1. **Does my preceptor have to be an NP?**
   - No, Certified Nurse Practitioners, Certified Nurse Midwives, MDs and DOs may serve as VCF.
   - FNP students **may not** complete hours with a Physician Assistant or Clinical Nurse Specialist.
   - Students may not complete clinical hours with family members.
   - Students must spend at least 150 hours with a NP (or 25% of total required hours if post MSN certified NP with advanced credit for Internship I or II).
   - Students must spend time with a minimum of three different preceptors across all Practicum/Internship courses in order to complete the program. (2 if PM NP with waived Internship courses)

2. **Is there any specific order I have to complete the population focus requirements?**
   - Students may complete clinical hours in any order across Practicum/Internship courses.
   - ANNP 8060-Care of Well Women and Children is a pre-requisite for Pediatric or Women Health/Obstetric rotations in Practicum/Internship I.

3. **What is the minimum number of hours I must work with each preceptor?**
   - Students must complete a minimum of 60 hours with each preceptor, any less will not count toward program requirements.

4. **Can I complete hours in an urgent care/retail clinic/fast track ED/ER setting?**
   - Yes, students may complete hours in these clinical settings with the following requirements:
     - Total maximum 120 hours in an urgent care, fast track ED, retail clinic or ER/ED.
     - Traditional ER/ED setting may only occur in facilities with no designated fast track or minor area. FNP students are expected to see only patients with primary health concerns and no critical or acute care encounters. **All traditional ER/ED sites must be approved by program coordinator.**
     - E.g.: Could work 120 hours in one of the 4 settings listed above, or divide the hours between 2 of those settings (E.g.: 60 UC and 60 retail, totaling 120).

5. **Can I complete hours in a specialty setting?**
   - Yes, a maximum of 90 hours of the 322 required adult PC hours may be in an outpatient/ambulatory specialty clinic (e.g. ortho, derm, cardiology) a maximum 100 of the 200 required pediatric hours may be in an outpatient/ambulatory specialty clinic, and a maximum 60 of the 150 required women’s health hours may be specialty, high risk ambulatory care, or routine deliveries.

6. **What is the maximum number of hours I can complete each week?**
   - Students may complete a maximum of 40 hours per week.

7. **Can I complete more hours than required in a specific Practicum/Internship and deduct those hours from future semesters?**
   - Yes. Students may complete a maximum of 30 additional hours in each of Practicums 1 and 2 or Internships 1, 2 and 3, and count toward cumulative program total.

8. **Can I attend clinical when school is not in between academic terms?**
   - No - Due to liability coverage, students may only perform clinical rotations during the actual academic semester dates.

9. **Can I complete clinical at my place of employment?**
   - Yes - Students can secure a preceptor at their place of employment. However, the preceptor cannot be in the same department or have direct supervision over the student.

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10. Will I receive confirmation that Critical Requirements have been received?
   ▪ No – Students are responsible to track and maintain Critical Requirements. Students can log into Castle Branch to view and update current submissions.
   ▪ College of Nursing staff monitor critical requirement compliance and students must be compliant in order to attend clinical.

11. How do I make sure my preceptor submitted his/her VCF Packet?
   ▪ Once the application is processed, the Clinical Site Coordinator (CSC) will send an email confirming receipt of the VCF packet. You can expect this email approximately 4-6 weeks prior to the start of the preceptor’s scheduled term. If students wish to check the VCF packet status sooner, please contact the CSC for the specified program via email and include preceptor’s name.

12. What if my site requires a completed Educational Affiliation Agreement (EAA) prior to completing a VCF packet?
   ▪ If the clinical site requires an EAA first, please contact the CSC for the specified program via email to facilitate. Please include contact information, including email address, of the individual requesting the agreement at the clinical site.

13. Do I need a lab coat for clinical and badge? What other professional attire do I need?
   ▪ The college of nursing does not require use of a lab coat, only student UC ID card. However, please check with the clinical site for the proper clinical attire.

14. Do I have to submit VCF/preceptor’s VCF packets for all my clinical courses before the first clinical deadline?
   ▪ No - students only need to submit the VCF packet for the upcoming term by the designated due date. We cannot guarantee completion of EAAs (if needed) for any delinquent or late packets.

15. What is E*Value?
   ▪ E*value is a web based clinical data management system. As a student using E*Value, you will utilize the system to document clinical hours and patient encounters, develop a learning Portfolio, collect performance assessments, and respond to evaluations. The CON Student Body Organization on Canopy (formerly BB Learn) is your dashboard to access the many wonderful resources (video and printer-friendly guides) available for E*Value.

16. Can I use my preceptor more than one term?
   ▪ Yes. However, please keep in mind that students must have a minimum of three preceptors throughout the three practicums or four internships (PM students) in order to have a diverse educational experience. If students choose to use preceptors in subsequent practicums, please contact the CSC with the preceptors name to ensure the student database accurately reflects the student schedule.

17. Do I have to be licensed in the state I’m completing clinical hours?
   ▪ Yes. All students must have a valid RN license in the state where they are performing clinical.