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 144-hour advanced practicum in a chosen area of focus (direct practice, leadership, or teaching–learning). The practicum focuses on the development of nursing practice that is nursing theory-guided 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. Individual learning experiences and outcomes are established by the student in consultation with the Course Director and preceptor. 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 résumé that will be provided to the agency or preceptor. The Practicum Proposal must be presented to the Course Director by the end of the third week of October (for a practicum in the Winter term) or February (for a practicum in the Summer term). The CD will indicate whether the practicum proposal is approved by the end of November (for a Winter practicum) or March (for a Summer practicum).

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 for details. The course outline is available online at the following location http://www.atkinson.yorku.ca/NURS/graduate/course_outlines.html

Note that, 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 and, once a placement is agreed upon by the parties involved, ensuring that the appropriate Advanced Nursing Science Practicum Placement Agreement form (Version A or B) is completed and returned to the NPCO by the first week of December/April. In addition, the student will call the NPCO immediately with the following information: agency name, address including postal code, preceptor, and preceptor telephone, fax and e-mail. All this information must also be included on the Advanced Nursing Science Practicum Placement Agreement form.

- If the practicum placement will be in the same unit/department where the student is employed, the student must obtain the signatures of the responsible manager and preceptor on the
Advanced Nursing Science Practicum Placement Agreement form (Version B) and submit this to the NPCO by the end of the first week of December/April.

- 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 sending the NPCO the pertinent information, as specified in #1, above.

- 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:
  - 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
Advanced Nursing Science Practicum* Placement Agreement
(Version A: For students who negotiate their own placement outside their current place of work)

*GS/NURS 5400 3.0 Advanced Nursing Science Practicum is a core 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 regarding the below-named student’s practicum placement, on the following terms, namely:

That the designated unit/ department manager and preceptor will support and facilitate the student in fulfilling her/ his learning plan for this course.

- Student (full name, credentials, mailing address, phone, and email address):

- Practicum Site (Name of organisation/ agency; department/ unit):

- Practicum Site Contact # 1 – Clinical Education Manager or Academic Administrator**
  (Print full name, credentials, and title):

  ** This individual has signing authority for the practicum placement contract on behalf of the organisation, and is accountable for ensuring that the terms of the contract are adhered to.

- Practicum Site Contact # 2 – Unit/Department Manager***
  (Print full name, credentials, and title):

  *** This individual is administrator in charge of the placement unit/ department.

- Practicum Site Contact # 3 – Preceptor (Print full name, credentials, and title):

We, the above named, provide our signatures to acknowledge that we have read and agree to the terms of the above-named student’s practicum placement.

(Clinical Education Manager or Academic Administrator)  (Unit/Department Manager)

(Student)  (Preceptor)

Student is responsible for ensuring that the completed form is returned to the Nursing Practicum Coordination Office by the first week of December/April. In addition, the student must call the NPCO Manager (416-736-2100 ext. 21024) with the following information: agency name; address, including postal code; preceptor; and preceptor telephone, fax and e-mail.
Advanced Nursing Science Practicum* Placement Agreement
(Version B: For students planning to complete practicum in their normal work setting)

*GS/NURS 5400 3.0 Advanced Nursing Science Practicum is a core 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 regarding the below-named student’s practicum placement, on the following terms, namely:

Whereas it is acknowledged that the student is an employee of the placement organisation/agency and normally works on the unit where the placement for this Advanced Nursing Practicum course will occur, notwithstanding, it is agreed that the learning activities undertaken by the student in fulfilment of the requirements of the course are in addition to, and will extend beyond, her/his normal duties. Furthermore, the undersigned manager and preceptor agree that the student will be supported and facilitated to fulfil her/his learning plan for this course.

- Student (full name, credentials, mailing address, phone, and email address):

- Practicum Site (Name of organisation/agency; department/unit):

- Practicum Site Contact # 1 – Clinical Education Manager or Academic Administrator**
  (Print full name, credentials, and title):

** This individual has signing authority for the practicum placement contract on behalf of the organisation, and is accountable for ensuring that the terms of the contract are adhered to.

- Practicum Site Contact # 2 – Unit/Department Manager***
  (Print full name, credentials, and title):

*** This individual is administrator in charge of the placement unit/department.

Practicum Site Contact # 3 – Preceptor (Print full name, credentials, and title):

We, the above-named, provide our signatures to acknowledge that we have read and agree to the terms of the above-named student’s practicum placement.

(Clinical Education Manager or Academic Administrator)  (Unit/Department Manager)

(Student)  (Preceptor)

Student is responsible for ensuring that the completed form is returned to the Nursing Practicum Coordination Office by the first week of December/April. In addition, the student must call the NPCO Manager (416-736-2100 ext. 21024) with the following information: agency name; address, including postal code; preceptor; and preceptor telephone, fax and e-mail.

Approved Feb 2010