student file.

_____________________________________  _______________  
Student Signature     Date

_____________________________________  _______________  
Faculty Advisor      Date
# Table of Contents

Welcome .............................................................................................................................................. 4

Master of Science in Nursing Practicum .............................................................................................. 5

Introduction ........................................................................................................................................... 5

Practicum Guidelines & Procedures ...................................................................................................... 6
  * Tele-Mental Health Services during Field Placements ................................................................. 6
  * Electronic Communication During Practica Experiences ............................................................ 7

Practica Sites & Preceptor Requirements ............................................................................................. 7
  * All Practica Experiences .................................................................................................................. 7
  * Affiliation Agreement Process for Practicum Students ............................................................... 7
  * Site Requirements .......................................................................................................................... 8
  * Student Requirements ................................................................................................................... 8
  * Worksite Practica Experience Policy ............................................................................................. 8

Capstone Considerations for Practicum ............................................................................................... 9
  * Useful tips regarding the MSN Capstone Project ............................................................................. 9
  * Examples of Nursing Capstone Project Topics ............................................................................. 9
  * University Responsibilities ............................................................................................................. 10
  * Student Responsibilities ............................................................................................................... 10
  * Preceptor Requirements .............................................................................................................. 10
  * Preceptor Responsibilities ............................................................................................................ 11
  * Useful tips regarding the Practicum ............................................................................................. 11

Practicum Checklist – Getting Started ............................................................................................... 12

Accessing & Using the American Databank Service (COMPLIO) ......................................................... 13
  * Nursing Compliance Requirements .............................................................................................. 13
  * General MSN Degree Plan ............................................................................................................. 15
  * Direct-Patient-Care Practica Hours ............................................................................................... 15
  * MSN-APR Direct-Patient-Care Practica Hours ............................................................................ 15
  * Practicum Requirements for the MSN Program .......................................................................... 15

Termination of a Practicum .................................................................................................................. 16

Student Practica Concerns .................................................................................................................. 16
  * Practicum Reassignment ............................................................................................................... 17

Dismissal from Practicum Program .................................................................................................... 18

Nursing Practicum Forms ..................................................................................................................... 19

APPENDIX | FORMS ............................................................................................................................. 20
  * FORM 1 | PRACTICUM SITE & PRECEPTOR REQUEST FORM .................................................................... 21
  * FORM 2 | MSN - PRECEPTORSHIP CONTRACT .................................................................................. 22
  * FORM 3 | MSN PRACTICUM PROSPECTUS AND SMART GOALS ......................................................... 23
  * FORM 4 | MSN STUDENT EVALUATION OF PRACTICUM EXPERIENCE .................................................. 24
  * FORM 5 | FACULTY EVALUATION OF PRACTICUM SITE AND STUDENT EXPERIENCE ......................... 25
  * FORM 6 | PRECEPTOR EVALUATION OF STUDENT ............................................................................ 26
  * FORM 7 | PRECEPTOR EVALUATION OF REGENT UNIVERSITY SoN PRACTICUM ........................................ 28
  * FORM 8 | PRACTICUM HOURS LOG .................................................................................................... 29
  * FORM 9 | FERPA INFORMATION & ACKNOWLEDGEMENT SIGNATURE PAGE ................................. 30
Welcome

Dear Student,

Welcome to the practicum portion of your Master of Science in Nursing program! Your instructors are here to assist and guide you through the Practicum process.

The Master of Science in Nursing practicum process is a supervised experience, which provides students with an opportunity to balance classroom experience with practical, first-hand nursing instruction in practicum settings. Regent University faculty and licensed, practicing professionals (preceptors), that minimally hold the degree and license (if applicable) that the student is pursing, will guide the students through this experience while also helping students identify and manage real-world healthcare issues to improve patient outcomes. Additionally, this program provides an opportunity for reflection concerning the impact of the nursing profession on one’s personal life and vocational calling. To this end, students are encouraged to actively engage in the practicum process and view the experience as an opportunity to further your personal, academic, formational, and experiential goals.

In addition, students engaged in practicums are expected to conduct themselves in a mature, responsible, and professional manner throughout the experience. Failure to do so may result in review and/or termination of the Practicum experience by the College Health and Behavioral Sciences (see Student Practicum Grievance Procedures section for additional information.)

For questions or additional information regarding this guide or the Practicum process, please contact your nursing faculty.

We wish you much success in your endeavors!

College of Health and Behavioral Sciences
School of Nursing
Master of Science in Nursing Practicum

Introduction

Congratulations on reaching your practicum and capstone MSN courses. The MSN curriculum and program have led to this point, and it is time to embrace the final steps of program completion. During these final courses, you will be spending a minimum of 500 to 750, direct patient care practicum hours, respective to your degree plan, in your area of specialty and/or population focus. In your final practicum experience you will also identify an evidenced-based improvement project which will become your MSN Capstone Project. This experience is designed to meet the CCNE Accreditation Standards associated with clinical experience. This will provide you with strategies to lead as change agents in the field of nursing through quality improvement and research initiatives. The over-arching goal of precepted clinical experiences are to prepare students to meet competencies appropriate to the scope of practice, role, and population focus of the pursued degree and/or certification.

This is an opportunity to promote excellence, innovation and integrity, modeling Christ’s love and grace-oriented leadership professionally and interprofessionally. Regent University’s practicum experiences train graduates to implement, utilize, balance, and evaluate their defined personal philosophies as they provide ethical and unbiased care. Students are prepared to holistically integrate knowledge, skills, values, spirituality, to advocate, challenge biases as they provide safe and equitable care. Students are encouraged biblically align their personal and professional goals to underpin the field of nursing’s commitments to equity, diversity, and social justice.
Practicum Guidelines & Procedures

During the practicum course, students will demonstrate an advanced level of understanding of nursing science and integrate this knowledge into nursing practice. In the first component of the practicum, graduate students must complete supervised practice experiences in their previously chosen focus area of learning and expertise. A total of 500 or 750 hours in direct care patient care roles, relative to the student’s chosen area of specialization is required for successful completion of this course.

The student is expected to demonstrate flexibility and professionalism as they align their personal and work schedules to accommodate the schedule of the preceptor. Students should not precept more than 3 days in a row 36-40 hours in any given week. Students are REQUIRED to complete and be current in COMPLIO prior to entering any Practicum experience. Failure to meet this requirement is grounds for dismissal from the Regent School of Nursing.

Tele-Mental Health Services during Field Placements

While generally tele-health would not be a supported option for field placements, the SoN is keenly aware of existing adjustments made by many providers to adapt to COVID-19 requirements, that are still in place and have become standard practice. As a result, adjustments have been made to this policy. Tele-health is defined as videoconferencing online health services in which the patient/client and the provider (practica student in this case) conduct services over a HIPAA-compliant video conferencing platform (e.g., Zoom, Doxy.me). Given the normalization of this care modality, field placement practica students may conduct services over tele-health, provided they continue to receive ongoing supervision by their preceptor, have HIPAA-compliant platforms on which to conduct such sessions, and adhere to all appropriate ethical guidelines in healthcare provision/delivery. Several additional important facts must be considered and are relevant to the site’s procedures, site preceptor supervisor, and general protocols for tele-health:

1. The student’s supervisor must hold appropriate licenses / certifications in the state where the patient/client is located. Compliance with this requirement is the sole responsibility of the practica student. Site approval in the preceptor agreement shall not supersede applicable ethical codes or local, state, and/or federal regulations/laws.
2. Student and preceptor must obtain informed consent, including discussion of risks and benefits of tele-health, the limits to confidentiality, and how it differs from in-person treatment.
3. The preceptor or practica student must create an alternative plan if the patient requires local access or immediate health-related services that are not conducive to tele-health services, which includes safety planning in the event of an emergency.
4. The preceptor or practica student must create a contingency plan for any times in which the online communications connections or devices do not work properly, and the tele-health session cannot continue.
5. The preceptor or practica student must have a procedure for sending and receiving documents between the provider/student and the patient/client through a HIPAA-compliant process (e.g., encrypted or password protected portal).
6. It is expected that the preceptors and practica students will engage in a minimum training in tele-mental health services to understand the differences between tele-mental health and in-person therapy.
The site supervisor and site will work with the field placement student and manage the day-to-day supervision process with tele-mental health as would be the case in a field placement with in-person counseling.

**Electronic Communication During Practica Experiences**

It is understood that there are more demands to communicate through electronic means. Students must observe all required limits with the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) for clinical placements and the Family Educational Rights and Privacy Act (FERPA) within their school site placements. In any case or site placement where these laws apply, they must be observed.

Clinical and school placements for practicum and internship students must use site e-mails or other site platforms to contact clients, family or to transmit client information. Interns and practicum students are prohibited from using Regent University e-mail to transmit any client information.

**Practica Sites & Preceptor Requirements**

**All Practica Experiences**

Students enrolled in courses that require direct-patient-care are REQUIRED to locate a facility and preceptor. First, you will need to email a request to SONPlacementCoord@regent.edu for affiliation.

You must have an affiliation agreement completed before you can legally start your practicum hours. It is an appropriate practice to initiate the request of affiliation eight weeks before you begin your practicum course. Please find the process to request affiliation agreements below:

**Affiliation Agreement Process for Practicum Students**

You, the student, initiate the process by sending an email request of affiliation to SONPlacementCoord@regent.edu. Please include the following information or your request will not be processed:

- Contact of Preceptor and their credentials
- Contact name and email of the responsible party at the facility for an affiliation agreement
- Physical Address of facility
- Expected start date of preceptorship
- Course number

You will receive two notices from the School of Nursing by email that the affiliation agreement has been initiated and a notice to inform you, the student, have permission to initiate preceptorship. You may not start preceptorship until you have received the notice that clearly indicates permission to enter the preceptorship site.
Practicum Site & Preceptor Request Forms must be submitted to the Course Instructor and/or Practicum Liaison no later than eight weeks prior to the start of the semester/session (See Appendix, Form 1 – Practicum Site & Preceptor Request Form).

Site Requirements
Students must take initiative to identify the preceptor and the practicum site. To assist in the process, practicum learning goals (as documented on the Practicum Work log) should be identified and a correlating site should be selected that facilitates the achievement of these learning goals. All sites must align with the goals of the degree plan, population focus, course outcomes, and be approved by your course instructor.

Student Requirements
- Identify a nurse preceptor that minimally
- Holds a Master’s of Science in Nursing degree in the degree area that the student is pursuing although a Doctorate degree in the pursued area of practice is preferred.
- Practicum hours must be documented in the Practicum Work log.
- All forms must be completed (forms are noted later in this guide)
- Student must submit all forms and documentation as instructed by faculty, in a timely fashion

Worksite Practica Experience Policy
In accordance with the Regent University Faculty & Academic Policy Handbook (2019, p. 117), field placements shall be a “new and educationally rewarding experience for the student rather than a repeat of previous or current work experience.” This generally means that a student’s current employment duties at his or her work site will not qualify for practica experience. Students may request to complete their practicum with a current employer with some specific requirements. (Disclaimer: Regent University SoN Faculty may or may not approve any practica experience regardless of the below criteria being met.)

The following requirements must be met for a student to use his or her current work site for Practicum or Internship:

1. The Practica responsibilities must be separate and not related to current work responsibilities (e.g., the field placement could be spent working with a different population).
2. The Practica hours must extend beyond the current work hours.
3. The employment supervisor and Practica preceptor must be separate individuals.
4. There must not be any dual relationships between employment and practica responsibilities.
5. The preceptor is aware that the student is not paid for the practica hours since this experience is a graduation requirement.

If a student wishes to use his/her current work site for Practicum or Internship, please request the appropriate Employer Approval Form from the Field Placement Liaison or MSN Program Director. This form must be completed and contain signatures (either physical or electronic) of both the employment supervisor and the proposed practica preceptor and before being submitted to the FPL / MSN Director for processing. These requests must be approved before obtaining a signed Site Contract and beginning the practica experience. The MSN Program Director and/or the Director of the School of Nursing shall make the final decision as to the appropriateness of the request.
Capstone Considerations for Practicum

In the second component of the practicum course, students will begin to formulate and initiate their Capstone project that will be completed in the next course. Students are to choose an Evidence-Based Research or Quality Improvement project that synthesizes evidence of advanced learning. The project must directly correlate to their chosen area of clinical expertise and practicum setting.

Useful tips regarding the MSN Capstone Project

1. All MSN graduate students complete an MSN project that is specific to their degree path.
2. The School of Nursing courses have been designed to build on specific national competencies while developing the student’s interest in topics of their choice to generate content to support the final MSN Capstone Project. Save your work.
3. Students should ask themselves what areas they are interested in as their specialty. Reflect on what are you passionate about? What makes you cry and gives you energy in the profession? When you have an opportunity to choose a topic in a course, utilize this reflection to make your choice. Your faculty are available to help you with this process.
4. Within your chosen degree specialty and/or population focus, what improvements need to be made?
5. Hypothetically, would these improvements assist my current place of employment or a different organization?
6. What key competencies, new knowledge, and experiences will contribute to this project?
7. Is this graduate-level thinking? Your faculty are here to guide you if you are not sure or need assistance ensuring that your plan is indeed graduate level.
8. How does this new knowledge translate to practice?
9. What is required to implement the project or is it more feasible to only design a plan that could be implemented later?
10. Can I create this capstone project within the 16 weeks allotted? Again, your experienced faculty can provide guidance regarding this if you are unsure.
11. What are the resources to assist in developing the capstone project? (There are several at Regent University, plan to utilize your available resources)
12. What does the existing literature say about my identified topic? What literature have I collected throughout the prerequisites to practicum?
13. What solutions have already been tried and what was the outcome?

Examples of Nursing Capstone Project Topics

1. Implementation of best practices to nursing operations: Shift change, delivery of patient flow throughout units, bedside reporting etc.
2. Development of a program to assist OB nurses with grief
3. Changing a model of care on a nursing unit.
4. Preparing a palliative care policy and procedures manual for a cancer center.
5. Development of a transition to practice course for student to nurses entering the field.
6. Determining the events that take place in the wellness population during an exercise tolerance test.
7. Addressing requirements of regulatory agencies such as patient satisfaction, quality improvement, and communication.
8. Creating opportunities for nurses to participate in the promotion of legislation
9. Development of emergency response plans and policies for the clinical setting.
Master of Science in Nursing Program

University Responsibilities
1. The University will be responsible for the educational programs of students assigned to the Preceptor.
2. The University will be responsible for the proper conduct of the student during the practicum experience with the Preceptor as governed by the rules and regulations of Regent University.
3. The University Faculty will provide preceptors with the applicable policies and course objectives.
4. The University Faculty members will be available to preceptors via telephone or email.
5. The University Faculty will share preceptor evaluations with the student, however final grades will be based on the faculty’s overall assessment of the student’s performance.

Student Responsibilities
1. Students are responsible for identifying preceptors and requesting their permission to function as the preceptor.
2. Students must initiate approval of the REGENT faculty for the identified preceptor.
3. Students are responsible to identify whether a clinical affiliation agreement is required between the facility and Regent School of Nursing.
4. Students are responsible to coordinate dates and times for practicum experiences that align with the preceptor’s schedule. These hours are flexible based on the preceptor’s schedule and may occur during the day, evening, nighttime, or weekends.
5. Students must submit their log of practicum hours to the faculty at the completion of the course and applicable due date.
6. The number of hours completed and submitted by the student must be the minimum number of clinical hours required in the course. Hours do NOT roll to the next practicum course(s). Only the number of clinical hours identified in each course will be awarded for the course.
7. The student is responsible to coordinate and maintain open communication between the faculty, preceptor, and student.
8. Due to nursing rules and regulations in various states, it is required that students have an active and unencumbered nursing license in the state where their practicum is completed. Students are responsible for their own actions and are expected to perform duties as described by their current licensure regulations and within the direct supervision of their preceptor.
9. The student is responsible to collect the Preceptor Written Agreement and other documents as required by the Faculty and Practicum Setting.
10. Students are expected to maintain professionalism, competence, and open communication.
11. Student must comply with any facility requirements such as, but not limited to, background check, liability, insurance, drug screenings and immunization record requirements.
12. Students are expected to cover all costs related to travel or other expenses procured within the practicum.
13. If the capstone project involves research using human subjects, the student must receive approval to conduct such research from the University and Agency Institutional Review Board (IRB) prior to conducting any capstone activities. It is the student’s responsibility to assure that any such obligations are met.

Preceptor Requirements
The Preceptor should be a Master-prepared (or greater educational level) RN with current unencumbered licensure in their state of residence. Preceptors must have at least one year of experience in their current practice role. Proof of Master of Science in Nursing degree or higher degree in the nursing discipline is required.

1. Must have minimally earned an MSN in Nursing, a doctorate degree is preferred. *
2. Must have been practicing at the MSN level of expertise for 1 year or longer.
   3. Must be actively employed in the specified fields.
Master of Science in Nursing Program

4. Must have an un-restricted, active RN license.
5. Must be willing to adhere to mutually established goals/objectives.
6. Must be willing to offer the necessary clinical hours required to complete the practicum courses; students are expected to align their schedules to the preceptor’s offered schedule.
7. Must actively work with the patient population to ensure efficient role orientation for the student.
8. Must provide a CV or Resume to the student.

*The following documentation is acceptable for proof of a potential preceptor’s highest earned education and experience (nursing degree, certifications, and licensure):
- Résumé that includes highest educational achievement of minimally a MSN degree and if applicable, certification and licensure that aligns with the APRN pathway of the student’s degree pursuit
- Nurse Practitioner license (Required alignment for APRN students)
- MSN or higher nursing degree or official transcripts

Preceptor Responsibilities
The cooperative relationship between the Preceptor for the MSN Nursing student and the Regent University School of Nursing is agreed to for purposes of education and practicum experience. Preceptors will work with student and faculty collaboratively to create goals and a plan to meet personal and course objectives. Preceptors must be employed by the facility and supervise students during regular work hours. A REGENT faculty member is not onsite during these experiences. The preceptor will retain full responsibility for the care of all clients as applicable.

- The Preceptor will provide, insomuch as possible, a practicum experience for the nursing student that will enable them to fulfill their responsibilities for the course as outlined in the next section of the agreement.
- The Preceptor will provide necessary orientation, supervision, and guidance in the practicum activities of the student.
- The Preceptor will maintain administrative and professional supervision of the student insofar as his/her presence affects the operation of the University and/or the direct or indirect care of clients.
- The Preceptor will provide, without cost to Regent University or the student, required practicum experiences. Service provided to clients by the student would accrue to the Preceptor’s total service record.
- The Preceptor will complete an evaluation of the student and practicum site. Preceptors are responsible to deliver this evaluation to the faculty member directly either by fax, mail, or hand delivery.
- Preceptor written agreements (forms noted later in this guide) must be signed and returned to the REGENT faculty member prior to the beginning of the practicum.

Useful tips regarding the Practicum
1. Be vigilant and perceptive. Challenge yourself in opportunities and respond to inquiries.
2. Utilize your experience and resourcefulness when clear direction is lacking, or unscheduled events arise.
3. Organize a system for keeping up with project changes or unexpected delays.
4. Build rapport and networks by communicating important information.
5. Documenting daily progress will produce an easier means to track and record data.
6. Explore and learn new ideas to utilize prospects presented by the practicum and gain a better understanding of people and the community.
7. Consider creating a concept paper for the organization to present the ideas and recommendations for the scholarly paper.
8. Recognize and reward yourself for your benchmark achievements.
Practicum Checklist – Getting Started

Please use this checklist as a guide to initiate your practicum experience. This list may not include all the required activities but is intended to assist in the process. These steps should be initiated during your first semester and **minimally six-months BEFORE** you are scheduled to START your practica experiences.

- Upload all pre-practicum documents into COMPLIO
- When ordering your package in Complio, there are **two** packages you need.
  - the MSN package and
  - background check and fingerprints (if applicable by your state)
- Make sure that you have initiated an email request of Affiliation with SONPlacementCoord@regent.edu
- Upload completed Practicum Site & Preceptor Request Form into COMPLIO
- Select practicum learning goals and document them on the Practicum Work log.
- Select a correlating site that facilitates achievement of these learning goals.
- Identify a Preceptor and discuss the practicum goals and objectives; to be approved by your instructor.
- Establish the Preceptor Written Agreement and submit to Regent faculty.
- Contact the site administrator and determine any specific requirements.
- Confirm dates and plan the schedule.
- Complete applicable paperwork.
- Complete required practicum course hours as outlined by your course and degree plan.
Accessing & Using the American Databank Service (COMPLIO)

Nursing Compliance Requirements
Your readiness to begin practicum courses will be verified through your MSN Faculty. You cannot begin your first practicum course until you have completed all the requirements and received written communication from your instructor that you may enter the clinical site. If you are not confident that you have received this, it is the responsibility of the student to outreach and clarify compliance and permission to enter the clinical setting with the course instructor.

We are pleased to offer students support in completing the pre-practicum requirements through American Data Bank services/Complio (including the background check with fingerprinting and the 10-panel drug screen). Complio supports students in the submission of their pre-practicum requirements. Just as there are mandatory requirements in an employment setting, students have requirements which must be met prior to obtaining practicum hours. These are the current minimum standard requirements for healthcare workers and students to enter healthcare facilities in the United States. In Complio, you must upload documentation of the following and assign it to it’s appropriate column/label:

- [ ] MMR titer/series
- [ ] Varicella titer/series
- [ ] Hepatitis B titer/series
- [ ] PPD skin test/TB*
- [ ] Tdap
- [ ] Flu shot or Flu shot waiver (for the current influenza season) *
- [ ] Current BLS certification (American Heart Association BLS for Healthcare Providers) *
- [ ] Current, unencumbered RN license*
- [ ] COVID19 vaccination(s)/boosters per the requirements of your practicum site.
  *These items will need to be updated if they expire during your practicum sessions

Additionally, you must print, sign, and upload the following documents, which are available on Complio.

- [ ] HIPAA Acknowledgement
- [ ] Release of Information
- [ ] Drug Testing Policy (Signature page)
- [ ] Student Signature Page (Master of Science in Nursing or MSN)
- [ ] History and Physical Form
All students are required to complete the background check, FBI fingerprinting as required by state governance, and 10 panel drug screen using the process through American Databank/COMPLIO. Previously collected background checks/drug screens or fingerprinting will not be accepted.

The landing page for the background check, drug screen and Complio is http://regentnursingcompliance.com/. Only use this link. The background checks and FBI fingerprints will expire after two years, and the student will be expected to complete the process again should they remain in the nursing program beyond 2 years. Any associated fees are the responsibility of the student. Students must be compliant throughout the entirety of the program, regardless of practicum course enrollment. All requirements must be submitted by September 15th for Fall admissions or January 31st for Spring admissions.

The student is responsible for the fees associated with Complio, background check, fingerprinting, and the drug screen. If you have questions about the Complio process, please contact the School of Nursing’s Administrative Services Manager.
General MSN Degree Plan
Direct-Patient-Care Practica Hours

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Total Practicum Hours (Minimum)</th>
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</thead>
<tbody>
<tr>
<td>NURS 684</td>
<td>250</td>
</tr>
<tr>
<td>NURS 685</td>
<td>250</td>
</tr>
<tr>
<td>Total hours</td>
<td>500</td>
</tr>
</tbody>
</table>

MSN-APR Direct-Patient-Care Practica Hours

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Total Practicum Hours (Minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>APRN 780</td>
<td>250</td>
</tr>
<tr>
<td>APRN 781</td>
<td>250</td>
</tr>
<tr>
<td>APRN 782</td>
<td>250</td>
</tr>
<tr>
<td>Total Hours</td>
<td>750</td>
</tr>
</tbody>
</table>

Practicum Requirements for the MSN Program

In addition to the culminating practicum courses, a total of 500 or 750 direct-patient-care practicum hours are to be completed throughout the program respective to the MSN concentration.

Each student must keep a practicum work log for each practicum experience. Each entry should include:

- Practicum site (agency name), date, time (duration of experience) and SIGNATURE of and credentials of preceptor for each day.
- Notes addressing activities of the day, date, number of hours, professional standard, program outcome, or personal objective accomplished, and the preceptor’s credentials and signature.
- Maintain absolute patient confidentiality with respect to HIPAA. In the classroom, case discussion is expected, however, patient identifiers are not permitted and are cause for disciplinary actions.
Termination of a Practicum

If a Faculty Liaison or Agency Field Supervisor deems that a student’s behavior or academic performance creates a safety or disruption risk, the Faculty Liaison or Agency Field Supervisor may take immediate action and remove the student from the classroom or clinical placement with a review by the Department Chair and/or Dean. Unless directed otherwise by a Faculty Liaison or Agency Field Supervisor, students who have been removed must continue to meet the directives and participation requirements of a placement and must complete all assignments in a timely fashion. Failure to fully participate and complete assignments may result in a failure or dismissal from the program.

In addition, if a student fails to maintain satisfactory performance in a required Practicum course or demonstrates unsatisfactory performance at the Practicum site, student termination from the practicum will be required. The following actions should be initiated upon the occurrence of an unsatisfactory field performance wherein termination of a practicum results. Students’ termination from a practicum for poor performance will result in a failing grade (F) for the course and appropriate documentation of the student’s performance per the student handbook will be observed. Additionally:

1. The Faculty Liaison will arrange a joint conference with the student and the Agency Field Supervisor to discuss and attempt to resolve the issue(s) and/or arrange for the student’s termination from the agency placement.

2. The reasons for termination from Practicum must be communicated to all parties in writing by the Faculty Liaison and/or the Director of the MSN program.

Termination from a placement is a last resort. Problem resolution and the exploration of other options are considered before approving termination.

Student Practica Concerns

Pursuant to Regent University’s Student Handbook, “A grievance is defined as a complaint or concern of a student regarding a faculty or staff member or a policy of the University that the student believes adversely affects his/her academic career or personal well-being” (Section 6.5.1.2). For the purposes of student Practicum, this definition is amended to include complaints or concerns regarding Practicum agencies and/or their representatives.

In the spirit of Matthew 18:15-17, if a student has a complaint, disagreement, or concern regarding a Practicum experience, it is recommended that the student first discuss the matter with the person(s) involved. Efforts to resolve Practicum conflicts or difficulties should normally be handled within the Practicum agency before contacting the Faculty Liaison.
Examples of issues that may be grieved under these procedures include:

- Alleged misconduct within a Practicum setting that involves discrimination and/or sexual harassment.
- Alleged failure to show appropriate respect in an instructional or Practicum setting for the rights of others to hold opinions differing from their own.
- Any other conduct in a classroom or Practicum setting that adversely affects the learning environment when that conduct displays an intolerance for different views or a lack of civility.

**Practicum Reassignment**

The Faculty Liaison will make the final decision regarding the need to reassign a student. This action will involve consultation with the Agency Field Supervisor and Practicum Coordinator. Reassignment, after the semester has begun, will require the following steps:

1. The Faculty Liaison is contacted by either the student or the Agency Field Supervisor.
2. If the student is requesting reassignment, a written statement must be submitted to the Faculty Liaison, which should include:
   3. Reason(s) for the request.
   4. Ways in which learning needs are not being met.
   5. Attempts that have been made to resolve the problem(s).
6. The Faculty Liaison may schedule a joint conference with the student and the Agency Field Supervisor to discuss and attempt to resolve the issue(s) and/or arrange for the student’s reassignment.
7. The reasons for the reassignment must be communicated to all parties in writing by the Faculty Liaison.
Dismissal from Practicum Program

To complete any degree pathway in the School of Nursing at Regent University students may be required to demonstrate a pre-defined level of an applied competency or other pre-identified professional characteristics as a function of their specific training mission and professional standards.

A failing performance in nursing practicum, or exhibition of personal characteristics inconsistent with the profession that the student is pursing constitute sufficient grounds for dismissal from the program even if the unsatisfactory cumulative grade point average is consistent with a passing score.

Professional training programs are expected to function as gatekeepers for entry into their regulated profession as a public protection responsibility. Students who fail to demonstrate a passing level of a professional or practicum competency in field training experiences or who are judged to be unsuitable for client responsibilities in the profession by the faculty despite the implementation of appropriate remediation plans will likely be dismissed from their program regardless of their grade standing. In instances where the student’s problem is not primarily academic but has arisen due to violation of professional ethics or behavior that is detrimental to the welfare of the student’s client and the agency, the student may be subjected to discipline and/or dismissal from the University by recommendation of the Faculty Liaison.
### Nursing Practicum Forms

**Form 1**  
☐ **Practicum Site & Preceptor Request Form**  
Students utilize this form to request approval of a practicum site and preceptor to meet course requirements; forms are submitted as directed by course instructor for approval.

**Form 2**  
☐ **Preceptorship Contract**  
Student completes, obtains necessary signatures, and submits as directed by course instructor.

**Form 3**  
☐ **Practicum Prospectus and Student SMART Goals/Objectives**  
Student completes form, obtains necessary signatures, and submits as directed by course instructor.

**Form 4**  
☐ **MSN Student Evaluation of Practicum Experience**  
Student completes form, obtains necessary signatures, and submits with practicum experience.

**Form 5**  
☐ **Faculty Evaluation of Practicum Site and Student Experience**  
Course instructor contacts site, completes evaluation, and submits with student practicum paperwork to the SoN.

**Form 6:**  
☐ **Preceptor Evaluation of Student**  
Preceptor completes and submits to instructor with a copy of the preceptor's résumé.

**Form 7:**  
☐ **Preceptor Evaluation of Regent University SoN Practicum**  
Student gives form to preceptor and submits with practicum paperwork in course.

**Form 8:**  
☐ **Practicum Hours Log**  
Student completes and submits to instructor at completion of practicum course through with practicum paperwork.

**Form 9a:**  
☐ **FERPA Handout and Form**  
Students provide FERPA handout (form 9a) to preceptor and collects preceptor signature on the FERPA Acknowledgment form (form 9b), and student submits through course assignments.

**Form 9b:**  
☐ **FERPA Acknowledgment Form**  
Students provide FERPA handout (form 9a) to preceptor and collects preceptor signature on the FERPA Acknowledgment form (form 9b), and student submits through course assignments.
FORM 1 | PRACTICUM SITE & PRECEPTOR REQUEST FORM
This form is used to request approval for a practicum site and preceptor to meet NURS course requirements. A new form must be completed for each course, site, and preceptor.

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRACTICA: NURS/APRN</td>
</tr>
<tr>
<td>PRIMARY PHONE:</td>
</tr>
</tbody>
</table>

### PROSPECTIVE PRACTICUM SITE INFORMATION

| POTENTIAL FACILITY/SITE NAME: |
| IS THE STUDENT EMPLOYED BY THIS FACILITY? Yes | No |
| IF YES, IN WHAT DEPARTMENT? |
| FACILITY ADDRESS: |
| CONTACT PHONE: |
| DOES REGENT HAVE A CURRENT FIELD PLACEMENT CONTRACT/AGREEMENT WITH THIS AGENCY? YES | NO* |

*IF NO, TO WHOM SHOULD A CONTRACT BE SENT? (Please provide name of the contract authority for the facility. This is often the CEO/COO/CFO, Dean/Director of education or nursing. This is the person responsible for signing contracts for the facility.)

| CONTRACT AUTHORITY’S NAME (IF AGREEMENT NEEDED): |
| POTENTIAL NURSE PRECEPTOR NAME: |
| POTENTIAL NURSE PRECEPTOR CREDENTIALS: |
| POTENTIAL NURSE PRECEPTOR PHONE: |
| POTENTIAL NURSE PRECEPTOR EMAIL: |
I, ______________________ (preceptor) hereby agree to serve as preceptor to ____________ (student) for the ________ term. I understand that this Regent University RN to BS student is a registered nurse, licensed in the State of ______, who will provide mutually agreed upon objectives for this learning experience. I have received this student’s faculty name and contact information as well as the information from Regent University’s School of Nursing. I am aware this student is responsible for following all rules and regulations of my institution as well as those terms allocated on the Affiliation Agreement between Regent University and my institution.

Regent University Course Number: NURS / APRN ________________________________

**PRECEPTOR INFORMATION**

| Preceptor’s College/University that awarded MSN and/or Doctorate Degree: |   |
| Date Degree Awarded: |   |
| Years of Experience: |   |
| License Number(s)/State: (RN & APRN if applicable) |   |
| Preceptor’s Agency of Employment: |   |
| Current Position/Title: |   |
| Work Address: |   |
| Contact Phone Number: |   |
| Contact Email Address: |   |

_____________________________________________________________________________

Preceptor signature | Credentials | Date

_____________________________________________________________________________

Student Printed Name & Signature | Date

_____________________________________________________________________________

(Faculty Printed Name & Signature | Credentials | Date

Upload Preceptor’s CV or resume with practicum forms
The practicum will be individually tailored to meet each student’s degree goals. The setting may vary according to the program learning outcomes, course learning objectives, and student interest. A completed facility Affiliation Agreement, Preceptorship Agreement, and faculty approval of the site are required prior to starting a practicum experience.

Answer the following on a separate Word document (TYPED) and attach:

- Purpose of the Practicum:
- SMART Goals & Objectives: (attach separate sheet)
- Minimally 3 goals with 3 Objectives required. Goals and objectives must demonstrate a plan to meet the Course Learning Objectives.
- Learning Activities/Plan of Action for each Objective: (attach separate sheet)
- Timeline:
- Expected Outcomes:
- Methods of Evaluation:

______________________ | ________________
Student Signature | Date

______________________ | ________________
Preceptor Signature | Date

______________________ | ________________
Faculty Signature | Date
**FORM 4 | MSN STUDENT EVALUATION OF PRACTICUM EXPERIENCE**

(Form 4 is completed by student about Practicum Site)

**Student**, please provide feedback regarding the quality of your practicum experience by completing this form.

_____________________________________________________________________

Instructor Name | Course Name | Course Number:

_____________________________________________________________________

Preceptor Name (Print)

_____________________________________________________________________

Student Name (Print)

_____________________________________________________________________

Facility Name | Assigned Unit | Shift (Print)

<table>
<thead>
<tr>
<th></th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Unsure</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The orientation was adequate for student to function.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Student felt welcomed at the practicum site.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>There were sufficient learning opportunities to achieve student’s practicum goals.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The staff (nursing and non-nursing) were helpful.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The staff and preceptor communicated effectively.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>The preceptor modeled professional nursing.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Physical space and facilities at the site were sufficient to achieve practicum goals.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>I would recommend this practicum site for further learning opportunities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_____________________________________________________________________

Student signature | Date

_____________________________________________________________________

Faculty signature | Credentials | Date
FORM 5 | FACULTY EVALUATION OF PRACTICUM SITE AND STUDENT EXPERIENCE

[Form 5 is completed by Course Instructor]

Course Instructor completes the following to verify the following:

<table>
<thead>
<tr>
<th>Faculty Contact/Outreached Preceptor</th>
<th>□ Once □ More than Once □ Not Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sufficient Resources at Facility:</td>
<td>□ Appropriate □ Inappropriate</td>
</tr>
<tr>
<td>Purpose of the Practicum:</td>
<td>□ Achieved □ Not Achieved</td>
</tr>
<tr>
<td>Course Goals/Objectives:</td>
<td>□ Achieved □ Not Achieved</td>
</tr>
<tr>
<td>Learning Activities/Plan for each objective:</td>
<td>□ Appropriate □ Inappropriate</td>
</tr>
<tr>
<td>Expected Outcomes:</td>
<td>□ Appropriate □ Inappropriate</td>
</tr>
<tr>
<td>Timeline:</td>
<td>□ Appropriate □ Inappropriate</td>
</tr>
<tr>
<td>Methods of Evaluation:</td>
<td>□ Appropriate □ Inappropriate</td>
</tr>
</tbody>
</table>

Course | Year | Semester: ____________________________________________

Facility Name: ____________________________________________

Preceptor Name: ____________________________________________

Faculty Name: ____________________________________________

(Print | Sign | Date)
**FORM 6 | PRECEPTOR EVALUATION OF STUDENT**

Student Name (Print):
Preceptor Name (Print):
Faculty Name (Print):
Course Number and Name: MSN -

<table>
<thead>
<tr>
<th>Professional Behaviors, Student:</th>
<th>Fully Met</th>
<th>Partially Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is Punctual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Assumes accountability for practice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Observes good personal hygiene</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Engages in self-evaluation concerning practice and uses evaluative information to improve care and practice</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Communication, Student:         |           |               |         |
| 5. Reports discrepancies/changes in health status to appropriate person |           |               |         |
| 6. Documents accurately, objectively, legibly |           |               |         |
| 7. Uses proper terminology |           |               |         |
| 8. Consults with the appropriate person when unsure of next steps in client(s) care |           |               |         |
| 9. Expresses own professional strengths, role and scope of ability to peers, client(s) and colleagues |           |               |         |
| 10. Communicates the client’s health status using appropriate terminology, format and technology |           |               |         |

| Health Assessment/Nursing Interventions |           |               |         |
| 11. Obtains a comprehensive and/or problem focused health history from the client. |           |               |         |
| 12. Performs a comprehensive and/or problem focused physical examination |           |               |         |
| 13. Differentiates between normal and abnormal findings |           |               |         |
| 14. Analyzes and interprets assessment findings to develop appropriate nursing interventions |           |               |         |
| 15. Prioritizes health problems |           |               |         |
| 16. Demonstrates knowledge of the pathophysiology of acute and chronic conditions commonly seen in practice |           |               |         |
| 17. Assesses the client’s needs for education and counseling considering developmental stage and understanding of health condition. |           |               |         |
| 18. Recognizes cultural issues and interacts with clients in culturally sensitive ways. |           |               |         |
| 19. Acts ethically to meet the needs of clients. |           |               |         |
Preceptor Name (Print):

Preceptor Name | Signature | Credentials | Date

Faculty Name (Print):

(Faculty Name | Signature | Credentials | Date)

Regent University School of Nursing – Course Faculty
1000 Regent University Drive |
Virginia Beach, VA
(757) 352-4033
FORM 7 | PRECEPTOR EVALUATION OF REGENT UNIVERSITY SoN PRACTICUM

[Completed by PRECEPTOR]

Preceptor, please provide feedback regarding the quality and student-to-facility match of the student practicum experience.

<table>
<thead>
<tr>
<th>Faculty Contacted/Outreached Preceptor:</th>
<th>□ Once □ More than Once □ Not Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical facilities seemed:</td>
<td>□ Appropriate □ Inappropriate</td>
</tr>
<tr>
<td>Purpose of the Practicum:</td>
<td>□ Achieved □ Not Achieved</td>
</tr>
<tr>
<td>Course Goals/Objectives (SMART Goals):</td>
<td>□ Achieved □ Not Achieved</td>
</tr>
<tr>
<td>Learning Activities/Plan for each objective:</td>
<td>□ Appropriate □ Inappropriate</td>
</tr>
<tr>
<td>Expected Outcomes:</td>
<td>□ Appropriate □ Inappropriate</td>
</tr>
<tr>
<td>Timeline:</td>
<td>□ Appropriate □ Inappropriate</td>
</tr>
<tr>
<td>Methods of Evaluation:</td>
<td>□ Appropriate □ Inappropriate</td>
</tr>
</tbody>
</table>

Facility Name:_________________________________________________________________________

Student Name:_________________________________________________________________________

Preceptor:___________________________________________________________________________

Print Name | Signature | Credentials | Date
Completion of a practicum log to document clinical hours is a requirement for student success in all practica courses. Please save this completed form as it will be needed for graduation. The student is expected to maintain evidence and documentation of clinical hours, and how the time spent supports learning. This form is typed and the Preceptor initials and signs prior to submission into the course LMS.

**Student Name:**_______________________________________________________  **Course Number/title:**________________________

<table>
<thead>
<tr>
<th>Location &amp; Site Type</th>
<th>Date</th>
<th>Clinical Activity</th>
<th>Characteristics of Clinical Experience (Provide specific details)</th>
<th>Link learning activity to MSN Essential / Program Outcomes/ Course Outcomes/</th>
<th>Initials</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNGH 8th Floor/Inpatient Psych</td>
<td>MM/DD/YY</td>
<td>Inpatient intake &amp; initial interview</td>
<td>34 y/o biologic M, Hispanic, recent suicide attempt, depressive symptoms with anhedonia; sleep disturbance for the past month, fatigue. Poor ...</td>
<td>MSN Essentials (2016) Program Learning Outcome (PLO) Course Objective</td>
<td>XX</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

**Total Clinical Hours**

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Preceptor’s Name</th>
<th>Preceptor’s Title</th>
<th>Preceptorship Agency Name</th>
<th>Preceptor’s Highest Awarded Degree</th>
<th>Preceptor’s Contact Information (email/phone)</th>
</tr>
</thead>
</table>

I verify that the student listed above completed the documented hours on the dates given Preceptor Signature & Credentials

**Student name (print) | Student signature | Date**

**Preceptor name (print) | Preceptor signature | Credentials | Date**
Dear Preceptor:

Thank you for being willing to be a preceptor for a Regent University Nursing Student. As part of the Affiliation Agreement with your facility, we are sharing our Family Educational Rights and Privacy Act (FERPA) information with you. Please review the accompanying handout and the information on the next page. Your signature indicates that you have reviewed the material. Please return the signed form to your student.

FERPA is the university’s policy of keeping student information confidential. If you have any questions, please contact the faculty member for your student.

Regent University
School of Nursing Faculty
FERPA is NOT:
- A law that only pertains to public institutions
- A law that is only applicable to offices that handle grades

Why is it important?
- It’s the law!
- Failure to comply could result in the withholding of federal funds, including student Financial Aid.
- Lawsuits caused by violations cost time and money.
- It is our ethical responsibility to hold student records in confidence to protect their privacy.

FERPA and Education Records
Student Rights
- The right to inspect and review their own education records.
- The right to request to amend their education records.
- The right to have some control over the disclosure of information from the education records.
- The right to file a complaint with the Department of Ed.

What Are Educational Records?
- All records that directly relate to a student and are maintained by an institution
- These records can be in any media form: handwritten, print, tape, film, electronic, etc.

Educational Records are NOT:
- “Sole Possession Records”
- Personal notes kept by a faculty/staff member as a memory and if not shared with anyone else

Law Enforcement Records
- Maintained solely for law enforcement purposes & revealed only to law enforcement agencies

Employment Records
- Of those whose employment is not contingent upon being a student

Medical Records
- Created by a health care professional used only for the medical/health treatment of the student

Alumni Records
- Most information collected after the student has left the institution (donations, etc.).
- Classroom activity and homework
- That does not become part of the student’s permanent record

DIRECTORY INFORMATION
What Information Might Need to be Handled in a Secure Way?
- Any part of a student’s record that is not listed as “directory” information
- Registration Forms Financial Information Social Security Numbers
- Student Information displayed on your screen
- Transcripts Grades
- Student Schedules Class Assignments Class Rosters

What Information can be Released?
- Directory information (unless the student has placed a confidentiality block on his/her record).
- Information that the student has given written consent to release.
- Information needed by employees who have a legitimate educational interest.
- Information needed by certain government agencies.
- Forward all requests for student information to Regent University’s Registrar’s office!

What is Directory Information?
- It is information that may be released without the student’s written consent (unless they have placed confidentiality hold on their record).
- Institutions determine what they will classify as directory information.
Directory Information at Regent University Includes:

- Name
- Address
- E-mail address
- Telephone number
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Degrees and Awards Received
- Most Recent Previous Institution Attended Photograph
- Participation in Officially Recognized Activities

To protect the privacy of our students, Regent University generally does not provide lists of directory information to outside parties.

Please forward all requests for such information to the Registrar’s Office!

NON-DIRECTORY INFORMATION

Who Can Access?

- ONLY Regent University Employees who have a legitimate educational interest *
- *Legitimate Education Interest: A school official’s “need to know” information from a student’s education record in order to fulfill job responsibilities

Who Else?

- Financial Aid Lenders.
- Agents of the court when the college has been issued a subpoena or court order.
- Schools in which the student seeks to enroll.
- Certain State and Federal Agencies.
- Appropriate individuals in an emergency in to protect the health and safety of the student or other persons.
- Under the Solomon Amendment—military recruiters.

Forward all requests for student information to the Office of the Registrar!

Written Consent

- Under FERPA, parents may obtain non-directory information (grades, GPA, etc.) if the child is a legal dependent or the student gives written consent; however,.....
- At Regent, no one, including parents, and spouses, may obtain non-directory information without written consent from the student.

Things to Remember

- Access to student records via Genisys or other computer software does not authorize unrestricted use of that information.
- Information on a computer should be treated with the same confidentiality as a paper record.
- Curiosity is not a valid reason to view student information.
- Records should only be used in the context of official business.

Remember: When in doubt—don’t give it out!!

IMPORTANT REMINDERS

- Cover or put away papers that contain confidential information when you step away from your desk.
- Verify identity before discussing protected information with a student by phone
- Only use student’s Regent email address (@mail.regent.edu) when emailing protected information.
- Record Disposal
- Records containing Social Security Numbers, grades or any non-directory information about a student should be shredded, not just thrown in the trash.

THANK YOU for your attention and cooperation in protecting the privacy of our students!

If you have further questions, please contact the Registrar’s Office at 757.352.4094
All Regent University faculty and staff (or preceptor) requiring access to student records and protected information must undergo training in the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) prior to obtaining access. Access to student records will be denied until the following acknowledgements have been submitted.

As university faculty and staff, or preceptor, you share the responsibility for protecting the privacy of Regent students and should be aware of the following federal regulations:

1. Only Regent students, or those authorized by the student in writing to the Registrar’s Office, may have access to information contained in a student’s record.
2. A student record includes any personally identifiable information regarding the student, including but not limited to grades, registration information, financial aid information, class rosters, information regarding petitions, appeals, disputes, etc.
3. Information designated by the university as “Directory Information” may be disclosed to approved outside parties without consent. Regent has designated the following information as directory information: name, address, telephone listing, email address, date and place of birth, major/field of study, dates of attendance, degrees awarded and honors received, etc. Regent may, but is not required to, release directory information to outside parties if deemed appropriate.
4. Students’ regent.edu email addresses should be used for all personal student communications
5. Faculty and staff must ensure that they are only discussing protected information with the student or his/her designee. Contact the Registrar’s Office at 757.352.4094 or check SPCMNT in Banner for information on authorized designees.
6. All suspected FERPA violations should be reported to the Registrar’s Office immediately.

For more information on FERPA requirements and provisions, please view our FERPA Essentials presentation in Blackboard (at Resources for Course Assistants).

I hereby acknowledge that any data, records, or other information viewed, accessed, or otherwise obtained via my faculty or staff (or preceptor) privileges is strictly confidential, and its privacy is protected by the Family Educational Rights & Privacy Act (FERPA). I also understand that Regent University does not permit me to disclose said information beyond the scope of my employment, and I am solely liable for any personal incidents regarding breach of confidentiality. I recognize that any negligent disclosure of said information may be punishable under applicable state/federal law and Regent University policy, which may lead to disciplinary action up to and including termination of employment.

☐ Yes, I acknowledge  Preceptor Name (Print): _____________________________________________
Preceptor Signature  |  Date:_________________________________________
City/State: ________________________________________________________________

Student name: ___________________________________ Student ID #: ______________
Facility: _______________________________________________________________________

Students: Return this form to the Course Instructor at the beginning of your Practicum