Thank you for considering becoming a practicum preceptor. The practicum experience is very important to the overall learning of Chamberlain’s Master of Science in Nursing (MSN) degree students in the Family Nurse Practitioner (FNP) track, and as such, we want to make sure that you understand your role before you agree to become a preceptor. Please review the information on this sheet and if you have any remaining questions, contact the MSN FNP practicum coordinator at fnppracticum@chamberlain.edu.

**Credentials**

To become a preceptor, your credentials must include the following:

- Hold a Master’s Degree in Nursing at minimum
- Nationally board-certified as a Family Nurse Practitioner with one year of practice
- Hold a current and active, unencumbered license in the state in which the student is planning to complete their practicum hours
- May be an M.D. or D.O.

**Required Documentation**

Upon agreeing to become a preceptor, you must provide the student with the following:

- A current resume or Curriculum Vitae (CV)
- Evidence of advanced practice licensure
- Evidence of national board certification

**Weekly Activities**

All practicum activities must be completed during a seven week period. Please note that these activities are not optional and not completing these activities according to the schedule could be harmful to the student's learning and their final grade.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Review practicum information sent, including course objectives and eLog sign in information</th>
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</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Respond to ‘checking-in’ email to schedule a week 3 conference call</td>
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<tr>
<td>Week 3</td>
<td>Participate in a scheduled conference call with the practicum course instructor</td>
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<tr>
<td>Week 4</td>
<td>Complete midterm evaluation in eLogs</td>
</tr>
<tr>
<td>Week 7</td>
<td>Complete the final evaluation of student clinical performance in eLogs, including versification of 125 practicum hours</td>
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**Responsibilities**

- Collaborate with Chamberlain faculty to promote student success in the practicum courses
- Orient the student to the practicum site environment, policies and procedures
- Identify suitable experiential opportunities that align with the course outcomes and student learning agreement
- Serve as mentor for students in professional development
- Ensure students do not replace paid staff
- Provide supervision of the student’s clinical practice and constructive feedback about his or her performance in the practicum
- Protect from disclosure all personal student-identifying information or records of student’s participation except as set forth by an agreement or required by law
- Refrain from unlawful discrimination by gender, age, race, color, national origin, religion, sexual orientation, political affiliation or belief, or disability
- Provide feedback to Chamberlain and attend meetings with faculty as requested

Further information is available in the MSN FNP Resource Manual and Student Handbooks. If you wish to review, please download a copy here chamberlain.edu/handbooks or request a copy from the student.