**MSN Clinical Placement and Forms Process**

I. **Student**

A. Students will secure a clinical facility and preceptor for each semester with help from the Clinical Education Placement Coordinator (CEPC).

   a. Texas State University Approved Affiliates List will be posted in the Learning Management System for students to review while on their search.

   b. If facility is not on the approved list, student will have the site complete a Clinical Site Affiliation Request Form by the appropriate manager and/or provider.

   c. Students will complete the top portion of the Preceptor Approval Form & Agreement and will have the preceptor complete the remaining areas. All spaces MUST be filled in, or both forms will not be accepted.

   d. Students will collect a resume or CV from preceptor or find a copy of their portfolio online to screen shot and submit in Typhon under “Information and Setup” -> “Your Account“ -> “Modify Account Information” -> “Additional Supporting Documents” for initial CEPC review. If student has more than two preceptors, additional documentation will go into “Other”.

II. **Clinical Education Placement Coordinator**

A. Once all forms are received, the CEPC will begin the review process.

   a. It will be determined if the site is an approved affiliate with Texas State University. If not, the CEPC will review the Clinical Site Affiliation Request Form provided by the student. If all is filled in accurately, a Texas State University College of Health Professions Request for Affiliation Agreement form will be completed by the CEPC, submitted to the Director of Nursing for approval, and sent to the Dean’s office for processing.

   b. The Preceptor Approval Form & Agreement will be reviewed for accuracy as well as the preceptor’s credentials and practice history. This is including the resume.

   c. Once the site has finalized the affiliate agreement with the Dean’s office and the preceptor is in accordance with the policies, an email will be sent to the student acknowledging that there is now an affiliate agreement on file.

   d. As forms are reviewed and finalized by the CEPC, the status of these will change in Typhon to yellow, letting the Clinical Faculty Coordinators know its ready for their review.

III. **Clinical Faculty Coordinators**
A. The appropriate Clinical Faculty Coordinators (CFC) will review the students forms to make sure they are a good fit for the clinical class in question. This review will take place before the semester begins.
   a. Credentials will be reviewed again to confirm the preceptor is still within compliance.
   b. Once finalized, the CFC will change the status to black. This will allow faculty to know that they can now review.

IV. Faculty
A. During the first week of the course, faculty will review the students forms in Typhon.
B. If all is approved, the faculty member will notify the student that all is approved and that next steps will be to upload all clinical forms, and clinical schedule into TRACS. Faculty will also change the status to green in Typhon. All clinical forms consist of the Clinical Site Affiliation Request Form (if needed), Preceptor Approval Form & Agreement, and Resume/CV/Portfolio.
C. Once forms are in TRACS, faculty will sign the forms and send to CEPC for final filing into the student’s student file.

V. If there are any issues with the documents during the review and approval process, the reviewer will change the status in Typhon to red and will email the CEPC. The CEPC will email the student to correct the issue.

Statuses:

**Blue:** Student has uploaded the forms to Typhon

**Yellow:** CEPC has reviewed and all has been processed accordingly.

**Black:** Forms have been reviewed by the Clinical Faculty Coordinators and approved accordingly.

**Green:** Student is approved and now ready to upload their forms and schedule into TRACS.

**Red:** Something needs attention. A message will be sent to the student if this is the case.
Attachment: A

Clinical Placement Forms Process

Clinical Placement Process

Student

CEPC

Clinical Faculty Coordinators

Faculty

CEPC

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