

STUDENT PRECEPTORSHIP INSTRUCTIONS AND FORMS CHECKLIST

Tennessee Board of Regents

TN eCampus: Master's of Science in Nursing Program

Below is a guide and checklist to assist you in initiating and completing the **TN eCampus** MSN preceptorship process. Students are responsible for identifying appropriate preceptors, clinical sites and for completing and submitting the **Preceptor Request Form (PRF)**. The form may be submitted either via Fax or e-mail (contact info below) a minimum of twelve (12) weeks prior to the start of the anticipated clinical rotation semester.

You may **not** begin your preceptorship until a fully executed Affiliation Agreement (contract) is in place *and* the preceptor has been approved by both your concentration coordinator and course faculty. The **Preceptor Request Form** is located on the **TN eCampus** MSN website at: <http://www.tncampus.info/masters-science-nursing-family-nurse-practitioner-concentration>

If you are pursuing clinical rotations at Matthew Walker Comprehensive Health Center please email msnclinicalforms@tbr.edu for instructions.

Check-List of Steps and Forms Required for Clinical/Practicum Preceptorship <i>Students are wisely encouraged to maintain a copy of all forms for record keeping purposes</i>		
Steps	Instructions	Date Completed
1	Download and complete the Preceptor Request Form in conjunction with your perspective preceptor. The preceptor must complete and sign the form and return to student along with their CV/Resume. <i>It is vital that you complete the student portion before submitting to the preceptor for completion of their profile section and signature execution. We strongly suggest that you follow-up with your preceptor to ensure forms are being handled in a timely manner.</i>	
2	Submit the Preceptor Request Form along with preceptor's CV/Resume either via Fax or Email to the TN eCampus MSN Office (<i>one method only please</i>): <div style="text-align: center;"> Fax to: (615) 366-3953 or Email to: msnclinicalforms@tbr.edu </div> <p><i>** It is the students' responsibility to ensure submission of the form to the MSN- TN eCampus office therefore, students are discouraged from asking preceptors to submit the PRF**</i></p>	
3	A fully executed Affiliation Agreement (contract) with the clinical site agency must be in place before students may begin their clinical preceptorship. The TN eCampus MSN staff will manage this process, however students may be asked to assist in securing a signed Affiliation Agreement. Only Affiliation Agreements with original signatures will be accepted (<i>faxed or emailed copies of the "Affiliation Agreement" will not suffice</i>). It may take up to <u>three weeks</u> to complete the routing process once the signed Affiliation Agreement is received in the TBR office.	
4	Once the Affiliation Agreement process is complete <u>and</u> your Concentration Coordinator has reviewed your forms, you will be notified via email of status (Accepted or Denied) of your clinical/practicum placement request. Student notifications are generally sent 7-9 weeks following submission of Preceptor Request Form .	
5	Separate forms must be submitted for each additional clinical site and preceptor.	
6	Missing, incomplete or illegible documents will significantly delay the approval process.	

Thank you for choosing TN eCampus for your nursing education experience!

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