

Clinical Course Faculty/Clinical Site Coordinator/Student Expectations and Responsibilities

As a University of Cincinnati graduate student, you are expected to:

- Read all emails sent to your University of Cincinnati email account as email is the primary form of communication. Please allow 3 business days for responses to your messages.
- Be courteous and respectful of others' time – my time, the time of other classmates, and the time of your professors is valuable. Take an active role in your future and be open and willing to receive advice and constructive criticism.
- Accept responsibility for your decisions, your actions, and/or your inactions that affect your educational progress and goals
- Be honest, open, and willing to receive and act upon recommendations from faculty and advisors, abiding by the Academic Honor Pledge: On my honor, I pledge that this work of mine does not violate the U.C. Student Code of Conduct rules on cheating or plagiarism and my conduct will be consistent with the ANA code of ethics.
- Explore and utilize university and community resources and make a good faith effort to look for answers prior to asking for assistance.
- Demonstrate academic integrity and ethical behavior at all times
- Each graduate student must hold current, active, unrestricted Registered Nurse (RN) licensure with no disciplinary action in the state where the clinical experiences (practica and internships) are completed. Each student is expected to practice within the standards of practice relative to registered nurses and the advanced practice role in the state where the clinical experiences (practica and internships) are completed. Please reference the College of Nursing Student Handbook for additional details related to this policy.

FAQs

Question	Appropriate Contact
I am experiencing difficulty accessing/using the clinical tracking system. What should I do?	Clinical site coordinator
Conversations related to situations not covered in this document.	Clinical course faculty (and faculty advisor as needed)
I am starting to think about clinicals, where should I start?	Clinical site coordinator
I want to adjust my plan of study.	Academic advisor/student success coordinator
When/how do I apply for graduation?	Academic advisor/student success coordinator
I cannot complete my clinical hours by the end of the semester. What should I do?	Clinical course faculty (and other roles, such as faculty advisor, academic advisor, student success coordinator, clinical site coordinator, as needed)
I need additional assistance with my critical requirements profile.	Lead CastleBranch Administrator (conapnrcr@uc.edu)
My site needs additional documentation (i.e., letter of good standing, insurance documentation, onboarding forms, etc.) or an affiliation agreement.	Clinical site coordinator
I have questions about course requirements or the course syllabus.	Clinical course faculty
There has been an adjustment in my upcoming plans for clinicals.	Clinical site coordinator
My preceptor had a change in schedule, employment, or availability to serve as a preceptor for current semester.	Clinical course faculty
I have questions related to appropriateness of clinical setting.	Clinical site coordinator (in consultation with clinical course faculty)

Clinical Course Faculty Expectations/Responsibilities	<ul style="list-style-type: none"> • Be knowledgeable about and offer counsel regarding the clinical courses, clinical experience graduation requirements, and syllabus content • Be accessible to answer your questions through in-person (or virtually), electronic, and phone appointments within 3 business days • Offer a safe environment for you to ask questions and express concerns where your individual values and choices are respected • Review progress toward completion of clinical requirements (i.e., completion of clinical hours, evaluations, and logs) and make recommendations should you encounter difficulty or reach out for consultation or advice • Collaborate with you to address obstacles you may encounter as you progress toward clinical requirement • To provide feedback on situations that are outside of the published parameters of clinical requirements and specialty hour breakdown deviations • Be an active participant and informed user to enhance knowledge and skills to support clinical course faculty role • Be willing to actively engage and communicate with preceptors
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Clinical Site Coordinator Expectations/Responsibilities	<ul style="list-style-type: none"> • Be knowledgeable about and maintain consistent, professional communication in conveying information pertaining to clinical placement • Be accessible to answer your questions through in-person (or virtually), e-mail, and phone communications within 3 business days • Support and collaborate with students who address obstacles they encounter during your clinical placement process • Process all submitted paperwork in the order that it was received in preparation for clinical term • Work with students and potential clinical sites to get supplemental and contractual paperwork in place prior to clinical experience • Provide support to students and preceptors for the clinical management platform where which clinical hours are logged and evaluations will be completed • Identify other possible options for sites/preceptors. Please note this could ultimately be outside of the student's preferred geographical area and require travel
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**Student
Expectations/Responsibilities**

- Become knowledgeable about your clinical requirements and clinical course syllabus requirement
- Contact your academic advisor/student success coordinator when you have questions or concerns, or you want to discuss possible changes to your plan of study. The academic advisor/student success coordinator will consult with the faculty advisor regarding a revised plan of study.
- Contact your clinical course faculty and clinical site coordinator when deviations or changes to planned clinical experiences occur. Topics warranting outreach include changes in clinical site, preceptor, or your ability to complete clinical expectations outlined in the course syllabus.
- Define and clarify personal values and goals and provide faculty advisor with accurate information regarding your interests and abilities
- Document time logs and case logs per requirements of your program. Download case logs and time logs at the end of every semester for personal records.
- Students are expected to contact clinical course faculty and clinical site coordinators of any plans to relocate to another state or intentions to complete clinicals outside of your home state to ensure clinical activity is permissible and provide guidance.
- Provide and upload all documentation required for completion of Critical Requirements during the first term of enrollment and maintain compliance throughout the program
- Actively network to identify appropriate and available clinical sites/preceptors who meet mandatory requirements set by the program. They must be willing and able to approve and sign off on time logs and clinical evaluations electronically.
- Connect with clinical site coordinator to further discuss other resources to assist in the preceptor search, including information on former preceptors and alumni who reside in their state
- Preceptor applications are to be submitted to the Clinical Site Coordinator at or before the due date established for the clinical term. Any submissions occurring after the due date may result in your site not being confirmed by the beginning of the clinical term.
- Contact the preceptor regarding schedule for clinical experience prior to the beginning of the term and maintain consistent, professional communication with them throughout the program
- Participate in and complete each clinical experience according to professional nursing standards, UC Student Code of Conduct and faculty expectations
- Review all clinical training documents provided within the system