

MENNONITE COLLEGE OF NURSING
AT
ILLINOIS STATE UNIVERSITY
Family Nurse Practitioner Sequence

Preceptor Planning Process

You will be beginning your clinical preceptorships in the Family Nurse Practitioner sequence of the Master of Science in Nursing program during the spring semester. It is your responsibility to secure your own preceptors for the clinical experiences. You need to do this as soon as possible, since preceptors are often in high demand.

You will need to use the “Preceptor Planning Form” to notify the College of your plans for preceptorships in the clinical course sequence. Please make additional copies as needed. Note that this is a planning form which is used in the development of a contract between the preceptor and Mennonite College of Nursing at Illinois State University. **This form is NOT the contract!!!** Only when the signed contract has been returned by the preceptor can the student participate in clinical experiences with the preceptor.

The process to be followed is:

1. A separate “Preceptor Planning Form” is to be used to identify each preceptor for each of your clinical courses.
2. Obtain the signature of the preceptor indicating his/her willingness to serve as your preceptor.
3. Obtain the name and approval signature of the preceptor’s supervisor, if applicable.
4. Obtain the information from the preceptor or the office manager about the practice site, including the address, agency contact person to receive communications, phone numbers, and **VERY IMPORTANTLY**, the name of the person who can sign a contract for this preceptorship placement.
5. Obtain the correct name of the affiliating agency for the preceptorship.
6. Double check that all of the information is complete, legible, and has correct spelling.
7. Mail or return the completed form to:

Mennonite College of Nursing
Campus Box 5810
Illinois State University
Normal, IL 61790-5810

Attention: Secretary, Graduate Program

It is the STUDENT’S responsibility to verify that a signed contract with the practicum site has been returned to the College.

YOU MAY NOT PARTICIPATE IN ANY CLINICAL EXPERIENCE WITH THE PRECEPTOR UNTIL THE SIGNED CONTRACT IS RETURNED.

It is best if you obtain all of your preceptors as soon as possible. Remember that it can take several months to establish a contract for preceptorships. The following are the absolute deadlines for submission of the forms.

<u>Course</u>	<u>Semester</u>	<u>Deadline for Submission of Preceptor Planning Forms</u>
FNP I	Spring	October 15 before spring semester
FNP II	Summer	March 15 before summer session
FNP III	Fall	May 15 before fall semester
FNP IV	Spring	October 15 before spring semester

Listed below are the types of preceptorships needed for each course.

<u>Course</u>	<u>Preceptorship</u>
FNP I	Primarily family practice sites which include pediatric clientele, pediatric practices (primary emphasis of course is pediatrics with some beginning adult content)
FNP II	OB/GYN sites
FNP III	Family practice or internal medicine primary care sites, geriatric specialty sites (emphasis of course is adult/geriatric)
FNP IV	Family practice or internal medicine primary care sites (encompassing clients across the lifespan)

Note: You may need more than one preceptor during a course in order to obtain the experiences required in the course. For example, for FNP II, you may need one site for OB experiences and another for GYN experiences or you may be able to see both types of clients within a women's health practice.

If you need assistance in locating a preceptor site, please feel free to contact your course instructors or the Director of the Graduate Program.