What if I cannot find a practicum site or preceptor?

If you are unable to locate an appropriate practicum site or preceptor, please contact the DNP Project & Practicum Advice Team at projectpracticumadvice@chamberlain.edu. You may have more options than you think and this team will assist you in identifying those options. We do encourage you to exhaust your network first before resorting to this resource.

What are my responsibilities before I begin my project and practicum courses?

- Identify appropriate project & practicum preceptor and site
- Submit Practicum Application to your practicum coordinator 120 days prior to the beginning of your first practicum course
- Obtain and submit required documents for preceptor(s)
- Assist with completion of required agreements with the practicum site
- Be familiar with all policies and procedures related to practicum experiences
- Comply with all practicum site requirements and clinical compliance deadlines, which may include but are not limited to: proof of liability insurance, HIPAA training, proof of licensure, proof of CPR certification or other requirements, background screening, physical examination, drug screening, proof of health insurance and current immunizations prior to starting the first practicum and per site requirements

What are my responsibilities during my project and practicum courses?

- Inform your preceptor about course requirements and outcomes (these are provided to you from your course faculty)
- Develop a log of the practicum experiences
- Make travel arrangements and pay for all related practicum experiences
- Schedule your required practicum hours with your preceptor and practicum site
- Meet deadline dates for all assignments and learning activities
- Demonstrate competence in practicum assignments
- Abide by practicum site rules and regulations
- Conduct oneself in a professional manner during the practicum assignment
- Accept instruction from facility personnel as a learning opportunity
- Maintain communication with the project and practicum course faculty
- Conduct formative evaluation of the practicum experience and actively seek early resolution if learning goals are not being met
- Perform a self-evaluation on the practicum experience

**What are the responsibilities of my preceptor?**
- Communicate and collaborate with Chamberlain faculty to promote your success
- Orient you to the practicum site environment, policies and procedures
- Identify suitable experiential opportunities that align with the course outcomes
- Serve as your mentor in professional development
- Provide supervision of your nursing practice and constructive feedback about your performance in the practicum
- Provide feedback to Chamberlain and attend meetings with faculty as requested

**What is the practicum site criteria?**
- The site must be an organization consistent with the focus of your project and practicum (e.g., a hospital, outpatient clinic, long-term care facility, home care services, public health agency, parish or a student health clinic at a college or university)
- The site may be in the organization where you are currently employed
- You may be able to conduct your practicum hours at your work setting and be paid for your hours as long as your work setting is a practice setting and those hours relate to course outcomes or project planning implementation and evaluation
- It is important to remember that the practicum may give personnel in facilities the opportunity to observe you as a potential employee; you may consider employment goals in selecting a site as well
- You must have an active, unrestricted registered nursing license in the state where you will conduct your practicum
- If you are in the Advanced Practice Leadership Specialty track, you must have current certification, licensure or authority to practice as an advanced practice registered nurse

**What are the preceptor qualifications?**
- Doctoral-prepared nurse or other healthcare professional with expertise in your area of interest
- Individuals with doctorates and relevant expertise in health policy, ethics, leadership, informatics, or other appropriate foci will be considered
- Registered nurses with master’s degrees will be considered if they have significant expertise in the student’s area of interest
Does my preceptor have to be employed by my practicum site?

Your preceptor does not necessarily need to be employed by your practicum site. However, if the preceptor is not employed at your practicum site, you will need to have a contact on-site who supports your project and can provide assistance regarding knowledge of the organization and key stakeholders.

Can I use more than one preceptor?

Depending on your learning needs, more than one preceptor may be used for a practicum site. The use of multiple preceptors must be approved by and communicated to the practicum coordinator. You must provide a Curriculum Vitae (CV) for each preceptor.

What are learning agreements?

All practicum experiences require learning agreements that align with course objectives, program objectives and the essentials of doctoral education in nursing. These learning agreements reflect your efforts and plans to meet these objectives and must be documented throughout the program.

You will complete five learning agreements. The first is an umbrella learning agreement to create a map of your plans for the entire program. Then you will complete a learning agreement for each practicum course that must be signed off and in place no later than the end of the first week of each course.

We highly recommend that you start each learning agreement before each course begins to ensure it can be completed and have all signatures in place no later than the end of the first week in each course.

What is a PICOT question?

PICOT is an acronym that will help you to formulate your organizational problem and your search for evidence.

Population/Patient Problem
Intervention
Comparison
Outcome
Time

When do I need to use the Institutional Review Board?

You will submit an application describing your research to the Chamberlain’s Institutional Review Board (IRB) for approval during your second project and practicum course which is NR-705. Your project and practicum course faculty will review the
application before you submit. For more information on the IRB, please click on the handbook below:

- Chamberlain College of Nursing Institutional Review Board handbook

What is e-Logs?

e-Logs is where you keep track of your practicum hours and activities. You can download the e-Logs Quick Start Guide for more information. Please be sure to watch the video tutorial provided in e-Logs.

You can also download the Practicum Activities document to review the types of activities you can perform and log.

How do I identify a practicum site and preceptor?

You should first look to your employer or another organization you have an affiliation with to identify an organizational need to develop into a practice change project. Once you’ve identified this organization, then work to establish a relationship with a preceptor.

If you are having trouble identifying the appropriate practicum site and/or preceptor please email the Project & Practicum Advice Team at projectpracticumadvice@chamberlain.edu.