



## Clinical/Practicum Processes and Procedures

Important for students who reside outside of NH: Rivier University cannot always determine whether our graduate nursing program meets requirements from a student's state of domicile (residence), and making such determination should be explored by the student prior to program application. Students are encouraged to review the National Council for State Authorization Reciprocity Agreements page for licensed professions for further information: <http://nc-sara.org/content/sara-and-licensed-professions>

Prerequisites for all clinical/practicum courses must be completed four months prior to registration. Agency requirements where a student is seeking a clinical/practicum placement will supersede University requirements for clinical/practicum placements. Students must identify potential preceptors and clinical affiliation agreements must be fully executed prior to registering for a clinical or practicum course. Students who register for a clinical or practicum course prior to receiving notice of preceptor approval and full execution of an affiliation agreement may be required to drop the course if it is determined that the delay in starting the clinical/practicum experience will prevent the student from completing the requirements within the semester.

Student requests for clinical/practicum placements must be approved by your Practicum Placement Coordinator and course faculty before beginning your practicum. All clinical experiences are arranged by the student in the student's home area to the fullest extent possible. Affiliation Agreements must be executed with the approved agency and all required forms must be completed by the approved preceptor.

Initiation of preceptor requests and submission of forms does not imply approval. Initiation of a clinical affiliation agreement associated with a student request does not imply approval of the site for any clinical/practicum requirement.

### Process for Initiating Clinical Affiliation Agreements

The student, in consultation with their Practicum Placement Coordinator (Rivier University), academic advisor (Rivier University), and/or course faculty (Rivier University) will identify potential preceptors and clinical agencies. The **Preceptor Request Form** along with the preceptor's license, credentials and CV/resume, that are all **REQUIRED** and must be submitted to the MS Practicum Placement Coordinator office at Rivier University in order to **initiate** a clinical affiliation agreement **and** the clinical preceptor approval process. Deadline for submission is noted below, and in many instances, processing may take up to twelve weeks or longer. Late submissions will be processed in order of receipt and pose a risk of not being finalized in time for students to begin clinicals/practicums.

**Fall practicum deadline: May 1**

**Spring practicum deadline: September 1**

I, \_\_\_\_\_ have read this **Clinical/Practicum**  
Please clearly print first and last name

**Processes and Procedures and the Process for Initiating Clinical Affiliation Agreements** and fully understand that these processes and procedures must be completed by me in order to begin a practicum course.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_