



PAC for Clinicals

Preceptor. Agreement. Compliance.

USU'S PROVEN CLINICAL PLACEMENT PREPARATION MODEL



Preceptor

Student submit the following preceptor documents by email:

- Preceptor Information & Acknowledgement Form
- Preceptor Resume/CV (If applicable)
- Preceptor License Verification
- Preceptor Proof of Board Certification (APRN only)

Once all preceptor documents are submitted, they will be sent for Preceptor Approval by the FNP Program Director, which may take 4-16 weeks.

If you would like placement assistance, submit Interest Forms (e-form located in the Handbook) before the deadline.



Agreement

- Fully Executed Affiliation Agreement

OFE will confirm if an Agreement is on file once site name is provided by the student. If it is not on file, the student will need to provide necessary requested information for OFE to negotiate the agreement. While we actively follow up, Affiliation Agreements may take 16 weeks to finalize.

The affiliate may require additional requirements which must be completed by the appropriate deadline.



Compliance

- Release of Information Form
- Signed Medical Clearance Form
- Student Acknowledgement of FNP Handbook Guidelines
- Signed HIPAA Confidentiality Agreement
- Proof of Blood Borne Pathogens Training
- AHA CPR
- Proof of Health Insurance Coverage
- TB, Tdap, MMR, Varicella, HepB, Annual Influenza, COVID-19
- Clear Drug screen
- Clear Background check
- Malpractice Insurance Coverage (\$1M per incident, \$6M aggregate) – must state “NP Student”
- Student active and unencumbered Nursing License
- Student Resume
- OFE Approval Letter/Scheduled in Project Concert for each course and session (once all PAC documents are received and approved, you will receive this from OFE.)

Full descriptions of the requirements are detailed in the Handbook. Please review Complio documentation requirements. All documents must remain current throughout the clinical experience.



Did you PAC for clinical?

Students are required to review the FNP Clinical Handbook which details the clinical requirements and expectations.

Each student is required to PAC at least 16 weeks prior to each clinical course (and remain current), otherwise, the student shall not:

- Enroll in a clinical course or progress on time
- Be on site/perform clinicals
- Log hours/journals into Project Concert

Need assistance?

Contact your Clinical Placement Coordinator (listed in your student portal).

We are dedicated to your success!