

## SCHOOL OF NURSING – CLINICAL SITE NETWORKING CHECKLIST AND GUIDE

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### General Guidelines

- You will serve as your own best advocate for your placement as you are most familiar with your local area and networking contacts.
- Tell everyone you know that you are seeking clinical placement.
- Remain professional when connecting with potential sites. Remember that there may be other students/institutions in your area who are also seeking placement. It is important to put your best foot forward.
- Start connecting with potential sites early. It may take time to identify a site that agrees to host you for clinical hours. To manage this effectively, set aside a little time each day to make progress and be persistent.
- Keep a log of the connections that you make with potential sites.

### Networking Checklist

- Determine when you will be taking your clinical courses and how many clinical hours are required for each course.
  - Review your degree plan, course progression, and Academic Calendar.
  - Reach out to your Student Advisor with any questions on your course schedule.
- Prepare a cover letter and resume focused on clinical placement to provide to potential clinical sites.
  - If you need assistance with your cover letter/resume, you may submit a draft for review to the Center for Career Advancement, using the CareerNetwork on your Purdue University Global student portal: CareerNetwork.PurdueGlobal.edu
    - Click the dropdown arrow next to Menu, scroll down to Resumes/Cover Letters, and select Submit your Resume and/or Cover Letter here. The Center for Career Advancement team will then review.
- Post to social media and LinkedIn.
  - Make sure that everyone in your personal and professional network is aware that you are seeking clinical placement. See a sample social media post below.
  - Join professional groups on LinkedIn and other social media to expand your network.
- Connect with friends, family, and colleagues.
  - Ask your friends, family, and colleagues if they know of anyone who may accept nurse practitioner students for clinical hours.
- Connect with your own provider.
  - Depending on your program and clinical course requirements, your physician may be appropriate to accept you for a clinical rotation. Ask your provider if they would be willing to accept you for clinical.
- Check with your employer.
  - Your employer may offer opportunities for clinical placement. Check with your direct supervisor, HR, or education coordinator. Review the clinical student handbook for policy on placement with employers.

- Research nurse practitioner organizations in your area for any connections to potential preceptors who may be outside of your immediate network. Please see these additional external resources:
  - Nurse practitioner student organizations: [EnpNetwork.com/Nurse-Practitioner-Groups](http://EnpNetwork.com/Nurse-Practitioner-Groups)
  - AANP student organization: [AANP.org/Membership/Student-Membership](http://AANP.org/Membership/Student-Membership)
  - Nurse practitioner state organizations: [MelissaDecapua.com/Your-Guide-to-Finding-an-NP-Preceptor](http://MelissaDecapua.com/Your-Guide-to-Finding-an-NP-Preceptor)
  
- Search for potential clinical sites online. Reach out via phone or email to introduce yourself and ask about placement opportunities.
  - See a sample phone/email outreach below.
  - For initial outreach, always address any contacts professionally and by Mr./Ms. /Dr. and last name.
  - Allow up to 2 business days for a potential site to return your call or email before following up.
  - When possible, obtain names and direct contact information for placement coordinators/office managers.
  - If appropriate, visit the site, professionally dressed as if you were going to a job interview, and provide your resume/cover letter.
  
- Expand your search.
  - Be prepared to research and connect with sites outside of your immediate geographic area.
  - Include nurse practitioners, physicians, and physician assistants in your search (note: Arizona students cannot precept with physician assistants).
  - If researching a site within a health system, look for education departments or education coordinators.

### **When You've Connected With a Clinical Site**

- Be familiar with your academic program and the details of your clinical course requirements (e.g., be sure you know how many clinical hours are required in your course and when you will take the course).
- If the site declines to host you for clinical hours, please accept the answer and ask if they have any referrals to other potential sites or preceptors.

### **Sample Outreach**

- Sample social media/LinkedIn post
  - I am excited to announce that I have started the family nurse practitioner program at Purdue University Global! I am looking to connect with possible clinical sites and preceptors. If you know of any MDs, NPs, or PAs who accept nurse practitioner students, please let me know. I start my first clinical course in (month).
    - i. Note: Arizona students should omit "PAs."

- Sample email to potential sites

Email subject line: Student Clinical Opportunity

Hello (Mr./Ms./Dr. last name),

My name is \_\_\_\_\_ and I am a family nurse practitioner student at Purdue University Global. I am planning for my (insert rotation type) clinical rotation, which requires the completion of 160 hours, completed over 10 weeks. I am attempting to identify a preceptor for this rotation during the (insert dates) term. Would you be willing/able to assist with my upcoming clinical rotation?

Thank you.

Examples of responses:

*If the response is yes:*

Thank you. I am looking forward to working with you! The next step in the process is to complete the School's required paperwork. I have attached a copy of the paperwork and additional information about my program and clinical course. Would you prefer that we schedule a phone call or meeting to go over this, or would you like to continue to work over email?

*If the response is no:*

Thank you for the response. I appreciate you for letting me know. Are you aware of any colleagues who may be interested in offering preceptor opportunities?

- Sample phone call to potential sites

Hello (Mr./Ms./Dr. last name),

My name is \_\_\_\_\_ and I am a family nurse practitioner student at Purdue University Global. I am planning for my (insert rotation type) clinical rotation, which requires the completion of 160 hours, completed over 10 weeks. I am attempting to identify a preceptor for this rotation during the (insert dates) term. Would you be willing/able to assist with my upcoming clinical rotation?

Examples of responses:

*If the response is yes:*

Thank you. I'm looking forward to working with you! The next step in the process is to complete the School's required paperwork. Would you prefer that we schedule a time to meet to go over this paperwork and my clinical rotation objectives, or should I send the information to you via email?

*If the response is no:*

Thank you for your time. I understand. Are you aware of any colleagues who may be interested in offering preceptor opportunities?

**Other Items to Be Aware of**

- Clinical sites may have application deadlines or additional requirements for compliance purposes. Be mindful of any site-specific application deadlines. If you need any support on any additional requirements, please reach out to the Clinical Placement Team.
- Some sites may charge additional fees to host students. Students are responsible for any clinical site fees.
- Be prepared to adjust your personal schedule to accommodate your preceptor.
- Purdue University Global may need to establish an Affiliation Agreement with your clinical site before you can begin your clinical hours. Please ask the site for the name of the individual or department that has the authorization to sign Affiliation Agreements. In many cases, the preceptor is not the individual who will sign the Affiliation Agreement. The Clinical Placement Team can assist with any questions on completion of Affiliation Agreements.

Please reach out to your clinical student manager if you have any questions or need additional support.

Thank you.

Purdue University Global Clinical Placement Team