MENNONITE COLLEGE OF NURSING
AT
ILLINOIS STATE UNIVERSITY

Preceptor Planning Process

Each student who engages in a clinical practice requirement for any given course that requires a preceptor must secure a preceptor(s) for the clinical experiences. This process is initiated by the student at the beginning of the semester prior to the semester in which the clinical practicum will take place. Since preceptors are often in high demand, it is important not to delay.

Download and complete the “Preceptor Planning Form” from the MCN website and turn into the graduate program office to notify the College of your plans for preceptorships in the clinical course sequence. Note that this is a planning form which is used in the development of a contract between the preceptor and Mennonite College of Nursing at Illinois State University. This form is not the contract. Only when the signed contract has been returned by the preceptor can the student participate in clinical experiences with the preceptor.

Please follow these steps.

1. Use a separate “Preceptor Planning Form” for each preceptor for each of your clinical courses.
2. Obtain the signature of the preceptor indicating his/her willingness to serve as your preceptor.
3. Obtain the name and approval signature of the preceptor’s supervisor, if applicable.
4. Obtain the information from the preceptor or the office manager about the practice site, including the address, agency contact person to receive communications, phone numbers, and very importantly, the name of the person who can sign a contract for this preceptor placement.
5. Obtain the correct name of the affiliating agency for the preceptor.
6. Double check that all of the information is complete, legible, and has correct spelling.
7. Mail or return the completed form to:

   Mennonite College of Nursing
   Campus Box 5810
   Illinois State University
   Normal, IL 61790-5810
   Attention: Secretary, Graduate Program

It is the student’s responsibility to verify that a signed contract with the practicum site has been returned to the College.

YOU MAY NOT PARTICIPATE IN ANY CLINICAL EXPERIENCE WITH THE PRECEPTOR UNTIL THE SIGNED CONTRACT IS RETURNED.

It is best if you obtain all of your preceptors as soon as possible. Remember that it can take several months to establish a contract for preceptors. The following are the absolute deadlines for submission of the forms.

Deadlines for Submission of Course Semester Preceptor Planning Forms

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>October 15 before spring semester</td>
</tr>
<tr>
<td>Summer</td>
<td>March 15 before summer session</td>
</tr>
<tr>
<td>Fall</td>
<td>May 15 before fall semester</td>
</tr>
</tbody>
</table>

Reviewed by GPCC Fall 2008
Family Nurse Practitioner Sequence

Listed below are the types of preceptors needed for each course.

Course Preceptorship

FNP I Primarily family practice sites which include pediatric clientele, pediatric practices (primary emphasis of course is pediatrics with some beginning adult content)

FNP II OB/GYN sites

FNP III Family practice or internal medicine primary care sites, geriatric specialty sites (emphasis of course is adult/geriatric)

FNP IV Family practice or internal medicine primary care sites (encompassing clients across the lifespan)

Note: You may need more than one preceptor during a course in order to obtain the experiences required in the course. For example, for FNP II, you may need one site for OB experiences and another for GYN experiences or you may be able to see both types of clients within a women’s health practice.

Gerontological Nurse Practitioner Sequence

Clinical Nurse Leader Sequence

If you need assistance in locating a preceptor site, please feel free to contact your course instructors or the Director of the Graduate Program.