



**REGENT UNIVERSITY**  
SCHOOL OF NURSING

# **Graduate Nursing Program Practicum Guide**

2023-2024



# REGENT UNIVERSITY

## SCHOOL OF NURSING

All Students are required to sign the following Acknowledgement

### ACKNOWLEDGMENT OF GRADUATE NURSING 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 Graduate Nursing 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

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## 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 pursuing, 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**

## Graduate 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/indirect 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.

#### [Clinical Preceptor Guide \(aacnnursing.org\)](http://aacnnursing.org)

Clinical Preceptor – is a vital component of the clinical education process in creating a safe setting for the APRN student to gain experience and develop clinical competency to effectively manage the population consistent with the role for which they are being educated, e.g., appropriate across the life span management of patients for the family nurse practitioner student. While not an all-inclusive example the APRN clinical preceptor serves as a role model by incorporating evidence-based education best practices to ensure safe and effective patient outcomes.

APRN Student – holds the primary responsibility of communicating with the program faculty and clinical preceptor in preparation for and throughout the clinical experience rotation. The student is responsible for meeting all institutional and clinical practice site health and regulatory requirements to include confidentiality, HIPPA, security clearance as required by each clinical site. Students share their learning needs and objectives of the clinical experience that is approved by the program faculty.

## Practicum Polices

### Accreditation Disclosure for School of Nursing Practicum Experiences

Students must complete practicum hours respective to their selected program and track. The goal of these experiences is to immerse the student in an optimal learning environment unique to their professional and academic goals. All practicum experiences can be obtained in the Commonwealth of Virginia. Students wishing to secure practicum experiences not in the Commonwealth of Virginia must obtain prior approval from the School of Nursing. In all programs within the School of Nursing, it is the student's responsibility to communicate the anticipated desired location of practicum to the School of Nursing Clinical Placement Coordinator within the first course. Regent University School of Nursing will make every reasonable effort to assist the student in securing placement in the desired location however placement in the student's preferred location cannot be guaranteed and students may need to be willing to travel to authorized states outside of their state of residency to complete this requirement.

### Pregnancy Policy

Title IX protects against discrimination related to pregnancy, childbirth, false pregnancy, and any reasonable recovery from any of these conditions. In accordance with this student are ensured the right to utilize medically necessary leave related to the aforementioned conditions free from harassment, intimidation or other discrimination related to pregnancy. Regent University is dedicated to maintaining a scholastic environment that is welcoming and inclusive free from discrimination that allows for reasonable accommodations related to pregnancy and pregnancy related conditions. Students are not required to inform anyone of their pregnancy status however as an inclusive educational environment Regent University does encourage students to share this information with a Title IX coordinator that can provide further guidance for obtaining the necessary assistance and accommodations. Students may receive excused absences and assignment extensions for lack of ability to participate due to medical necessity. Faculty shall not require medical documentation in the form of a doctor's note for these excuses however, the Title IX coordinator may require documentation prior to these accommodations taking effect. Students should contact the Title IX coordinator for further direction. Students will be allowed these accommodations to remain in effect.

### Professionalism Code of Conduct

All students, regardless of education concentration, shall demonstrate appropriate level of professionalism as outlined by credentialing and licensing national and state-level governance and recommendations. These standards include but are not limited to interactions with patients, fellow students, preceptors, faculty, and patients. Students will maintain professional language without slang jargon or profanities. Students will be approachable, teachable, and able to accept constructive criticism without defensive behaviors or facial expressions. Students will demonstrate accountability for their care of delivery during all practicum and clinical simulation experiences. Students will demonstrate the ability to integrate concepts of diversity, equity, and inclusion into their own professional identity. Students will comply will all



laws, policies, and regulations. Students will participate in a culture of work environment safety during all practicum and clinical simulation experiences.

### Student Practicum and Clinical Simulation Experience Dress Code Policy

All students, regardless of education concentration, will present to all practicum and clinical simulation experiences in a manner that demonstrates professionalism. Students will appear in business casual dress with mid-thigh length white lab coat and School of Nursing name tag. Women will wear dresses, or skirts or dress pants with modest blouses and appear neatly groomed. All dresses and skirts must be between mid-knee and ankle length. Men will wear dress pants with dress shirts and appear neatly groomed. Pants and skirts must cover all undergarments completely and student's midriff and waist area such that the top fit is appropriate, conservative, and modest in nature. All students should wear dress shoes that are slip resistant, and closed toe. No attire should restrict the student's mobility or ability to participate in clinical activities or sterile procedures. All hair color should be natural in color and maintained in a style that does not interfere with clinical procedures as long hair should be pulled back and off the patients face and neck. Facial hair must be trim and hygienic such that it would fit under a mask for sterile procedures and not interfere with N95 mask fitting appropriate. Nails should be kept short and neutral tones. Students should not have any visible facial piercings; students are permitted a single piercing per ear lobe with a single stud. Any deviation from this standard of dress code will require prior approval by MSN Program Director and Director of School of Nursing.

## **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 minimum of 500-750 hours of direct/ indirect care respective to your degree plan, in your area of specialty and/or population focus the student's chosen area of specialization is required for successful completion of degree plan.

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**

Generally, telehealth 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. Telehealth 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., Doxy.me). Given the normalization of this care modality, field placement practica students may conduct services over telehealth, 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 telehealth:

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 telehealth, 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. No more than 10% of hours may be obtained by telehealth.

### **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 / indirect patient care are REQUIRED to locate a facility and preceptor. First, you will need to complete the *Application for Internship, Practicum, Externship or Field Placement* to request approval for affiliation on the student portal. You must have an affiliation agreement approved and signed before you can legally start your practicum hours. It is an appropriate practice to initiate the request of affiliation agreement in your first course in your first semester. Please find the process to request affiliation agreements below:

### Affiliation Agreement Process for Practicum Students

You, the student, initiate the process by completing the *Application for Internship, Practicum, Externship or Field Placement* on the student portal. The following information will be required.

- Worksite Information including site name, website information and physical address
- Preceptor contact information and credentials/ title
- Work schedule including start and end date and required hours
- Job description
- Objectives

You will receive two notices from the School of Nursing by email, (1) that the affiliation agreement was initiated, (2) a notice to inform you of permission to initiate preceptorship. You may not start preceptorship until you have received the notice that clearly indicates permission to enter the preceptorship site. Upload the approval email to Typhon.

### Site Requirements

Students must take initiative to identify the preceptor and the practicum site. To assist in the process, practicum learning goals and objectives 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

1. Identify a nurse preceptor that minimally holds a Master of Science in Nursing degree in the concentration/ population focus that the student is pursuing. A terminal degree in the pursued area of practice is preferred. Per state regulations, preceptor requirements may vary.
2. Practicum hours must be documented in Typhon within ten days of the clinical interaction. Failure to log complete data within ten days after a clinical day will result in the student losing their clinical hours/ time.
3. All forms must be completed (forms are noted later in this guide)
4. Student must submit all forms and documentation to Canvas/ Typhon as instructed by faculty by deadline.

5. Students may be required to complete additional onboarding per clinical site.
6. All degree concentration prerequisites must be met prior to engaging in any clinical experience.

### **Worksite Practica Experience Policy**

A practicum is a field-based project that provides an opportunity for a student to gain practical experience in a particular field of study. This means that a student's current employment duties at their work site will not qualify for practica experience. A student may not be paid for a practica experience. Students may complete their practicum with their current facility. *(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 their 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.

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 practica courses, students will begin to formulate and initiate their Capstone project that will be completed by the end of their student experience. Students are to choose an Evidence-Based project 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 gives you energy in the profession? Your faculty are available to help you with this process.
4. Within your chosen degree specialty and/or population focus, what improvements to evidence-based practice 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 work.

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 practica? 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?

### **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 review preceptor evaluations, however final grades will be based on the faculty's overall assessment of the student's performance.

### **Student Responsibilities**

1. Students work with Regent University to identify affiliated practica sites and preceptors.
2. Students must initiate approval of the Regent faculty for the identified preceptor.
3. 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.
4. Students must submit their log of practicum hours to Typhon and as directed by the course instructor.
5. 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).
6. The student is responsible to coordinate and maintain open communication between the faculty, preceptor, and student, inclusive of evaluations, scheduling, etc.
7. Any changes in schedule require a 24-hour notice.
8. Practica hours may not be obtained during scheduled university closures. (i.e., holidays and breaks.)
9. 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.
10. The student is responsible to collect the Preceptor Written Agreement and other documents as required by the Faculty and Practicum Setting.
11. Students are expected to maintain professionalism, competence, and open communication.
12. Student must comply with any facility requirements such as, but not limited to, background check, liability, insurance, drug screenings and immunization record requirements.
13. Students are expected to cover all costs related to travel or other expenses procured within the practicum.
14. 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.
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 an 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 students 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 expected to be onsite during these experiences, the identified preceptor is expected to be onsite overseeing all practica experiences. The preceptor will retain full responsibility for the care of all clients as applicable.

1. 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.
2. The Preceptor will provide necessary orientation, supervision, and guidance in the practicum activities of the student.
3. The Preceptor will maintain administrative and professional supervision of the student insofar as their presence affects the operation of the University and/or the direct/indirect care of clients.
4. 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.
5. 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.
6. Preceptor written agreements 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.

- Upload all pre-practicum documents into COMPLIO/Typhon.
- 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)
- Ensure your online Application for Internship, Practicum, Externship or Field Placement e-form has been submitted and approved.
- Select practicum learning goals and document them on MSN Practicum. Prospectus and Smart Goals are uploaded to applicable courses via Canvas.
- 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.
- Complete applicable paperwork.
- Confirm dates and plan the schedule. Submit proposed schedule to Canvas for faculty review.
- Upload Approved Practicum Site & Preceptor Request Forms into Typhon.
- Upload completed Complio Clearance with Expiration date into Typhon.
- Upload copy of RN license with expiration date into Typhon.
- Upload a copy of BLS with Expiration date into Typhon.
- 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.

## Typhon – Practicum Hour Clinical Logging System

This policy outlines the requirements and guidelines for all Master of Science in Nursing (MSN) students at Regent University regarding the use of the Typhon Practicum Hour Clinical Logging System for maintaining and demonstrating effective completion of the required patient care experiences applicable to their selected MSN specialty. The purpose of this policy is to ensure consistency, accuracy, and compliance with regulatory bodies while documenting clinical hours and experiences during the practicum.

### Policy Implementation:

1. Typhon System Adoption: a. All MSN students will be required to utilize the Typhon Program LLC, Practicum Hour Clinical Logging System to record their patient care experiences during the practicum. b. The adoption of Typhon aims to streamline the process of documenting clinical hours and maintaining comprehensive records of clinical experiences.
2. Mandatory Training: a. Before starting their practicum experiences, all MSN students must attend a mandatory training session on how to use the Typhon system effectively. b. The training session will be scheduled by the Nursing Department and conducted by experienced faculty members or authorized personnel familiar with Typhon.
3. Accurate and Timely Logging: a. MSN students are responsible for accurately logging their patient care hours in Typhon on an ongoing basis. b. All entries must be made promptly to ensure real-time tracking of clinical experiences.
4. Detailed Documentation: a. Students must maintain detailed records of their patient care experiences, ensuring that each entry includes relevant information such as the date, time, location, patient information (within privacy guidelines), and a brief description of the clinical encounter. b. It is the student's responsibility to ensure that all information entered in Typhon is accurate and complete.
5. Compliance with Regulatory Bodies: a. MSN students must adhere to the guidelines and regulations set forth by State Boards of Nursing and Licensing or Certifying bodies regarding the documentation of clinical hours. b. The use of Typhon is intended to aid in meeting these requirements effectively.
6. Privacy and Confidentiality: a. Students must exercise utmost confidentiality and adhere to all privacy regulations when documenting patient care experiences in Typhon. b. Patient identifiers should be handled in accordance with institutional policies and Health Insurance Portability and Accountability Act (HIPAA) guidelines.
7. Faculty Supervision: a. Faculty members overseeing the practicum will have access to the Typhon system to review student logs and provide guidance if needed. b. Faculty will also utilize Typhon to monitor student progress and ensure compliance with practicum requirements.
8. Support and Assistance: a. MSN students experiencing any technical difficulties or having questions related to Typhon should promptly seek assistance from the Nursing Department's administrative team or designated support personnel.

### Policy Review:

This policy will be reviewed on an annual basis by the Nursing Department to ensure its effectiveness and relevance to current regulatory standards. The policy will be communicated to all MSN students via the Student Practicum Handbook and other appropriate channels.

**General MSN Degree Plan  
Direct/Indirect Patient-Care Practica Hours**

Course Number	Total Practicum Hours (Minimum)
NURS 684	250
NURS 685	250
Total hours	500

**MSN-APRN Direct Patient-Care Practica Hours**

Course Number	Total Practicum Hours (Minimum)
APRN 780 / 787	250
APRN 781 / 788	250
APRN 782 / 789	250
Total Hours	750

**Practicum Requirements for the MSN Program**

In addition to the culminating practicum courses, a minimum of 500 -750 direct/ indirect patient-care practicum hours are to be completed throughout the program. Each of the below tasks are required (Pass/Fail) and may result in delayed progression through the student's Academic Degree Plan if not completed by the annotated deadlines.

Each student must accurately maintain a practicum case log for each practicum experience via Typhon. Each entry should (minimally):

1. Include all required fields (annotated on Typhon by the red arrow).
2. All the following should be recorded in the case log (when applicable to encounter): completed procedures, social problems addressed, any current medications reviewed, and any new medications prescribed during that specific encounter.
3. Clinical Notes section: address activities of the encounter, number of indirect care minus and number of direct patient care minutes, professional standard, program outcome, or personal objective accomplished and any additional information as required by course faculty. APRN students may be required to use this section for modified SOAP note documentation for patient encounters as directed by faculty.
4. 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.
5. Corrections as indicated by faculty feedback for Typhon logs to become approved.
6. All case logs must be submitted within 10 days of the practicum date, or the student will lose the hours associated with those case logs.

Each student must accurately document daily time logs via Typhon:

1. Time logs must match case logs documented in Typhon (you will see a red arrow on your dashboard screen next to the Time log section if these are not matching).
2. Time logs must be reviewed and approved by faculty.
3. Time logs must be completed within 10 days of the practicum experience date, or the students will lose the credit for those hours and will be required to make them up prior to the end of the course in order to continue to progress with scheduled Academic Degree Plan.
4. Time logs must be identical to the proposed schedule (submitted to Canvas as a pre-practicum activity, see checklist page 14).

Each student must complete an Attendance Log Sheet for each preceptor and clinical site:

1. Practicum site (agency name), date, time (duration of experience that day), duration of lunch (students must annotate a 30-minute minimum lunch break for any clinical day greater than 7 hours) and SIGNATURE of and credentials of preceptor for every day. This will be submitted at the end of the course and reviewed by faculty via Canvas.
2. The attendance log must match your proposed schedule (submitted in Canvas as a pre-practicum activity, see checklist page 14), time, and case logs (in Typhon) identically. Any changes from your proposed schedule must be approved by your course faculty prior to participating in alternative dates/times.

Each student must complete a Biweekly Evaluation form including:

1. Practicum site (agency name), date, time (duration of experience referenced on Biweekly Evaluation Form), a minimum of 3 strengths and weakness and a comprehensive plan for each weakness identified and SIGNATURE of and credentials of preceptor with comments as applicable. This will be submitted to Canvas and reviewed by the faculty.
2. If a student has not begun or participated in practicum when a Biweekly form is due, they should still complete and submit it annotating what they are doing independently to prepare for practicum experiences. Form to still be submitted in Canvas, faculty to review and provide necessary feedback.
3. If a student is with multiple preceptors during a Biweekly evaluation time period, a separate Biweekly Evaluation form must be completed for each preceptor including SIGNATURE and credentials of each preceptor.

Each student must complete a separate online Evaluation Form via Typhon link to EASI Evaluations for each preceptor utilized in a course and each clinical site:

1. All required fields (annotated on Typhon by the red arrow).
2. Evaluations are to be completed by deadlines annotated on Canvas and as reviewed by faculty.
3. Faculty will be automatically notified once this requirement has been completed. Documentation of this requirement is seen in Canvas gradebook.

## 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 their 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:
  - a. Reason(s) for the request.
  - b. Ways in which learning needs are not being met.
  - c. Attempts that have been made to resolve the problem(s).
3. 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.
4. 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 pursuing 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 Electronic Forms

- Form 1:**  **Application for Internship, Practicum, Externship or Field Placement**  
Student completes and submits for each proposed practicum site and preceptor. This process may need to be completed for multiple courses depending on practicum experience requirements of student's respective population focus and specialty.
- Form 2:**  **Typhon Practicum Case Logs**  
Student completes via Typhon software for each practicum encounter.  
Faculty reviews and approves appropriate case logs entered by deadline.
- Form 3:**  **Typhon Practicum Time Logs**  
Student completes via Typhon software for each practicum date at each practicum site and for each practicum preceptor (if multiple sites or preceptors are used in a single shift).  
Faculty reviews and approves appropriate time logs entered by deadline.
- Form 4:**  **Student Evaluation of Practicum Site (Mid-term and Final)**  
Student completes via Typhon software via e-mailed link for each practicum site  
Faculty reviews and annotates completed status via Canvas.
- Form 5:**  **Student Evaluation of Preceptor (Mid-term and Final)**  
Student completes via Typhon software for each practicum encounter  
Faculty reviews and annotates completed status via Canvas.
- Form 6:**  **Preceptor Evaluation of Student (Mid-term and Final)**  
Student completes via Typhon software for each practicum encounter  
Faculty reviews results and discusses with students as appropriate.

## Nursing Practicum Hardcopy Forms

- Form 1**            **Preceptorship Contract**  
Student completes, obtains necessary signatures, and submits as directed by course instructor.
- Form 2**            **MSN Practicum Prospectus and Student SMART Goals/Objectives**  
Student completes form, obtains necessary signatures, and submits as directed by course faculty via Canvas.
- Form 3a:**            **FERPA Handout and Form**  
Students provide *FERPA handout* (form 3a) to preceptor and collects preceptor signature on the *FERPA Acknowledgment form* (form 3b), and student submits through course assignments.
- Form 3b:**            **FERPA Acknowledgment Form**  
Students provide *FERPA handout* (form 3a) to preceptor and collects preceptor signature on the *FERPA Acknowledgment form* (form 3b), and student submits through course assignments.
- Form 4:**            **Proposed Schedule Form**  
Student completes form, obtains necessary signatures, and submits as directed by course faculty via Canvas (see pages 18-19 for further instructions).
- Form 5:**            **Biweekly Evaluation Form**  
Student completes form Biweekly while in course, obtains necessary signatures, and submits as directed by course faculty via Canvas. (see pages 18-19 for further instructions).
- Form 6:**            **Daily Attendance Log**  
Student completes form, obtains necessary signatures, and submits as directed by course faculty via Canvas (see pages 18-19 for further instructions).
- Form 7:**            **SoN Recording & Viewing/Listening Consent Form (Student)**  
Student signs and submits this form to their program faculty supervisor via Canvas.
- Form 8:**            **SoN Recording & Viewing/Listening Consent Form (Participant)**  
Students & Preceptor have form signed by those being recorded for purposes of program requirements. They are to retain that form as part of the medical record and submit the SoN Audio/Video Recording Consent Attestation Form to their faculty supervisor.
- Form 9:**            **SoN Recording Consent Attestation Form (Participant)**  
Students & Preceptor sign form and student submits to course faculty instructor attesting to completion of Form 11.
- Form 10 :**            **Nursing Student Fitness to Participate in Practicum Experience: Physical Exam Form**  
Student presents form to healthcare provider to be completed per directions on form and then submits to Complio. This may be required multiple times during a student's practicum courses based on student's Academic Degree Plan.

**FORM 1 | MSN - PRECEPTORSHIP CONTRACT**

I, \_\_\_\_\_ (preceptor) hereby agree to serve as preceptor to \_\_\_\_\_ (student) for the \_\_\_\_\_ term. I understand that this Regent University MSN 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**

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

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**Preceptor signature | Credentials | Date**


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**Student Printed Name & Signature | Date**


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**(Faculty Printed Name & Signature | Credentials | Date**

*Upload Preceptor's CV or resume with practicum forms*

**FORM 2 | MSN PRACTICUM PROSPECTUS AND SMART GOALS**

Regent University Course Number/Name: NURS/APRN/ _____ Student's Name:
Lead Course Faculty & email:
Faculty's Email Address:
Semester/Session:
Practicum Site/Agency:
Preceptor:

The practicum will be individually tailored individually 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 3 | FERPA INFORMATION & ACKNOWLEDGEMENT SIGNATURE PAGE****Family Educational Rights and Privacy Act (FERPA) of 1974**

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**

**FORM 3a | FERPA INFORMATION****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 their 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**

**FORM 3b | FERPA ACKNOWLEDGEMENT SIGNATURE PAGE**

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 their designee. Contact the Registrar's Office at 757.352.4094.
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 Canvas.

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*



**FORM 5 | Biweekly Evaluation Form**  
Regent University School of Nursing

Student: \_\_\_\_\_ Course Number: \_\_\_\_\_  
Faculty Facilitator: \_\_\_\_\_ Semester/Year: \_\_\_\_\_  
Preceptor Name: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_  
Preceptor Specialty: \_\_\_\_\_

Clinical Strengths Identified:

Clinical Weaknesses Identified:

Plans to Address Weaknesses:

Student signature and date: \_\_\_\_\_

Preceptor Comments (if applicable):

Preceptor signature and date: \_\_\_\_\_





**FORM 7 |****SoN RECORDING & VIEWING/LISTENING CONSENT FORM (Student)**

I hereby authorize Regent University (University), and those acting pursuant to its authority to:

1. Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium, alone or with others, in Regent nursing labs (“recordings”).
2. Use my name in connection with these recordings.
3. Use these recordings solely in the interest of the advancement of nursing programs and for the purpose of professional education or research and not for any other purpose reproduce, exhibit, or distribute in any medium.
4. Use recordings during the term in which they were made unless special permission is granted by me for later use in educational material and/or research.

I release the University and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use.

I understand that all such recordings shall remain the property of the University and that I shall receive no financial compensation for the use of such recordings. I also understand that I will not be penalized in anyway should I not agree to be recorded by execution of this Agreement. I understand that the recorded person (“the patient”) must be an adult who has sufficient capacity to provide informed consent in the State in which I reside.

**Participant** –By signing below I indicate that all of my questions about this recording and associated consent and release agreement have been addressed. I choose, voluntarily, to participate in this video recording and give my consent outlined in the associated release agreement.

**Student** – By signing below I certify that I have obtained informed consent for this video recording from a participant of legal age and decisional capacity to provide their consent. Furthermore, I also choose, voluntarily, to participate in this video recording and give my consent as outlined in the associated release agreement.

I have read and fully understand the terms of this release.

**Printed Name of Participant (student):** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Signature of Participant (student):** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Students: Please forward completed Consent forms to the NURS 310 Course Instructor prior to beginning your assignment*

**FORM 8 |  
SoN RECORDING & VIEWING/LISTENING CONSENT FORM (Participant)**

I hereby authorize Regent University (University), and those acting pursuant to its authority to:

1. Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium, alone or with others, in Regent nursing labs (“recordings”).
2. Use my name in connection with these recordings.
3. Use these recordings solely in the interest of the advancement of nursing programs and for the purpose of professional education or research and not for any other purpose reproduce, exhibit or distribute in any medium.
4. Use recordings during the term in which they were made unless special permission is granted by me for later use in educational material and/or research.

I release the University and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use.

I understand that all such recordings shall remain the property of the University and that I shall receive no financial compensation for the use of such recordings. I also understand that I will not be penalized in anyway should I not agree to be recorded by execution of this Agreement. I understand that the recorded person (“the patient”) must be an adult who has sufficient capacity to provide informed consent in the State in which I reside.

**Participant** –By signing below I indicate that all of my questions about this recording and associated consent and release agreement have been addressed. I choose, voluntarily, to participate in this video recording and give my consent outlined in the associated release agreement.

**Student** – By signing below I certify that I have obtained informed consent for this video recording from a participant of legal age and decisional capacity to provide their consent. Furthermore, I also choose, voluntarily, to participate in this video recording and give my consent as outlined in the associated release agreement.

I have read and fully understand the terms of this release.

**Printed Name of Participant / Guardian:** \_\_\_\_\_

**Signature of Participant / Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name of Student:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(This form is to remain on file with the Practicum site)

**FORM 9 |  
SoN RECORDING CONSENT ATTESTATION FORM**

**Practicum Site Name:** \_\_\_\_\_

**Site Preceptor Name:** \_\_\_\_\_

**Practicum Student Name:** \_\_\_\_\_

The above-mentioned Regent University School of Nursing practicum student and site preceptor attest that the client/patient/participant (or parent/guardian if a minor) signed a SoN Recording & Viewing/Listening Consent Form for the interaction(s) recorded on \_\_\_\_\_ date(s) listed below and that this form is on file with the above-mentioned practicum site.

**Printed Name of Student:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name of Site Preceptor:** \_\_\_\_\_

**Signature of Site Preceptor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FORM 10 |****Nursing Student Fitness to Participate in Practicum Experience: Physical Exam Form**

Students must have an annual health/physical exam while participating in all Nursing Program practica experiences. If you are not current with this requirement, you will not be allowed to attend your practica courses until you are in compliance. This may result in the need to take the course at another time and not progressing in your program of study.

**Instructions:** This document should be reviewed during a scheduled appointment and signed by a Physician, Physician's Assistant, or Nurse Practitioner. It shall be provided to the nursing program via the Complio database. This report shall indicate that the student does not have any health condition(s) that would create a hazard to themselves, employees, or patients (Title 22). **NOTE: *Nursing students who have a condition (impairment) that could interfere with the performance of their essential duties, should connect with the University Disability Services to determine what accommodations would be reasonable in a clinical setting.***

**Provide the Following Information to your Healthcare Provider:****1. Essential Duties to Meet Clinical Requirements**

To enter into and to complete the nursing program, students must be able to meet the emotional and physical requirements of the School of Nursing and the agencies in which students are placed for clinical. Students and faculty are to work with Student Disability Services to determine what accommodations would be reasonable in a clinical setting to meet these requirements.

**2. Emotional Requirements**

The student must have the sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

**3. Physical Requirements**

In order to participate in Regent University's Nursing Program, students are required to travel to agencies and hospitals, and to homes with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. The following physical requirements are necessary to participate in the clinical application courses in nursing:

- a. **Strength:** Sufficient strength to lift, move and transfer most patients; to restrain and carry children; to move and carry equipment; and to perform CPR, which requires sufficient body weight and adequate lung expansion.
- b. **Mobility:** Sufficient to bend, stoop, get down on the floor; combination of strength, dexterity, mobility and coordination to assist patients; ability to move around physically and adequately in confined spaces (patient rooms, bathrooms, treatment settings, around patient equipment, etc.). Be able to perform all physical skills required to deliver patient care such as CPR, ambulation, transport, reposition, lifting, and other nursing duties.
- c. **Fine Motor Movements:** Necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write appropriate notations; to document in health record; to perform sterile procedures and other skilled procedures.

- d. **Speech:** Ability to speak clearly in order to communicate with staff, physicians, and patients; need to be understood on the telephone.
- e. **Vision:** Visualize patients in order to assess and observe their health status; skin tone, color changes, dermatological conditions, non-verbal behaviors, changes in signs and symptoms of illness, health improvement or deterioration, etc.
- f. **Hearing:** Hear and see patients, monitor signs and symptoms, hear alarms, patient voices, call lights, and assess patient conditions, non-verbal behaviors, changes in signs and symptoms of illness, health improvement or deterioration, hear through the stethoscope to discriminate sounds, and accurately hear on the telephone.
- g. **Touch:** Ability to palpate both superficially and deeply and to discriminate tactile sensations.



<b><u>Printed Name of Healthcare Provider:</u></b>	
<b><u>Provider Number:</u></b>	
<b><u>Provider Phone Number:</u></b>	
<b><u>Date of Exam:</u></b>	