



Department of Nursing
Clinical
Practicum/Residency
Handbook
2022-2023

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WELCOME

Congratulations! You have completed your core courses and are now about to embark on your clinical course/residency journey. Like all journeys, there are roadmaps (we call them policies and procedures) to follow. The purpose of this clinical manual is to provide information that will help the student achieve successful clinical/residency experiences.

Goals of the Clinical/Residency Experience

1. Use the clinical experience to apply theory to practice.
2. Collaborate with an experienced clinician to acquire the requisite clinical and critical thinking skills.
3. Develop knowledge of the educational, financial, and administrative aspects of primary health care practice and selected health care institutions.
4. Provide opportunities for collaboration with other disciplines in the provision of health care services.

Securing a Clinical/Residency Site

The clinical site population should reflect the population under study in the corresponding didactic courses. In selecting a clinical site, first meet with the Director of Clinical Education by mid-semester in the semester before taking the course. Consult the list of approved clinical sites available from the Director of Clinical Education or give the name of the potential clinical site to the coordinator. The Director of Clinical Education can consult the affiliation agreement (contract) data base to determine if the site has an agreement (contract) with the site. Review your goals, strengths, and weaknesses. Discuss your ideas for clinical or residency sites and potential preceptors with the course faculty and Director of Clinical Education. If needed, meet with your clinical faculty/clinical site/residency supervisor again for assistance.

The procedure for securing a clinical site entails several actions:

1. Contact the preceptor you would like to work with. This may be someone you already know or may be from a preceptor list from your course instructor/Director of Clinical Education. Purchase of Typhon is mandatory for FNP students and will be bought online. The Director of Clinical Education will send an invitation with directions/tutorial for eValue/Typhon.
2. Make sure that the preceptor's specialty is the same as the subject of the clinical course. For example, the Young Family in Health and Illness course (NURS 8120) student should be precepted by a Nurse Mid-wife, a Women's Health Nurse Practitioner, a Family Nurse Practitioner, an Obstetrician, or a pediatrician. For CNS and Nurse executive students, the preceptor's specialty should match the specific course focus.
3. Once the preceptor agrees to work with you, notify the Director of Clinical Education. The Director of Clinical Education will communicate with the chosen preceptor to determine what paperwork the site requires and inform the site what paperwork is required by GSU.
4. An affiliation agreement (contract) must be signed by the authorized person at the chosen clinical site. The student does not communicate further with the preceptor until the affiliation agreement process is completed. The student, course instructor, and the Director of Clinical Education will work as a team to problem-solve issues which occur during this process.
5. The Dean's Office personnel will obtain the necessary signatures and forward the affiliation agreement to the university's attorney's office where it will be filed. A copy will be sent to the designated person at the clinical site.

Preparation for Clinical

Before the student can begin clinical hours, several items have to be in place:

1. All Mandatory Documents must be completed and uploaded in Castle Branch Clinical Tracker. (1) Semester before clinical begins. See Castle Branch Website <https://www.castlebranch.com/sign-in> For Clinical Requirements. There is a fee of \$40.00
2. The Mandatory Drug test must be completed.
3. Orientation to the Clinical or Practicum Site must be completed.
4. Other required paperwork must be submitted, collected or uploaded (CPR card, Standard Precautions, HIPPA review form, Malpractice insurance, and Criminal Background Check).

If CastleBranch Clinical tracker is not complete, the student will not be permitted to attend clinical.

Preceptor Qualifications - *Preceptor qualifications depend upon the focus or specialty concentration of the student:*

Family Nurse Practitioner students, preceptors may be Nurse practitioners or Nurse Midwives who are actively engaged in clinical practice. They are required to hold a minimum of a clinical master's degree with at least one year of clinical experience. The preceptors also need to be recognized as an APRN in their practice state with prescriptive authority OR recognized as an APRN meeting federal guidelines (such as in VA clinics, the military, and US Public Health Service Corps). Family Nurse Practitioner students may also utilize licensed MDs / DOs in active clinical practice.

Clinical Nurse Specialist students work with Clinical Nurse Specialists, Nurse Educators and Nurse Executives, depending on their coursework. The Clinical Nurse Specialist preceptor must have a minimum of a clinical master's degree and be licensed as an advanced practice nurse. There may be some states that do not require Clinical Nurse. Specialists to be licensed. That is acceptable, if the student is doing clinical practice in that state. Nurse Educator and Nurse Executive CNS Preceptor should have a minimum of the master's degree in their specialty and the requisite experience. Certification is preferred.

Nurse Executive & Innovative Leadership students will need to work with a preceptor who has experience as a nurse administrator in a health care institution. Some examples include Clinical Department Director/Supervisor, Chief Nursing Officer, Quality Assurance Director, and Vice-President of a specialty area. The preceptor must have a minimum of a master's degree in nursing. The preceptor is required to have two years of experience as a nurse leader. Certification is preferred.

Doctor of Nursing Practice residency supervisors should have a doctorate or (at a minimum) a master's in nursing degree. They should have experience in the specialty role the student has chosen. Their position should be at a higher level than the student currently has experience with. For example, a dean, director, or vice-president for nursing may be chosen.

Certification: In order to practice as a Clinical Nurse specialist or FNP graduates must take a certification exam given by ANCC or AAN-CB. In the state of Illinois certification is require of obtain an advance practice nurse

Preceptor Interview

When the clinical placement is approved by all parties, and the affiliation agreement is in place, the student will want to meet with the preceptor to do an interview. The course syllabus and the clinical and course objectives of the student are discussed in the meeting. The purpose of the interview and discussion is to determine if the preceptor/student arrangement is workable for both sides.

Responsibilities of the Preceptor

1. Work with the course instructor to support student success in the practicum.
2. Orient the student to the facility.
3. Design experience situations.
4. Provide constructive feed-back to the student and course instructor.
5. Verify student hours with a signature.
6. Communicate with the course instructor any problems that need to be attended to.
7. Evaluate the student at midterm and final.
8. Provide an opportunity/ (opportunities) to improve performance if necessary.
9. The course instructor will be available via telephone or e-mail to discuss any issues and to provide support/consultation to the preceptor.

Responsibilities of the Student

1. Arrive at the clinical site on time.
2. Adhere to the schedule agreed upon with the preceptor and/or site administrator.
3. Dress appropriately professional: No jeans, flip-flops, high heels, no long or fake nails. Wear a lab coat and GSU patch with identification as a GSU student.
4. Maintain good hygiene.
5. Complete all assignments in a timely manner and to the satisfaction of the preceptor/clinical course instructor.
6. Meet with the preceptor and the GSU site faculty.
7. Communicate appropriately with patients and site personnel.
8. Complete and submit required documents to the appropriate person(s)/computer systems.

Civility Policy/Statement

Civility Statement As outlined in its Mission Statement, “Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills, and confidence to succeed in a global society.” The faculty, staff, and students of Governors State University, as members of the university community, can expect to be treated with respect and consideration and are expected to treat others similarly.

All members of the community must treat other members with civility and respect while recognizing that disagreement and informed debate are valued in an academic community. Demeaning, intimidating, threatening, or violent behavior, either in verbal or written form, that affects the ability to learn, teach, or work in the university community are unacceptable and violate Governors State University’s standards for civility and respect.

Individuals covered by this statement include all members of the Governors State University community (*faculty, staff, and students*). Contractors and vendors of Governors State University, as well as visitors to the campus, are also expected to comply with the requirements of this statement.

RESPONSIBILITY TO ACT A member of the community who is involved in or is a witness of behavior on campus that imposes imminent danger to people or property should immediately contact the Department of Public Safety (DPS). In nonemergency situations that do not involve imminent danger, contact a supervisor, division/department chair, dean, the Department of Human Resources, the Office of the Provost, or the Office of the Dean of Students for advice on the proper course of action, or to make a complaint.

Red Campus Phones	Direct line to DPS
Yellow Campus Phones	Red button provides a direct line to DPS
Campus Phones	(Emergency) Dial 911
(Non-Emergency)	Dial 4900
Non-Emergency (Non-campus Phones)	Dial 708.534.4900
Office of the Dean of Students	Dial 708.235.7595
Human Resources	Dial 708.534.4100

A university community member who has violated the statement may be subject to disciplinary action, up to and including separation from the university, consistent with established disciplinary procedures. Non-compliant behavior by contractors, vendors, or visitors may lead to removal from the campus, at the discretion of Governors State University.

Preceptor Evaluation (by Student)

The student and the preceptor evaluate each other. Therefore, evaluations are completed by the end of the clinical practicum and shared with the preceptors. Evaluations are then turned-in to the Director of Clinical Education or course instructor and or uploaded onto eValue/Typhon.

Preceptors may also request paperwork/forms to verify to their certification agency that they have precepted a student.

Preceptor Evaluation (of the student)

Preceptors will be given a form to evaluate the student. The clinical instructor and the preceptor should discuss the student's performance. This is done in conjunction with the instructor observing the student at the site at least once during a semester. A midterm and final evaluation is required. The official grade is submitted by the course instructor. Both the clinical and didactic classes must be passed to progress to the next classes.

Evaluation of the Clinical Site

In addition to the student's evaluation of the preceptor, the student should do an evaluation of the clinical site. This information will help the faculty and Director of Clinical Education of Nursing in determining which clinical sites are appropriate for the student clinical experience.

Scheduling of Clinical Hours

There are prescribed clinical hours for all the concentrations within the master's and doctoral programs. Refer to the course syllabus and check the certification organization for your specialty for specific requirements. Clinical hour requirements vary for the MSN FNP and CNS tracks, the minimum is 500 hours for certification. Clinical hours for each class in these specialties vary, consult the course syllabus for more information. The clinical hours for the Nurse Administrator/Nurse Executive specialty is 135.0. The clinical hours for the DNP are 1000 hours. FNP and Post-Masters Certificate 540 hours are required. However, if the student has a clinical MSN the requirement is a minimum of 500 clinical hours. The clinical hour's requirement is subject to change depending on changes in the appropriate nursing organizations.

1. Clinical practicum hours are to be scheduled at the convenience and the availability of the preceptor. Students are not to ask preceptors to conform to a schedule that meets the student's personal and employment needs.
2. The student's personal and work schedules are expected to accommodate the required number of clinical hours prescribed by the clinical course.
3. Prior to beginning the practicum experience, students and preceptors need to agree on the days and times that the student will be in the clinical agency. Any changes need to be discussed ahead of time and confirmed by the preceptor. The instructor and Director of Clinical Education must be informed.
4. Once the scheduling is agreed upon, the student obtains the preceptor's vita or resume and forwards it to the course instructor or specialty program coordinator. The student also is responsible for delivering the preceptor packet to the preceptor.

Documentation of Clinical Hours/Activities

A clinical log is kept by the student to document clinical hours and activities. Each hour/activity is signed by the preceptor and reviewed by the clinical instructor. It is the student's responsibility to maintain documentation of clinical hours and to obtain the preceptor's signature at the appropriate time.

Frequently Asked Questions (FAQs)

When can I register for the first clinical/residency course?

You can register for your first clinical course when all of your core courses are completed satisfactorily. Consult your study plan and your advisor if you have questions or concerns.

When should I begin my activities to plan for and secure a clinical/residency site?

You should work with the Director of Clinical Education to plan and secure a site about one (1) semester before you start clinical.

How long will this process take?

Usually 4-6 weeks. However, if there is no affiliation agreement (contract) with the agency, it could take much longer.

What happens if my clinical/residency placement falls through?

Notify the clinical/residency course instructor and the Director of Clinical Education immediately and work with them to find a new site. These are the appropriate people to notify and discuss any problems occurring at the clinical site. If the issue is compatibility with the site personnel, the Director of Clinical Education and the course instructor will work with you to find a replacement. However, replacement is not guaranteed for the same semester.

What happens if an agreement cannot be reached with my first selection?

The Director of Clinical Education and course instructor will work with to find an alternative site. This may result in making up clinical hours.

What happens if there is a delay in arranging my site placement?

You may have to start clinical later than planned and do more clinical hours in a shorter time than planned.

Who fills out and sends the various verification forms to certification agencies, state boards of nursing, and Doctor of Nursing practice programs?

You can find verification forms for certification agencies at their respective websites. After you fill out your information on the form, the verification information will be filled out by the program coordinator or the Department of Nursing Chairperson. Consult the department secretary for further instructions if necessary.

Clinical Requirement

The completion and documentation of at least five hundred (500) face to face clinical hours or more are a requirement for completion of the Family Nurse Practitioner and the Family Nurse Practitioner Certificate programs. The other 40 hours could be direct patient care or can be used as indirect patient care hours i.e., FNP related conferences, workshops. The total hours for the FNP program completion are 540 hours.

Family Nurse Practitioner Post Master's Certificate Program

The certificate program requires at least 500, faces to face clinical practicum hours or more. The other 40 hours could be direct patient care or can be used as indirect patient care hours i.e., FNP related conferences, workshops. The total hours for the FNP program completion are 540 hours.

The Post-Master's degree must meet national standards for nurse practitioner practice and certification. Students can have up to three preceptors or clinical sites in a semester. If a student does not have a selected clinical site placement by the third week of school, the student is encouraged to withdraw from the course. Students are encouraged to discuss clinical site situation with clinical instructor to make an informed decision on next course of action if the student does not have a clinical placement by week three in the semester.

Student Requirements

To be enrolled in the nursing program, students must fulfill the requirements of the University, the Nursing Program, and the agencies used for practicum within the nursing program. Appendix A is a timetable for submitting documentation of nursing program requirements.

All students must have current requirements on file one semester AHEAD to register for any course in the nursing program. Documentation of requirements should be uploaded in Castle Branch. Students are required to upload in Castle Branch the following documents:

- RN license in the state you will complete your clinical rotation
- CPR-BLS certification
- Tuberculosis skin testing or QuantiFERON gold test
- Chest x-ray (for positive tuberculosis skin testing or QuantiFERON test)
- Annual personal, professional liability insurance
- Health insurance
- Annual 10-panel urine drug screen
- Yearly flu vaccine or declination
- Tetanus status
- Covid vaccine status
- Facility Orientation form
- Student Resume

- GSU Acknowledgement form
- Titer reports (mumps, measles, rubella, and varicella)
- Hepatitis B immunization or positive antibody titer
- Annual health physical must use GSU physical form only.
- Annual Citi training on Bloodborne Pathogen, infection control, and OSHA (Occupational Safety and Health Administration).
- Malpractice insurance 2 million per incident/6million aggregate coverage active. Students MUST submit a photocopy of renewed coverage on the anniversary of the date that coverage expires, showing inclusive dates.

Failure to have all requirements on file 90- days prior to your clinical may impact the student's ability to continue in the program. Students are responsible for all costs related to these requirements.

Preceptor/Residency Supervisor Requirements:

1. A Family Nurse Practitioner Master's degree, or an MD/D.O. (Family Practice Provider)
2. Excellence in specialty
3. One year or more experience at facility and practice
4. Outpatient or clinic setting

Clinical Practicum Placement

Students are to submit a clinical site request form to the university Nurse Advisor and Director of Clinical Education. After the Nursing Advisor approved clinical site request form, the Director of Clinical Education initiates clinical placement. The student should email the clinical instructor for clinical objectives and requirements before meeting with the preceptor/residency supervisor.

Student's requirements for clinical placement:

1. Obtain information on the requirements of the chosen clinical site for approaching potential preceptors from the Director of Clinical Education. The Director of Clinical Education determines if the student is allowed to approach the potential preceptor directly or if the contact person is someone other than the preceptor at a particular institution.
2. Complete Clinical Site Request forms each term for the clinical site. The student is required to meet with the current instructor or Program Coordinator to create clinical objectives to present to the preceptor, designating the goals of the practicum. The preceptor, student, and faculty may consult with each other to modify the objectives if necessary (see above).
3. Once the procedure for approaching a potential preceptor is approved, the student makes an appointment for an interview.
4. Establish dates and times for clinical hours with the preceptor and the course instructor.
5. Attend facility orientation or onboarding process. Upload all facility orientation or onboarding paperwork into CastleBranch designated area.
6. Attend periodic conferences with the preceptor and clinical faculty
7. Document the clinical hours on a Clinical Summary Log form must be signed by the preceptor and course faculty. Upload the Clinical Summary Log in Typhon in the external area using the drop down "Clinical Summary Log.". Students using eValue will have preceptor electronically sign off hours each day you attend clinical.
8. Complete Clinical Site Evaluation and Preceptor Evaluation in Typhon using the EASI Evaluations tab. Midterm and Preceptor Evaluations are uploaded in Typhon Eternal area using the drop-

- down 'Preceptor Clinical Evaluation.
9. Students using eValue the Clinical Site Evaluation and Preceptor Evaluation will populate on your home page.
 10. The student has acquired Castle branch Clinical Document Tracker and uploaded all required documents.
 11. The student has received a Clinical Clearance Letter for the current semester.

Electronic Document Systems used in Family Nurse Practitioner Practicum:

Castle Branch: GSU Nursing Portal Link: <https://portal.castlebranch.com/GO05>. Castle Branch is the most secure document manager to upload student sensitive documents. Student will use the GSU Nursing Portal Link: <https://portal.castlebranch.com/GO05> when initiating the Castle Branch website. Students can share documents with the clinical site or work or a potential employer securely. Castle Branch will keep track of sites when your records are viewed. Students are to maintain documents by keeping updated or face exclusion from the clinical site once the document reaches a 30-day renewal period in Castle Branch. Failure to have all requirements on file may impact the student's ability to continue in the program. Students are responsible for all costs related to these requirements.

CastleBranch Codes:

CastleBranch Codes:			
Package Code	Includes		Additional Information
Initiating the CastleBranch website for the first time https://portal.castlebranch.com/GO05	This code is for GSU Nursing Department only.		
GO01im Must Purchase	Medical Document Manager	43.00	A onetime fee of 43.00 to monitor clinicalMandatory documents
GO01 Use this code if this is your first time purchasing from CastleBranch	Combined Package: Criminal Background & drug test Statewide Criminal IL Nationwide Sexual Offender Index Drug Test Nationwide Patriot Act Residency History	\$61.00	If any counties appear outside of the state of Illinois within the past 7 years from the Residency History search, that county will cost \$16.00 per additional county search.
GO01dt	Drug Test Only	\$40.00	
GO01re	Only, Statewide Criminal IL Nationwide Sexual Offender Index Residency History P Nationwide Patriot Act	\$14.00	This package is for students that require re-checks only. There will be no additional charges.

EValue

E-value begin in the Fall 2020 with the new FNP starting course in 8221. EValue is a comprehensive software solution to help nursing programs manage changing accreditation requirements, demonstrate core competencies throughout their core curriculum and student clinical experiences, and improve learning outcomes. Students use case logs and time logs to enter experiences. Create calendars of student events & rotations, and optionally allow requests for preference-based scheduling. Students can create and customize their own multi-page portfolio website to showcase their experience-an invaluable tool for seeking employment after graduation! To gain access to system email and Director of Clinical Education.

Typhon

Typhon will continue until the last student has graduated approximately in 1 year.

Typhon is a comprehensive software solution to help nursing programs manage changing accreditation requirements, demonstrate core competencies throughout their core curriculum and student clinical experiences, and improve learning outcomes. Students use case logs and time logs to enter experiences. Create calendars of student events & rotations, and optionally allow requests for preference-based scheduling. Students can create and customize their own multi-page portfolio website to showcase their experience as an invaluable tool for seeking employment after graduation! To gain access to the system email contact the Director of Clinical Education.

Annual Follow-up

Following an initial negative 2-step tuberculin skin test, a single tuberculin skin test (PPD) must be obtained, or Mantoux or QuantiFERON Blood Test, and documentation must be provided in order to remain enrolled. After a positive skin test, a chest x-ray is not required after an initial chest x-ray if no symptoms are present. A yearly symptom assessment from a private health care provider must be provided that indicates that a student has been assessed for symptoms of tuberculosis and that a chest x-ray is not currently warranted.

Insurance Coverage

Student Health Insurance Coverage

The Department of Nursing supports health promotion and as such, believes that all students must have personal access to health care. All students enrolled in the nursing program must carry health insurance, either through employment, spouse, or personal purchase throughout enrollment in the nursing program. Evidence of current health insurance must be uploaded in the Castle Branch. Failure to have health insurance uploaded in Castle Branch may impact the students' ability to continue in the program.

Personal Professional Liability Insurance

All nursing students must acquire and maintain personal professional liability insurance in the amount of at least **\$1,000,000 per claim and \$6,000,000 aggregate**. *FNP students must be insured by an FNP student policy.* Coverage obtained through a place of employment will not satisfy this requirement. Evidence of personal professional liability insurance (students need to upload into Castle Branch showing **dates of coverage**) must be presented to the Department of Nursing Office upon admission and at renewal. Failure to have personal professional liability insurance uploaded to Castle Branch may impact a student's ability to continue in the program.

Universal Precautions Training

To eliminate or minimize occupational exposure to all blood borne pathogens, all nursing students are required to follow universal precautions by Federal Law: Occupational Safety and Health Administration (OSHA) Part 1910:1030. All students enrolled in the Nursing Program are required to complete an educational program on blood borne pathogens and universal precautions yearly. Documentation on completion of this requirement must be uploaded in Castle Branch annually.

Communicable Disease Policy

The Department of Nursing seeks to minimize the risk of occupational exposure to communicable diseases, including Hepatitis (HBV) and the human immunodeficiency virus (HIV), for its students, faculty, and patients/clients. The Department of Nursing provides the following information regarding the possibility of occupational exposure to communicable diseases, including HBV and HIV, to students enrolled in the program. The Department of Nursing will not request an individual's HIV status during the admissions process. If a student informs the program that he/she is HIV positive, reasonable academic adjustments will be made if needed. A student who knows that he/she is HIV positive or believes he/she is a "high risk" for HIV transmission is ethically responsible to consider the risk of transmitting HIV to the patient/client during invasive procedures. The same is true for exposure to COVID-19, see GSU's response to COVID-19 here: <https://www.govst.edu/COVID-19/>.

Upon admission, the student will be required to sign a form acknowledging that he/she has been informed of, and understands, the risk of exposure to communicable diseases in the clinical setting. Any student who refuses to sign the acknowledgement form may be terminated from the nursing program. All students are expected to care for any patient/client regardless of HBV and/or HIV status. A student who Refuses to care for a patient/client who is known to be HIV positive and/or HBV positive may be terminated from the nursing program.

Students who have a diagnosed immunosuppressed condition, open wounds, or who are pregnant, will be exempted from caring for patients who are known to be HIV positive and/or HBV positive. Some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions.

Student Exposure to Blood-Borne Pathogens

While needle stick is the most obvious incident, any specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials is considered an exposure incident and should be reported. When an exposure incident occurs, students must follow specific Occupational Safety and Health Administration (OSHA) standards. In the clinical setting, all students will practice Universal Precautions in accordance with the current Centers for Disease Control and Prevention (CDC) guidelines and will adhere to the policies of the clinical site as well. If a student is exposed to blood or other body fluids of a patient/client, an incident report for both the clinical site and Governors State University Department of Nursing must be completed.

The student must immediately notify the faculty supervising the clinical experience and the clinical site. Faculty members shall notify the chair of the Department of Nursing and follow-up with the Infection Control nurse (or other appropriate personnel) at the clinical site, in any incidents involving a student.

The policies of the institution where the exposure occurred and/or the CDC Guidelines and OSHA

Standards shall be consulted and followed. The student is strongly encouraged to immediately obtain HIV and HBV testing to establish zero-negativity. Testing should be repeated at six weeks, three months, six months, and one-year post-exposure. The nursing program or the institution will suggest follow-up counseling referrals for students exposed to blood or body fluids of a patient/client.

Clinical Practicum Policies

Agency Drug Testing

Some clinical agencies used by the Department of Nursing have policies regarding drug testing which allow these agencies to request drug testing of employees, volunteers, and students. In addition, the Department of Nursing fully supports the Governors State University Student Code of Conduct, which prohibits alcohol or drug abuse. [\[Student Handbook\]](#)

To protect patients/clients and other students, the nursing program will request drug testing to meet agency requirements. These drug screens will be at the student's own expense. If a student has a positive drug test, there will be an immediate referral to the Dean of Students. The student will be unable to continue within the nursing program (clinical or course work) and criminal charges may be filed, as described in the Student Handbook. If a student refuses to participate in required agency drug screening, the student may be dismissed from the nursing program. Forms available through Caste Branch.

Agency Background Checks

All students are required to have criminal background checks prior to the start of their clinical practicum. Criminal background checks are done by a professional company. Information may be obtained from practicum faculty and Director of Clinical Education. Students are required to pay for the background check.

Influenza Immunizations

Some clinical sites may also require proof of influenza immunization.

Transportation

The nursing program seeks to provide optimal clinical practicum experiences. In providing clinical practicum experiences, it may be necessary to acquire clinical sites that are outside of the GSU immediate geographic area. Each student is responsible for providing reliable, personal transportation to and from clinical practicum experiences.

Student Attire

Student attire will be governed by the clinical setting. Faculty will inform students of any special requirements concerning attire, security badges, etc. In some situations, students will wear a full-length white laboratory coat, bearing the GSU nursing patch on the left shoulder sleeve. The laboratory coat is worn over appropriate street clothes. No blue jeans, sweatpants, sweatshirts, scrub suits, sneakers, jogging shoes, or boots are allowed.

Nursing Patch

The Governors State University nursing patch is purchased by the student at the university bookstore. The patch is to be securely sewn **to left shoulder sleeve** of a full-length laboratory coat worn for clinical practicum.

Clinical Agency Requirements

Students are expected to comply with clinical agency requirements at the facility at which they do their practicum.

Clinical Site Safety Issues

The students may be required to visit clients or organizations in a variety of areas, and it is the responsibility of the student to review issues of street safety. All nursing students are required to follow the procedures and guidelines listed below when making community visits:

- Clinical hours are negotiated with the clinical site. Some agencies may require clinical activities that extend into the early morning/evening. Be aware of this need for flexibility in your clinical schedule and make adjustments as needed.
- Never take a client/patient anywhere in your personal car.
- Be sure you know where you are going before setting out; obtain a detailed map of the area and plan the route.
- Let the client know when to expect your visit, if appropriate.
- Do not wear expensive clothes or jewelry.
- Park near your destination and be aware of your surroundings.
- If there are concerns or issues with the site, please notify your instructor.
- Additional issues and/or guidelines may be provided by the instructor.

Clinical Practicum Faculty

Faculty Member/Professor

The GSU nursing faculty member carries the responsibility for overall leadership, coordination, and supervision, and evaluation of the designated practicum. The primary functions of the faculty member/professor are as follows:

- Along with the Director of Clinical Education select or assist the student to select the sites for graduate student clinical.
- Approve the clinical site.
- Select or assist the student to select the preceptor who will cooperate with the university.
- Interpret the practicum experience to the health care agency and/or the prospective adjunct clinical faculty.
- Coordinate and communicate schedules, deadlines, and other information in fulfilling the practicum goals.
- Supervise and evaluate the graduate student's development, progress, and overall performance.

- Arrange for periodic conferences with the graduate student and the preceptor (if applicable), as needed.
- Prepare evaluation criteria and provide the criteria to the students in writing.
- Provide feedback after observation of the student's performance of a clinical assignment.
- Serve as liaison during the practicum experience that involves a preceptor.
- Along with the Director of Clinical Education, assist students to obtain affiliation agreements between clinical agency and GSU.

In addition to university faculty, two categories of clinical agency personnel may be involved in student clinical learning experiences. These roles are preceptor/residency supervisor and clinical resource person. Following are the requirements, roles, and responsibilities ascribed to these positions.

Preceptor/Residency Supervisor

Requirements:

- Registered Nurse – depending upon program/degree of the student, the preceptor/residency supervisor must have a Clinical Nursing Master's degree, a Family Nurse Practitioner Master's degree, Nursing Administrative Master's degree, or a MD/D.O.
- DNP students consult with the faculty for requirements for the residency supervisor.
- Excellence in specialty area chosen by student

Roles/Responsibilities:

- Meet with the graduate student prior to the beginning of the practicum.
- Discuss the graduate student's clinical objectives for the practicum.
- Plan the activities needed to meet the clinical objectives with the student.
- Orient the nursing staff to the graduate student's purpose and objectives for the clinical experience.
- Review appropriate materials with the student.
- Assist the student in developing and using self-evaluation techniques.
- Participate in three-way evaluative conference(s) attended by student, professor, and the adjunct clinical faculty regarding the student's progress.
- Notify course professor immediately of any concerns.

Clinical Resource Persons

Requirements:

- Registered Nurse, preferably with a B.S. or M.S. in nursing or an MD/ D.O.
- Competency in specialty area or leadership role or higher at clinical site.
- Competency in specialty area or leadership role

Roles and responsibilities:

- Meet with the student prior to the beginning of the practicum.
- Discuss the student's clinical objectives for the practicum experience.

- Orient the nursing staff to the student's purpose and objectives for the clinical experience.
- Participate in conferences with the student and the course professor as needed regarding student progress.
- Facilitate contacts with other appropriate resource people.

Clinical Practicum Placement

clinical experiences are faculty-supervised, and the faculty will determine student placement. See Clinical Handbook for more specific information.

In Clinical courses students submit clinical objectives in their specialty area to the university faculty. After the objectives are finalized and approved, the university faculty initiates placement procedures with the appropriate personnel or director. The student takes a copy of the student's objectives, professional resume, and teaching plan to the preceptor/residency supervisor on their initial practicum meeting.

Students

1. Obtain information on the requirements of the chosen clinical site for approaching potential preceptors. Determine if the student is allowed to approach the potential preceptor directly or if the contact person is someone other than the preceptor at a particular institution.
2. Once the procedure for approaching a potential preceptor is approved, make an appointment for an interview.
3. Create clinical objectives to present to the preceptor which would accomplish the goals of the practicum. The preceptor, student, and faculty may consult with each other to modify the objectives if necessary (see above). Present the course syllabus to the preceptor.
4. Provide information regarding clinical contract/affiliation agreements to the course faculty member who will forward them to the Director of Clinical Education and the administrative assistant for affiliation agreements.
5. Establish dates and times for clinical hours with the preceptor and the course instructor
6. Document the clinical hours in a log signed by the preceptor and course faculty
7. Attend periodic conferences with the preceptor and faculty
8. Complete and hand-in and submit to the appropriate computer program (Typhon, E-value) evaluations of the clinical experience.

STEPS PRIOR TO STARTING CLINICAL/PRACTICUM

1. First step, Select your “**Preceptor**”. Not Sure where to start Review your Study Plan.
2. Preceptor must met the guidelines of your Concentration. See *Clinical handbook for more details on Preceptor requirements. Be sure to discuss the clinical site and preceptor you have in mind with your Program Coordinator or Clinical instructor.*
3. Once the preceptor agrees to work with you, *ask your Preceptor for a resume or CV.* Complete a **Clinical Site Application Form every semester**, even if you plan stay with the same preceptor another semester. Create a schedule in eValue for each site and preceptor you must have a separate **Clinical Site Request (Application) Form.**
4. **90-days Prior to starting your clinical rotation/practicum**, you must complete the following:

eValue: To Avoid a” Registration Hold”: Students are required to have the following items current.

Step 1: Upload Clinical Site Application form; Use Schedule Tab in eValue

Step 2: Once tab opens complete the following: **select Course, Time Frame, Site and Educator/Preceptor.**

If you do not see the Site or Preceptor name, **click the Green plus sign + to the right of the link.**

Link will open for you to add the information.

CastleBranch requirements: All Mandatory Documents must be completed and uploaded in CastleBranch. (1) Semester before or 90 days before clinical begins.

- **See CastleBranch Website for Clinical Requirements:** Student will use the GSU Nursing Portal Link: <https://portal.castlebranch.com/GO05> when initiating the CastleBranch website.
- **Next use the code CastleBranch Code: GO0im** (to purchase your Medical Document Manager)
- **Background Check (Can only be purchase from CastleBranch. This process can take several weeks to be confirmed.)**
- **Drug screen (Can only be purchase from CastleBranch)**
- **Use CastleBranch codes below to order required screening:**

CastleBranch Codes:			
Initiating the CastleBranch website for the first time https://portal.castlebranch.com/GO05	This code is for GSU Nursing Department only.		
Package Code	Includes		Additional Information
GO01im Must Purchase	Medical Document Manager	43.00	A onetime fee of 43.00 to monitor clinicalMandatory documents
GO01 Use this code if this is your first time purchasing from CastleBranch	Combined Package: Criminal Background & drug test Statewide Criminal IL Nationwide Sexual Offender Index Drug Test Nationwide Patriot Act Residency History	\$61.00	If any counties appear outside of the state of Illinois within the past 7 years from the Residency History search, that county will cost \$16.00 per additional county search.
GO01dt	Drug Test Only	\$40.00	

GO01re	Only, Statewide Criminal IL Nationwide Sexual Offender Index Residency History P Nationwide Patriot Act	\$14.00 This package is for students that require re-checks only. There will be no additional charges.
---------------	--	---

5. **Next: Upload CastleBranch Mandatory:** Vaccination titers, CPR Card, RN licenses IL/or other state of practice, Malpractice insurance FNP (2/6 million), Other Concentrations(1/6 million), Health insurance, Your Resume, Drug screen, Annual Flu vaccine, Covid vaccine status, TB screening, Hepatitis B Vaccine/Titer Rubella , MMR, Varicella titer, Tetanus status, Facility Orientation form both pages, Annual Blood Bourn Pathogen Training, Criminal Background Check, and GSU Clinical Placement Acknowledgement form both pages.
6. **Reviewed CastleBranch Documents Every clinical rotation to ensure there are no expired documents.** If you have questions or need help with uploading your Clinical Site Application Form to eValue email the Director of Clinical Education, Terri Chairse email: tchairse2@govst.edu
7. **Failure to comply with requirement will results in “Registration Hold.”** This hold will prevent students from Registering for clinical courses. For Assistance, please contact the director of Clinical Education at email address: tchairse2@govst.edu
8. Remember to **stay in continuous contact with your preceptor and clinical site.**
9. The Final Step, the Director of Clinical Education will email the student a Clinical Clearance Letter to your GSU student email account. The student is required to have a **Clinical Clearance Letter before starting clinical. The Clinical Clearance letter expires at the end of the clinical rotation. The student is required to complete a Clinical Application form for every clinical site and preceptor each semester (Spring, Summer, Fall) The student is required to show Clinical Clearance letter to Clinical instructor and Preceptor/ or Clinical site. Any student starting clinical without a letter will lose clinical hours earned.**

Appendix A

**TIMETABLE FOR SUBMITTING
DOCUMENTATION REQUIRED FOR THE NURSING PROGRAMS**

DOCUMENTATION REQUIRED	BEFORE TAKING ANY NURSING CLASS	UPON ADMISSION TO THE PROGRAM	YEARLY	OTHER
RN LICENSE	X			AT RENEWAL
BACKGROUND CHECK				PRIOR TO CLINICAL
FINGERPRINTING				UPON REQUEST
DRUG TESTING				PRIOR TO CLINICAL
CPR-BLS CERTIFICATION		X	X	AT RENEWAL
PERSONAL PROFESSIONAL LIABILITY INSURANCE*	X		X	AT RENEWAL
UNIVERSAL PRECAUTIONS EDUCATION		X	X	
HEALTH INSURANCE COVERAGE		X		WHEN EXPIRES OR CARRIER CHANGES
TB CLEARANCE			X	PRIOR TO CLINICAL
HEPATITIS B IMMUNIZATION OR REFUSAL			X	PRIOR TO CLINICAL
RUBELLA IMMUNITY			X	PRIOR TO CLINICAL
RUBEOLA (MEASLES) IMMUNITY			X	PRIOR TO CLINICAL
MUMPS IMMUNITY			X	PRIOR TO CLINICAL
VARICELLA (CHICKEN POX) IMMUNITY			X	PRIOR TO CLINICAL
TETANUS			X	BOOSTER EVERY 10 YEARS
COVID VACCINE STATUS	X		X	Follow CDC recommendations and Facility requirements

Appendix B

**CLINICAL TIME LOG
SUMMARY SHEET**

CLINICAL SHEET

1

GOVERNORS STATE UNIVERSITY
DEPARTMENT OF NURSING
CLINICAL HOURS LOG SUMMARY/SIGNATURE SHEET

STUDENT NAME: _____

TERM: FALL /SPRING/SUMMER

Date	Location/Preceptor	Total # of Hours	Comments	Preceptor Signature

Please add columns or rows as needed

Total HOURS THIS TERM:

INFANT/ PEDS/Adolescent _____ ADULT _____ WOMEN’S HEALTH _____ GERI _____

CUMULATIVE HOURS: _____

STUDENT SIGNATURE: _____

DATE: _____

FACULTY SIGNATURE: _____

DATE: _____

GRADUATE AND DOCTORAL NURSING PROGRAM
CLINICAL PRACTICUM CHECKLIST

Student Name:

Contact Telephone #:

Preceptor Name:

Contact Telephone #:

Practicum Site:

Preceptor Title: _

	DOCUMENT DESCRIPTION	YES	NO	EXP DATE	COMMENTS
1.	Annual Health Physical				
2.	Resume self				
3.	Resume Preceptor				
4.	Active unrestricted RN License IL or IN or Both				
5.	CPR / BLS Provider Card				
6.	Annual FNP student liability insurance (2/6 mi), Other Concentrations (1/6mi)				
7.	Annual 10 Panel urine drug screen CastleBranch only				
8.	Annual Criminal Background Check				
9.	Annual Flu Vaccine or declination				
10.	Tetanus Status				
11.	Annual TB screen/ Chest X-ray				
12.	Mumps, Measles, Rubella titer report				
13.	COVID Vaccine Status				
14.	Hepatitis B Immunization				
15.	Varicella titer report				
16.	Facility Orientation(s)				
17.	Annual Blood Bourn Pathogen Training				
18.	Clinical Site Orientation Form				

NOTE:

1. The above documents must be presented in an **e-portfolio** to the clinical instructor before attending clinical (preferably on the first day of class).
2. The clinical practicum **e-portfolio** must also be presented to your clinical instructor before giving it to your clinical preceptor on the first day of clinical: objectives, nursing license, resume, proof of malpractice insurance, course syllabus, clinical evaluations, and course instructor contact information.
3. The documents must also be scanned into CastleBranch in the appropriate designated sections.
4. You **may not attend** your practicum until you have received a **Clinical Clearance Letter** from the Director of Clinical Education of Nursing. Any clinical performed before a Clinical Clearance Letter is issued will not be counted towards your clinical practicum. **Failure to complete the checklist promptly will delay the start of your practicum.**
5. The student is responsible for keeping all their required documents up-to-date in CastleBranch
6. Required clinical documents are subject to change and may include practicum site-specific required documentation as well
7. Include this signed checklist as the first document while scanning.

Required clinical documents are subject to change and may include practicum site-specific required documentation as well.

Updated 8/1/20 22 TC/RB

GOVERNORS STATE UNIVERSITY
NURSING PROGRAM POLICY MANUAL
Clinical or Residency Site Placement

1. Site selection
2. Mandatory documents

PURPOSE

Student timely submittal of clinical or residency site selection and Mandatory **documents 90 days before the start of Clinical or Residency.**

POLICY

Student required to timely submit clinical or residency site selection and mandatory documents 90 days before the start of Clinical or Residency rotation. Failure to have requirements on file may impact the student's ability to continue in the program. Students are responsible for all costs related to these requirements.

PROCEDURE

Clinical Practicum Placement

Student is to submit a clinical site request form to the university Nursing Academic Advisor and Director of Clinical Education every semester. After the Academic Nursing Advisor approved clinical site request form, the Director of Clinical Education initiates clinical placement. The FNP, CNS, NEIL and DNP students must have an approved practicum site and preceptor by the third week of the semester for all FNP, CNS, NEIL, and DNP practicum courses. (We cannot require that students withdraw from the course.) It is recommended that students withdraw from the course if they do not have an approved preceptor or practicum site by the third week.

The student is to initiate a schedule in Typhon or eValue. The clinical request will be approved or denied by the Director of Clinical Education. Students are to monitor schedule request often to monitor for changes or addition items requested for placement at the site. Student Failure to complete or monitor schedule request or provide additional documents will result in delayed placement or loss of the clinical site. Review student clinical handbook (***link for student handbook***) for *Students requirements for clinical placement.*

Date Approved 5.6.2021

GOVERNORS STATE UNIVERSITY
NURSING PROGRAM POLICY MANUAL
Clinical or Residency Refusal of Clinical site

1. Student refusal of clinical site
2. Site placement

PURPOSE

In the event a student is not able to obtain a clinical or residency site the Director of Clinical Education will locate a clinical site that has an affiliation agreement with the school. If the student refuses the preceptor or practicum site established by the Director of Clinical Education. The student will need to locate another preceptor or practicum site by the third week of the semester. If the student fails to obtain a preceptor or practicum site, the student is required to withdraw from the clinical course until the next clinical course offering.

POLICY

Student required to timely submit clinical or residency site selection and mandatory documents 90 days before the start of Clinical or Residency rotation. Failure to have requirements on file may impact the student's ability to continue in the program. In the event a student is not able to obtain a clinical or residency site the Director of Clinical Education will locate a clinical site that has an affiliation agreement with the school. If the student refuses the preceptor or practicum site established by the Director of Clinical Education. The student will need to locate another preceptor or practicum site by the third week of the semester. If the student fails to obtain a preceptor or practicum site, the student is required to withdraw from the clinical course until the next clinical course offering. The students are responsible for all costs related to these requirements. The FNP, CNS, NEIL, and DNP students must have an approved practicum site and preceptor by the third week of the semester. If the student fails to obtain a preceptor, the student is required to withdraw from the clinical course until the next course offering.

PROCEDURE

Student will notify the Director of Clinical Education when they are not able to locate a clinical site or preceptor. The Director of Clinical Education will send the student a list of approved clinical sites and preceptors that may accept the student.

1. The student is responsible for contacting the site(s) for a potential placement.
2. The student is responsible to research the site and preceptor before making contact to ensure preceptor and site will be a match.
3. If the student fails to obtain a preceptor or site, the student will notify the Director of Clinical Education they are not able to locate a clinical site or preceptor.
4. The Director of Clinical Education will locate a clinical site that has an affiliation agreement with the school. If the student refuses the preceptor or practicum site established by the Director of Clinical Education. The student will need to locate another preceptor or practicum site by the third week of the semester.
5. If the student fails to obtain a preceptor or practicum site, the student is required to withdraw from the clinical course until the next clinical course offering.
6. The student must notify the Clinical Instructor, Academic Advisor to have their Study Plan adjusted, and the Director of Clinical Education.
7. The students will be responsible for all costs related to the clinical rotation and requirements

If the student refuses the clinical site list the Director of Clinical Education provides the student. The student will be responsible for all costs related. Review student clinical handbook for *Students requirements for clinical placement*.

Date: Approved 5.6.2021

GOVERNORS STATE UNIVERSITY

CLINICAL PLACEMENT ACKNOWLEDGMENT

Many professional academic programs at Governors State University include a clinical component that requires students to be present in hospitals, clinics, private practices or other community sites to further their professional development in their chosen fields. Although all such clinical programs have always involved some degree of personal and professional risk, the current global COVID-19 pandemic presents risks of a unique and uncertain nature.

Accordingly, in order to begin the clinical placements to which you have been accepted in fulfillment of certain of your academic requirements, you are required to acknowledge that you have read and understand the following:

- Your Placement Site(s) is responsible for following all applicable federal, state, county and other local rules and regulations regarding the reopening of their business and student placement. Governors State University cannot guarantee that your Placement Site(s) is in compliance with such rules and regulations. If your Placement Site(s) must close or you are not permitted to continue your placement for whatever reason, your academic progress may be impacted.
- Your Placement Site(s) is most likely required to provide you appropriate personal protective equipment (PPE) as necessary for your duties and you are required to follow all the rules, regulations and requirements set forth by your Placement Site(s) for the use of PPE as well as all other work site rules. If, at any time, you feel unsafe or that you have not been provided with sufficient PPE to perform your duties and complete your clinical education opportunity safely, you may leave the Placement Site(s). If you chose to leave your Placement position, your academic progress may be impacted.
- There are dangers and risks to which you may be exposed by choosing to participate in this clinical education opportunity. Among other things, clinical education in a health care setting includes a wide variety of risks, including exposure to bodily fluids, and COVID-19 in particular poses risks including upper-respiratory illness, hospitalization, and loss of life. The University cannot make any guarantees regarding whether or not you will contract the COVID-19 virus if you choose to participate in this clinical education opportunity.
- If you voluntarily decide to attend a clinical site(s), and subsequently do not feel comfortable in continuing your rotation because of concern of exposure to COVID-19 or for any other reason at all, please email your Clinical instructor and Director of Clinical Education. There will be absolutely no prejudice or judgment. If you chose to delay starting your clinical rotation, you will be able to fulfill the remaining days [or hours or weeks] at a later date. However, your academic progress may be impacted.
- If you are concerned about exposure to COVID-19, you may decline to participate in this clinical education opportunity. However, your academic progress may be impacted.
- **IF YOU BELIEVE YOUR ACADEMIC PROGRESS WILL BE IMPACTED FOR ANY OF THE ABOVE REASONS –OR FOR ANY OTHER REASON—IT IS YOUR PERSONAL OBLIGATION TO IMMEDIATELY CONSULT WITH YOUR ACADEMIC ADVISOR TO CONSIDER ACADEMIC ALTERNATIVES OR CHANGES THAT WILL ADDRESS ACADEMIC PROGRESS AND /OR ON-TIME GRADUATION.**

Your personal acknowledgment below indicates that you have read and understand the above conditions associated with your clinical placements for your entire clinical rotations at GSU.

I, _____ (printed name), have read, understood, and accept the above conditions related to my clinical placement(s).

Student Signature

Date

CLINICAL ORIENTATION FORM

Student Name (first and last name): _____

Facility/Organization Stamp: _____ Clinical Dates: _____

The content below is a minimal initial orientation to the facility for clinical nursing students. Facility orientation must be completed by the facility personnel designated prior to the student first clinical rotation. The student must upload this form in CastleBranch.

Method of Validation (MOV) Key:**O = Observation V = Verbalization GD = Group Discussion****D = Demonstration T = Test N/A= Not Apply**

TOPIC/CONTENT	Method of Validation
Tour of facility	
Safe/secure locations for personal items	
Student name tag & any required uniform/dress code	
Student schedule/hours	
Preceptor schedule/hours & typical session	
Communication expectations with team lead or primary RN, LPN, MA, CNA, PA, NP, DO,	
Sick day/absence procedure	
Introduction of key personnel (titles and roles)	
Facility policy/restrictions	
Referral procedures	
Telephone system	
Emergency phone numbers	
Location of code cart and/or AED	
Identification of patient code status	
Location of fire pull stations, fire extinguishers, emergency exits	
Emergency code system (Facility designation and student expectation): <ul style="list-style-type: none"> ▪ Rapid Response Team ▪ Sudden death ▪ Bomb threat ▪ Terrorist ▪ Weather ▪ Fire ▪ Disaster ▪ Missing Person (adult and/or infant/child) ▪ Aggressive Management 	
Infection Control: <ul style="list-style-type: none"> ▪ Location of and use of personal protective equipment ▪ Standard precautions ▪ Isolation categories and signage ▪ Hand hygiene ▪ Exposure to blood borne pathogens 	

TOPIC/CONTENT	Method of Validation
Securing equipment and supplies	
Medication administration procedure	
Documentation process and expectations	
Use of Facility approved abbreviations	
Patient plan of care	
Patient information restrictions	
High risk patients (e.g., fall, suicide, etc.)	
Accessing facility, Community tour, policies, resources and references	
Patient/Clinic room orientation: <ul style="list-style-type: none"> ▪ Call light ▪ Urgent/emergency lights ▪ Use of patient bed ▪ Emergency equipment (manual resuscitator, mouth-mask device) ▪ Assistive devices (e.g., gait belt, lifts, etc.) ▪ Sharps containers 	
Location of eye wash station	
Waste and linen handling (infectious, medication, etc.)	
What to do in case of student injury	
Reporting unexpected events, incidents, medical errors	
Other:	

Signature of Facility Orientation Personnel and Date of Student Orientation below:

I have oriented the student to my Facility policies.

Printed Name of Mentor	Signature	Date
Printed Name of Mentor	Signature	Date

I have been oriented to the above Facility on specific items as indicated above. I am aware that I am responsible to ask my instructor or Preceptor, a facility staff nurse, Physician or manager if I have any future questions or concerns about these items or any other Facility specific policies and/or procedures throughout my clinical placement period at this facility. In addition, I am aware that I am responsible for ongoing education related to the clinical experience at my assigned facility.

STUDENTS MUST SIGN BELOW:

X _____

Printed Name of Student	Signature	Date
-------------------------	-----------	------

Example Clinical Clearance letter

FROM: Tareylon Chairse, MSN, RN
 Director of Clinical Education
 Department of Nursing
 College of Health & Human Services
 Governors State University
 1 University Parkway – Office #F1521
 University Park, Illinois 60484-0975
 Email: tchairse2@govst.edu | Call: 708.534-7894

TO: Summer 2022 Professor,
 I, *Tareylon Chairse, MSN, RN*, within the Department of Nursing at Governors State University's College of Health and Human Services, do verify that Valentine Onyima meets the required criteria (listed below) to complete a preceptorship.

Up-to-date on all immunizations:

Influenza, Hepatitis B, Pertussis (Tdap), TB as well as Immunity titer(s) for Mumps, Measles, Rubella and Varicella.

A clear criminal background check

Negative 10 Panel drug screen

Current Health insurance coverage

Current BLS/CPR Card

Health Insurance

Updated Preceptor:

Active RN License

Malpractice Insurance

Current CV/Resume

Annual Health Physical

Annual infection control, Bloodborne pathogen training

I verify the above information to be accurate and adequate in meeting the requirements outlined on the Student Preceptorship for Governors State University. In the event that the facility requests copy of any of the items listed above, **the student has an e-portfolio to produce the documentation**. The student must submit a new Clinical Site Application form for the upcoming semester 90 days prior to the start on the clinical.

Tareylon Chairse, MSN, RN

The Director of Clinical Education

Appendix C



Welcome Back, Jaguars!

We are excited to start the 2022-2023 academic school year on Aug. 29, 2022 – together and on campus! This year moves us a step closer to a new normal on campus as we continue delivering academic excellence in the face of a persisting COVID-19 pandemic and an emerging Monkeypox virus. We are proud of what we have achieved in spite of overwhelming conditions, and grateful to each of you for doing your part to keep us all safe and healthy!

To maintain wellness on campus, the [GSU AY23 Operating Plan](#) has been released and provides guidance from the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH), the Illinois Board of Higher Education (IBHE), and other agencies. Updated [FAQs](#) are also posted on the university's COVID-19 page.

The safety of Governors State University faculty, staff, and students is our top priority as we prepare to welcome everyone back to campus. Here is a summary of what you need to know to prepare for your return (more details are available on the university's [COVID-19 page](#)):

Masks

- Masks are no longer required in open areas and in the cafeteria.
- Masks **will** be required for employees and/or students meeting in office spaces, except by specific agreement between those in attendance.
- Some university events may still require face coverings as dictated in performer contracts. Check the [Center for Performing Arts](#) webpage for details.
- Masking in the residence halls is no longer required **in open areas**. Individuals should respect the rights of any student to wear a mask and request that you mask up if entering their room.
 - To request KN95 and N95 masks, [fill out a Mask Order form](#).

Vaccination and Testing

On July 11, 2022, Governor Pritzker issued an executive order, which repeals the section of previous executive orders regarding COVID-19 vaccinations and testing requirements for higher education. GSU will not require vaccination or testing for COVID-19, except for the Family Development Center (FDC).

- FDC employees are required to be fully vaccinated and are subject to COVID testing unless they submit proof of COVID vaccination.
- Still, **GSU strongly encourages all students and employees to be fully vaccinated, and to stay up to date with all applicable boosters**. Free vaccination sites are listed at [vaccines.gov](#) or [Will County Health](#)

Compliance and Reporting

Every employee is required to perform a self-check (see [CDC](#) guidelines) each day before coming to campus. Symptoms may appear 2-14 days after exposure to the virus. Check the [CDC website for](#) applicable symptoms. If you test positive for COVID-19 please also complete the [online reporting form](#).

Monkeypox Virus

The U.S. is in the early stages of grappling with the [Monkeypox virus](#). Unlike COVID-19, which is highly contagious, Monkeypox is [spread mostly through close, intimate contact](#) with someone who is infected. GSU is working closely with public health experts to monitor the situation and to develop the appropriate education campaign and protocols. Meanwhile, we encourage everyone to learn the facts about the Monkeypox virus from reputable sources such as the [Centers for Disease Control and Prevention](#) and/or the [Will County Public Health Department and Community Health Center](#).

As we continue to live in these challenging times, remember that the [Counseling and Wellness Center](#) is available at GSU for students, faculty, and staff. In addition to services offered through the Counseling and Wellness Center, employee assistance is available through the [Employee Assistance Program](#) (EAP). EAP can be reached at 1-833-955-3400 24/7/365 or TTY: 1-800-697-0353.

Governors State University is committed to keeping you informed with periodic updates and ask that you also be committed to keeping yourself and others safe and healthy, and we thank you for your continued cooperation!