

Advanced Nursing Practicum: Policy and Procedures

The Advanced Nursing Practicum (GS/NURS 5400 3.0) is a core course in the MScN program. Students engage in a 186-hour advanced practicum in a chosen area of focus (direct practice, leadership, or teaching–learning). The practicum focuses on the development of nursing practice, teaching/learning and leadership and provides an opportunity to synthesise and utilise knowledge acquired throughout the program.

In addition to the time spent in the practicum, students participate in online symposium discussions. The student, in consultation with the Course Director (CD) and preceptor, establishes individual learning experiences and evidences to meet the course learning outcomes. Practicum sites and evidence of scholarship connected with practicum are individually determined based on the student's learning focus.

• *Practicum Planning Process*

The following planning process is crucial to negotiating a placement that will match student interests, abilities, experience, and focus of study. In the semester prior to the practicum, students will complete a *Practicum Proposal* in consultation with the Course Director (CD). The purpose of this proposal is to briefly outline the student's preliminary learning goals and desired placement site, if known.

The proposal is to be accompanied by a cover letter and a CV that will be provided to the agency or preceptor. The *Practicum Proposal* must be presented to the Course Director by June 1 (for a practicum in the fall term). The CD will indicate whether the practicum proposal is approved by the end of June. Students whose proposed practicum is in a community college setting must contact the CD before June 1 to ensure that all documentation and proposal planning can be completed before June 30th because (with few exceptions) community college faculty are not available during July or August.

Once the practicum site has been arranged, the student should begin to develop a learning plan in consultation with the preceptor and Course Director. This learning plan is due in week one of the course and will become part of the Portfolio assignment. See NURS 5400 course outline on the following website for reference.

<http://nursing.gradstudies.yorku.ca/course-outlines/>

Note: while the practicum placement may be arranged by the student, the Nursing Practicum Coordination Office (NPCO) will facilitate this process, as necessary (see below). The student may need to attend an interview with the Course Director and Manager of the Nursing Practicum Coordination Office so that they can assist with negotiating and securing the practicum.

Negotiation of Placement

- Students who elect to find their own placement are responsible for keeping the Course Director abreast of any preliminary negotiations.
- Once a placement is agreed upon by the parties involved, the student must fully complete and submit the appropriate *Advanced Nursing Science Practicum Placement Agreement* form (Version A or B),
- NOTE: If the practicum placement is NOT in the same unit/department where the student is employed, the student uses *Advanced Nursing Science Practicum Placement Agreement* form (**Version A**). If the practicum will be in the same unit/department where the student is employed, the student uses *Advanced Nursing Science Practicum Placement Agreement* form (**Version B**).

- Follow directions on the form and submit to the CD and then using the link provided, submit the requested information to NPCO by June 15th.
- Upon request if the student is having difficulty securing their own placement, the NPCO will assist them with finding a suitable placement site and preceptor. Students are expected to contact the identified agency/preceptor to set up a pre-placement interview. Once a placement is agreed upon by the parties involved, the student is responsible for completing the appropriate form and submitting to the CD and NPCO, as specified on the form.
- The NPCO will finalise the placement sites in collaboration with the Course Director and student and send confirmation to student and agency prior to placement start date.
- If problems in placement occur, students must first contact their NURS 5400 Course Director. If this person is unavailable, the student should contact the professor designated to cover for the Course Director (if applicable), or the Graduate Program Director.

- ***The Practicum***

Normally, it is not performed in the student's employment setting (i.e., department or unit).

If it is in the student's employing agency:

- it is assumed that the practicum is course work for York University that is not part of the student's usual duties.
- there will be no duties expected of the student over and above those stipulated in the learning plan approved by both preceptor and course director.
- In the event an employer wants to support an employee by offering to pay for part of the practicum time, this will be negotiated between the employer, student, and Course Director to be in accordance with the above principles and assumptions.

- ***Site visits***

A site visit by the Course Director may occur at any time during the semester. For this reason, the following information must be provided **to the Course Director** by the first week of the practicum (scanned Form A or B uploaded to moodle site):

- name of the preceptor
- name of the facility and unit or department
- address of the site
- telephone number where the or the preceptor may be reached at the practicum site
- tentative schedule

- ***Preceptors***

Must be a Registered Nurse prepared at the master's level, normally, in Nursing

- ***Forms***

Advanced Nursing Science Practicum Placement Agreement

- Version A: For students who negotiate their placement outside their current place of work
- Version B: For students planning to complete practicum in their normal work setting



**Practicum Agreement Form (Version A*) GS/NURS 5400 - Advanced Nursing Practicum†
*For practicum placement outside student's normal work setting**

**†GS/NURS 5400 - Advanced Nursing Practicum is a required course in the MScN
program, School of Nursing,
York University.**

The purpose of this form is to document agreement between the placement organization/agency and York University that *the designated unit/department manager and preceptor will support and facilitate the student named below in fulfilling her/his learning plan for this course.*

INSTRUCTIONS: STUDENTS ARE EXPECTED TO COMPLETE THE TOP PART OF THE FORM, PRINT AND OBTAIN SIGNATURES ON THE BOTTOM PART OF THE FORM, THEN SCAN AND SUBMIT COMPLETED FORM TO COURSE DIRECTOR VIA MOODLE. IN ADDITION, GO TO THE LINK BELOW AND PROVIDE INFORMATION REQUIRED BY THE NURSING PRACTICUM COORDINATION OFFICE: <http://nursing.apps01.yorku.ca/machform/view.php?id=98519>

Deadlines: June 15th unless practicum is in a community college, then June 1st.

STUDENT:

Name & Credentials
Phone & Email Address

PRACTICUM SITE:

Organization/Agency:
Department Unit:

PRACTICUM SITE CONTACT # 1: Unit/Department Manager‡ (Person in charge of the placement unit or department)

Name & Credentials
Title

PRACTICUM SITE CONTACT # 2 – Preceptor (Type full name, credentials, title, phone and email):

Name & Credentials
Title
Phone & Email Address

SIGNATURES:

We provide our signatures to acknowledge that we have read and agree to support and facilitate the student's practicum placement.

(UNIT/DEPARTMENT MANAGER)

(STUDENT)

(PRECEPTOR)



Practicum Placement Agreement Form (Version B*) GS/NURS 5400 - Advanced Nursing Practicum†

***For practicum placement in student’s normal work setting**

†GS/NURS 5400 - Advanced Nursing Practicum is a required course in the MScN program, School of Nursing, York University.

The purpose of this form is to document agreement between the placement organisation/agency and York University. *It is acknowledged that the student is an employee of the placement organisation/agency where the placement for GS/NURS 5400 will occur. In addition, it is agreed that the learning activities undertaken by the student in fulfilment his/her learning plan for this course of the course are in addition to, and will extend beyond, her/his normal duties.*

INSTRUCTIONS: STUDENTS ARE EXPECTED TO COMPLETE THE TOP PART OF THE FORM, PRINT AND OBTAIN SIGNATURES ON THE BOTTOM PART OF THE FORM, THEN SCAN AND SUBMIT COMPLETED FORM TO COURSE DIRECTOR VIA MOODLE. IN ADDITION, GO TO THE LINK BELOW AND PROVIDE INFORMATION REQUIRED BY THE NURSING PRACTICUM COORDINATION OFFICE: <http://nursing.apps01.yorku.ca/machform/view.php?id=98519>

Deadlines: June 15th unless practicum is in a community college, then June 1st.

STUDENT:

Name & Credentials
Phone & Email Address

PRACTICUM SITE:

Organization/Agency:
Department Unit:

PRACTICUM SITE CONTACT # 1: Unit/Department Manager*(Person in charge of the placement unit or department)

Name & Credentials
Title

PRACTICUM SITE CONTACT # 2 – Preceptor (Type full name, credentials, title, phone and email):

Name & Credentials
Title
Phone & Email Address

SIGNATURES:

We provide our signatures to acknowledge that we have read and agree to support and facilitate the student’s practicum placement.

(UNIT/DEPARTMENT MANAGER)

(STUDENT)

(PRECEPTOR)