



# **MSN Handbook Supplement Nurse Practitioner Program**

**2024-2025**

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## Section I: Program Introduction

The Nurse Practitioner Program student learning outcomes are aligned with the American Association of Colleges of Nursing's The Essentials: Core Competencies for Professional Nursing Education and the National Organization of Nurse Practitioner Faculties' (NONPF) Nurse Practitioner Role Core Competencies and population-specific competencies and address the following content areas: knowledge of practice, person-centered care, population health, practice scholarship and translational science, quality and safety, interprofessional collaboration in practice, health systems, technology and information literacy, professional acumen, and personal and professional leadership.

Program outcomes for the MSN program are found on the School of Nursing and Public Health website: [MSN Program Outcomes](#)

**Upon completion of the Family Nurse Practitioner program, students will have met the following program outcomes:**

1. Use evidence-based interdisciplinary best practices for primary care when assessing, diagnosing, and treating patients across the lifespan.
2. Meet the diverse and complex needs of families across the lifespan through fostering interpersonal, intra-professional, and collaborative relationships aimed at affecting therapeutic outcomes of primary care.
3. Provide leadership in the education of all ages, patients, caregivers, and other professionals to promote quality and safety in primary care.
4. Adhere to professional standards for ethical decision-making, interprofessional and intraprofessional collaboration, and engagement in strategic initiatives in primary care that promote optimal care for patients of all ages.
5. Monitor one's own practice competency and initiate approaches that improve the quality of primary care delivered to patients of all ages.
6. Apply principles of leadership and direct care management for cost-effective use of clinical therapies and resources in providing direct primary care services for patients of all ages.
7. Provide direct primary care health services that respect individual cultural and spiritual beliefs and their impact on health behavior and the use of health resources.

**Upon completion of the Adult-Gerontology Acute Care Nurse Practitioner program, students will have met the following program outcomes:**

1. Use evidence-based interdisciplinary best practice for acute care when assessing, diagnosing, and treating patients, including young adults, adults, and older adults.
2. Meet the diverse and complex needs of adults across the adult lifespan through fostering interpersonal, intra-professional, and collaborative relationships aimed at affecting therapeutic outcomes of acute care.
3. Provide leadership in the education of adults, adult patients, caregivers, and other professionals to promote quality and safety in acute care.
4. Adhere to professional standards for ethical decision-making, interprofessional and intraprofessional collaboration, and engagement in strategic initiatives in acute care that promote optimal care for adult patients.
5. Monitor one's own practice competency and initiate approaches that improve the quality of acute care delivered to adults of all ages.
6. Apply principles of leadership and direct care management for cost-effective use of clinical therapies and resources in providing direct acute care services for adults of all ages.
7. Provide direct acute care health services that respect individual cultural and spiritual beliefs and their impact on health behavior and the use of health resources.

**Upon completion of the Adult-Gerontology Primary Care Nurse Practitioner program, students will have met the following program outcomes:**

1. Use evidence-based interdisciplinary best practice for primary care when assessing, diagnosing, and treating patients, including young adults, adults, and older adults.
2. Meet the diverse and complex needs of adults across the lifespan through fostering interpersonal, intra-professional, and collaborative relationships aimed at affecting therapeutic outcomes of primary care.
3. Provide leadership in the education of all ages, patients, caregivers, and other professionals to promote quality and safety in primary care.
4. Adhere to professional standards for ethical decision-making, interprofessional and intraprofessional collaboration, and engagement in strategic initiatives in primary care that promote optimal care to adult patients.
5. Monitor one's own practice competency and initiate approaches that improve the quality of primary care delivered to adults of all ages.
6. Apply principles of leadership and direct care management for cost-effective use of clinical therapies and resources in providing direct primary care services for adults of all ages.
7. Provide direct primary care health services that respect individual cultural and spiritual beliefs and their impact on health behavior and the use of health resources.

## Section II: General Guidelines

### *Welcome to the Nurse Practitioner Program!*

Learning throughout the patient care specialty theory and practicum courses requires the students to engage in active interprofessional collaboration among faculty, clinical faculty advisors, and the practicum preceptor. The patient care specialty courses provide theoretical content that is applied during practicum experiences to prepare students for the highest level of advanced practice nursing. Learning activities within the practicum courses contribute to your professional portfolio as evidence of progress in achieving program outcomes.

Students are required to have an RN license in PA and NJ, or a multistate RN license as clinical placements may be in PA or NJ.

Students are not required to identify and formalize preceptors, although it is encouraged to seek out professional relationships to facilitate the process. The practicum site might be in an institution where students are currently employed but students must function outside of their RN role and outside of their own unit and work as a nurse practitioner student with the NP preceptor. The clinical placement can NOT be in the same department as the student is employed. Prior to the start of the practicum, students will provide a curriculum vitae or resume, course requirements, and personal learning goals to their preceptor. Students will work with their preceptor to coordinate a schedule for completing the required number of hours for the practicum courses. Students must meet the minimum number of required clinical hours, but can exceed the minimum requirement if the preceptor and site can accommodate. This will NOT be possible in all locations.

Clinical placements are finalized with the parent institution in which the preceptor is employed. Once the student placements are finalized, students will be notified of their clinical placement. Changes are not made to the clinical placements once finalized. Students need to prioritize the completion of clinical hours during clinical practicums. Work schedules need to be flexible to accommodate clinical hours. Part-time employment provides the best school-work-life balance.

Students will be responsible for maintaining daily logs of practicum experiences, including accurate reflections of patient visits and procedures. These logs are maintained using the Typhon student tracking software and can be used to create an overview of practicum experiences and growth, which can be evaluated by faculty and future employers. Preceptors, clinical faculty advisors, and course faculty will evaluate your performance throughout each practicum course. Students will also provide a self-reflection on the learning that has occurred as well as areas for growth.

## **Section III: Program Guidelines**

### **Program Design**

Students in the MSN NP program must successfully complete core courses prior to starting clinical specialty courses. Each of the clinical specialty courses is only offered once a year. Students will begin clinical placements in the fall term. Please consult the website for the current curriculum requirements.

#### **General Core Courses**

- NURS 502    Epidemiology & Bioinformatics
- NURS 504    Policy, Quality & Safety in Health Care
- NURS 506    Nursing Role Theory & Evidence-Based Practice
- NURS 536    Law, Regulations & Ethics in Health Care

#### **Direct Care Core Courses**

- NURS 530    Advanced Pathophysiology
- NURS 532    Advanced Pharmacology
- NURS 534    Advanced Health & Physical Assessment
- NURS 507    Nurse Practitioner Roles & Responsibilities

#### **Clinical Specialty Courses: Adult Gerontology Acute Care Nurse Practitioner**

- NURS 710 Care of Younger Adults: Acute Care Theory & Practicum
- NURS 711 Care of Older Adults: Acute Care Theory & Practicum
- NURS 712 Adult-Gerontology Acute Care Nurse Practitioner Seminar & Internship

#### **Clinical Specialty Courses: Adult Gerontology Primary Care Nurse Practitioner**

- NURS 720 Care of Younger Adults: Primary Care Theory & Practicum
- NURS 721 Care of Older Adults: Primary Care Theory & Practicum
- NURS 722 Adult Gerontology Primary Care Nurse Practitioner Seminar & Internship

**Clinical Specialty Courses: Family/Individual Across the Lifespan  
Nurse Practitioner**

NURS 720 Care of Younger Adults: Primary Care Theory & Practicum

NURS 721 Care of Older Adults: Primary Care Theory & Practicum

NURS 732 Care of Women & Children in Primary Care Theory & Practicum

(OR

NURS 735 Primary Care of Children & Childbearing Women Theory

NURS 736 Primary Care of Children & Childbearing Women Practicum

NURS 733 Family Nurse Practitioner Seminar & Internship

**Student Eligibility for Practicum Courses**

Students entering any of the nurse practitioner pathways must first complete the Master of Science in Nursing general core courses and direct care core courses. Advanced Pathophysiology must be taken prior to Advanced Health Assessment.

General Core Courses (4 courses, 12 credits)

NURS 502: Epidemiology and Bioinformatics

NURS 504: Policy, Quality, Safety in Healthcare

NURS 506: Nursing Role Theory and Evidence-Based Practice

NURS 536: Law, Regulations, and Ethics in Healthcare

Direct Core Courses (4 courses, 11 credits)

NURS 530: Advanced Pathophysiology

NURS 532: Advanced Pharmacology

NURS 534: Advanced Health Assessment

NURS 507: Nurse Practitioner Role and Responsibilities

Students must have a current license as a Registered Nurse in the states of Pennsylvania and New Jersey. As requested by the clinical coordinator, submit all necessary documents.



**\*Note: According to the Pennsylvania State Board of Nursing, the advanced pharmacology course cannot be completed more than five years prior to applying for prescriptive authority.** Application for prescriptive authority occurs AFTER graduation and successful completion of the national certification examination.

### **Progression**

Please see the Academic Requirements and Progression section of the Graduate Nursing Student Handbook: [Click here](#)

#### **For NP clinical specialty courses:**

Students must pass both the clinical and didactic components of the clinical specialty practicum courses. A passing grade is a grade of B- (80.00) or higher. A grade of C+ or lower is considered an unsatisfactory grade in a clinical specialty course. The student will not be permitted to progress in the program with an unsatisfactory grade, which is a grade of C+ or lower, in either theory or practicum components of clinical specialty courses. A student who achieves a C+ in a clinical specialty course may be considered for remediation only once during the program. If approved, the course with the C+ must be repeated with an earned grade of B- or higher. The C+ will remain on the student's transcript and be used in the cumulative grade point average. Graduate students must maintain an overall GPA of 3.0 or higher for satisfactory academic standing.

### **Attendance**

Classroom attendance is necessary to promote the learning of the theoretical component of the curriculum and to enrich and expand the application of the clinical learning process. Students are expected to attend all classroom activities. An instructor may lower a student's grade because of a class absence. If absences occur, it is the student's responsibility to make up whatever work has been missed.

Students will follow current guidelines for COVID-19 or other public health concerns.

Clinical attendance is mandatory for the student to consistently demonstrate the ability to meet course objectives. It is the student's responsibility to notify the preceptor in the event that they are unable to attend clinical experiences. Such notification is to occur up to two hours prior to the scheduled clinical experience. If a student is absent from class/clinical activity due to illness, a healthcare provider's statement verifying the illness and certifying that the student is able to resume class or clinical activity may be required. Students who request time off from clinical, due to events in which they have no control (e.g., serious illness, death of a family member), will contact the preceptor, clinical faculty, course faculty, Clinical Coordinator, and Program Director.

## **Strategies for Implementing Title IX Protections in Practicum Settings**

In the event of a change in health status such as pregnancy, surgery, Covid, etc., requiring multiple missed clinical days, the student, clinical faculty, and the Program Director will meet to discuss possible scheduling alternatives and develop an individual education plan. If a student is on a health-related leave from work, they may also require a medical leave for school.

The following link is to Moravian's policy on student rights and accommodations for pregnancy and birth-related conditions: [Pregnancy and Parenting Student Policy](#). Title IX regulations, enforced by the Office of Civil Rights (U.S. Department of Education), protect the rights of and require support for pregnant and parenting members of our campus community. Learn more about [Pregnancy and Parenting Resources](#) or request accommodations or additional support by contacting the Equal Opportunity and Title Coordinator at <mailto:pregnancy@moravian.edu>.

### **Nurse Practitioner Program Plan of Study Interruptions**

Please see the Leave of Absence section of the Graduate Nursing Student Handbook ([Link here](#))

Students enrolled in the Master of Science Nurse Practitioner program track are required to follow the study plan established by the Program Director. The Program Director must be notified of any study interruptions or anticipated changes to the plan of study. The student and Program Director will discuss study interruptions and how it will impact progression into the clinical year.

Interruptions in the plan of study may result in forfeiture of enrollment in the assigned clinical cohort. Students will be considered for a future clinical cohort based on enrollment availability and at the discretion of the Program Director.

### **Program Track Changes**

Requests made to transfer from one MSN program to the Nurse Practitioner program will need to meet with the Program Director and complete appropriate paperwork. Students may need to re-apply to the SON/PH. Students who want to change specialty tracks in the Nurse Practitioner program must meet with the Program Director prior to the start of the practicum year. Students may need to enter a different cohort for clinical placement, based on availability.

## **Clinical Practice**

Students enrolled in the nurse practitioner program must be licensed Registered Nurses in good standing.

Students enrolled in the Nurse Practitioner program are required to have a minimum of one--year of recent experience as a Registered Nurse prior to entering the clinical year.

Both a Pennsylvania and New Jersey license are required to enter the practicum.

Students must abide by the institutional and departmental policies of clinical affiliates and the University while in clinical placement settings.

## **Standards of Conduct**

Students must possess the necessary behavioral, physical, intellectual, interpersonal, and communication skills to provide nursing care that is safe for patients, for themselves, and for other healthcare providers. Students must be able to meet these performance standards in order to qualify for and remain in the nurse practitioner program. Reasonable accommodations will be made according to University Policy.

Specific standards of nursing conduct are found in the Pennsylvania Code: State Board of Nursing (chapter 21) website: Click here: [PA SBON Standards of Conduct Link](#)

Specific policy on academic code of conduct can be found University catalog: Click here: [Academic Code of Conduct](#)

## **Technology Requirements**

Students are expected to have access to a working device with word processing software, video conferencing capabilities, and the ability to connect to the internet.

Examinations will use online platforms and the student's device must be able to access the platform and remain connected for the duration of the examination.

## **Communication Expectations**

Electronic communication must be sent both to and from a Moravian University email account. Students are encouraged to check their email accounts daily to remain informed of pertinent

information related to their program of study as well as university events. The preferred method of contacting the course instructor or Program Director is email.

### **Student Satisfaction Survey**

The purpose of the satisfaction survey is to provide the student with the opportunity to evaluate the program and provide input into the curriculum. Students have an opportunity to complete a student satisfaction survey at one and three years after graduating from the Nurse Practitioner Program. It is a time for students to evaluate their role as advanced practice nurses and meet program objectives, clinical proficiency, and personal growth.

## Section IV Practicum Guidelines

### **Background Check**

Current child and healthcare regulations require that healthcare providers have been cleared with a background check prior to being permitted to engage in practice with children or with clients in a healthcare facility. Therefore, in compliance with federal and state mandates, students admitted to the nursing program are required to have completed the following prior to the start of clinical:

Pennsylvania State Police Criminal History Record ([www.psp.state.pa.us/patch](http://www.psp.state.pa.us/patch)): For all students, a request for a record report should be made through the FBI Background Check. This is completed once, within 60 days of starting clinical practice. Pennsylvania Child Abuse History Clearance Request through the PA Department of Public Welfare.

If the student is aware of any potential reportable offenses that may become disclosed in a background check, he/she should alert the Program Director in advance. Reportable offenses include but are not limited to murder, manslaughter, drug delivery resulting in death, kidnapping, theft, forgery, unlawful use of a computer, endangering the welfare of a child, illegal sale of non-controlled substances, promoting prostitution, corruption of minors, sexual abuse of children, and the use of designer drugs. A complete list of reportable offenses may be obtained from the PA Department of Aging. If an offense is disclosed on a criminal background check, it is possible that the student will not be able to attend clinical practice in the health care facility, and is possible that future licensure as a practicing nurse may be jeopardized.

Information regarding the process of obtaining these clearances (child abuse and criminal background check) will be distributed to students prior to the deadline for submission to the School of Nursing. This information will include the necessary forms and directions for the completion of the applications. It is the student's responsibility to initiate the request for background checks along with obtaining other documents as required by the school.

**All clinical requirements must be completed by June 15th prior to the start of the clinical year. All NP documents must be uploaded by the student to Pyramed via the portal link: [Link to Pyramed: Click Here](#)**

### **Mandatory Clinical Prerequisites**

Throughout the nurse practitioner program, it is the responsibility of the student to maintain the currency of certain required records. Renewed and updated records must be received by the nursing department, by July 1 prior to the start of the practicum year. Any records submitted must be valid and may not expire at a date during the practicum year. Failure to renew and submit required records will prevent the student from maintaining registration/enrollment in clinically-based courses.

The following documentation should be accessible and reflect currency in the student's electronic record:

- Cardiopulmonary Resuscitation (CPR) – Nurse practitioner students are required to maintain current CPR and Automated External Defibrillator certification through either the American Heart Association (<http://www.heart.org>) or the American Red Cross (<http://www.redcross.org>). The following courses are acceptable for nursing students to complete for healthcare provider certification:
  - A. American Heart Association: Basic Life Support (BLS) for Healthcare Providers' Course, or
  - B. American Red Cross: CPR/AED for Professional Rescuers and Health Care Providers course.

There are no CPR classes offered at Moravian University.

- Tuberculin Skin Test (TST or PPD) – TST testing is to be completed prior to entering the nurse practitioner clinical year with follow-up testing on an annual basis. A two-step TST, two TSTs within a year, or Quantiferon Gold testing is required according to clinical agency requirements. If the student has a positive result or a record of a previously positive result or has been previously immunized for tuberculosis (e.g., Bacillus Calmette-Guerin [BCG]), then a chest x-ray and/or Blood Assay Mycobacterium Tuberculosis (BAMT) test should be taken and verified by a licensed physician, nurse practitioner, or physician assistant as negative for tuberculosis. Students may submit a copy of their current employer's TST results which has been completed within the appropriate timeline.

Note: Healthcare systems may also have specific requirements for students to complete as part of the approval process for clinical placement.

- Background checks - Each student is responsible for providing updated criminal background check and child abuse clearance records annually to comply with current child and healthcare regulation requirements.
- Substance Abuse/Drug & Alcohol Screening – Students will be tested for drugs and alcohol prior to the start of their first clinical course. Random drug/alcohol testing will occur throughout a student's progression in the program at the discretion of the program administration. Refer to the Substance Abuse and Drug/Alcohol Testing Policy.
- Physical Examination/Health Assessment – Each student is to be declared “fit for duty/clinical” upon enrollment into the nurse practitioner clinical year. The physical examination form must be completed and uploaded into the student's electronic record. It is each student's responsibility to inform the program of any significant changes in health status after this initial health assessment is completed).

- Immunization Record – In addition to the immunizations required of all students enrolled at Moravian University, the following immunizations are required of all nurse practitioner students:

Rubella, Mumps, & Rubella - Anyone born in or after 1957 must receive two MMR vaccines, or show proof of immunity by titer. The first vaccination must be given prior to the start of clinical with documentation when the booster vaccine will be given.

Varicella-Show proof of immunity by titer or show proof of two vaccines for varicella. The first vaccine must be given prior to the start of clinical studies with documentation when the booster vaccine will be given (each must be administered at least four weeks apart).

Tetanus, Diphtheria, Pertussis (Tdap only – e.g., Adacel, Boostrix)-Required prior to clinical.

Hepatitis-B-Show proof of immunity by titer or show proof of three vaccines for Hepatitis B. The first vaccine must be given prior to the start of clinical studies with documentation when the next two boosters will be given. The student may decline this vaccine; however, the reason(s) for declination must be documented.

Influenza – Each student must receive an influenza vaccination in October of any given year. All students must sign an assent to receive this vaccine when they are completing other required documents in the summer prior to the start of the academic year. Exemptions from this requirement may be granted to those students who have a verifiable religious objection, a documented severe egg allergy, or documented previous severe allergic reaction to the influenza vaccine, or a history of Guillian Barre syndrome within six weeks after receiving an influenza vaccine. Students must complete additional paperwork and wear a mask in clinical areas. In these cases, it is the student's responsibility to request an exemption to both the program and St. Luke's University Health Network, as specified at [www.slhn.org/intern](http://www.slhn.org/intern)

- Health Insurance – Each nursing student must show evidence of current health insurance coverage.
- Orientation Activities - Documents and orientation activities must be completed as required by the affiliating agencies.

## Practicum Site Selection and Criteria

If a student has identified a potential site and/or preceptor, forward the name, specialty, and email to the clinical coordinator and Program Director at least 60 days prior to starting the clinical course. This provides ample time for all practicum sites and/or preceptors to be approved by Moravian University and the affiliated institution. Identification of a potential preceptor who is agreeable to precept a student does not guarantee a placement.

All practicum sites are reviewed to ensure alignment with program requirements. Please refrain from contacting institutions and practice personnel directly. The clinical coordinator will notify the student when clinical sites and preceptors are approved and finalized. Once placements are finalized, changes cannot be made except in a situation where there are extenuating circumstances such as if the preceptor is no longer available.

### Criteria for Site Selection: Family Primary Care

<i>Course Name</i>	<i>Practicum Site Facilities</i>
NURS 720: Care of the Younger Adult, Primary Care Theory and Practicum  (200 hours)	Family Medicine, Internal Medicine, Primary Care Urgent Care, Retail Clinics, General Medical Clinic, College Health, Federally Qualified Health Center, Women's Health, Occupational Health
NURS 721: Care of the Older Adult, Primary Care Theory and Practicum  (200 hours)	Family Medicine, Internal Medicine, Primary Care, Skilled Nursing Facilities, Long-term Care, Personal Care, Assisted living, Geriatric Medicine, Primary Care at Home, Federally Qualified Health Center, Urgent Care
NURS 732: Care of Women and Children in Primary Care  (150 hours)	Family Medicine, Women's Health, Urgent Care, Retail Clinics, Pediatric Clinics, Federally Qualified Health Center
NURS 733: Family Care Capstone, Seminar, and Internship  (100 hours)	Family Medicine, Internal Medicine, Primary Care, Urgent Care, Retail Clinics, College Health, Women's Health, Pediatrics, Federally Qualified Health Centers

**\*Note: With the Program Director's approval, requests for clinical experiences in the ER, inpatient hospital, and other specialty practices (cardiology, palliative care, dermatology, pulmonology, trauma, etc.) may be granted for 100 hours during the internship.**



### Criteria for Site Selection: Adult-Gerontology Acute Care

<i>Course Name</i>	<i>Practicum Site Facilities</i>
NURS 710: Care of the Younger Adult, Acute Care Theory and Practicum (200 hours)	Hospital Medicine
NURS 711: Care of the Older Adult, Acute Care Theory and Practicum (200 hours)	Critical Care Medicine
NURS 712: Adult-Gerontology Acute Care Capstone, Seminar, and Internship (250 hours)	Hospital Medicine, Critical Care Medicine Internal Medicine, Specialty Practices (cardiology, pulmonology, nephrology, infectious disease, trauma)

### Criteria for Site Selection: Adult-Gerontology Primary Care

<i>Course Name</i>	<i>Practicum Site Facilities</i>
NURS 720: Care of the Younger Adult, Primary Care Theory and Practicum (200 hours)	Internal Medicine, Primary Care, Medical Clinic, Urgent Care, Retail Clinics, College Health, Federally Qualified Health Centers, Occupational Health, Women's Health
NURS 721: Care of the Older Adult, Primary Care Theory and Practicum (200 hours)	Internal Medicine, Primary Care Skilled Nursing Facilities, Long-term Care, Assisted living, Geriatric Medicine, Federally Qualified Health Center, Primary Care at Home, Urgent Care
NURS 722: Adult-Gerontology Primary Care Capstone, Seminar, and Internship (250 hours)	Internal Medicine, Skilled Nursing Facilities Long term Care, Assisted Living, Primary Care, Geriatric Medicine, Women's Health, Federally Qualified Health Centers, Urgent Care

**\*Note: Requests for clinical experiences in the ER, inpatient hospital, and other specialty practices such as cardiology, palliative care, dermatology, pulmonology, or trauma may be granted for up to 100 hours during the internship only.**

## **Preceptor Qualifications**

### **Preceptor Qualifications**

- Master's Degree in Nursing at the minimum
- National board certification as a nurse practitioner
- Active, unencumbered advanced practice license
- At least one year of clinical practice
- Acceptable health professions: Medical Doctor (MD) or Doctor of Osteopathy (DO) with an active medical license.

## **Practicum Log**

The practicum logs are maintained by the student through a clinical log software program, Typhon Group. Practicum logs are submitted daily during each practicum course and an overview is included in your professional portfolio. Practicum log documentation must demonstrate activities related to course outcomes and specialty competencies.

All practicum hours are entered in Typhon Group. Travel time to and from the clinical site and time spent entering practicum logs shall not be included in the practicum hours. Clinical hours include time spent providing direct patient care at the clinical site and time reviewing plans of care with the preceptor.

The assigned clinical faculty advisor will review and approve all practicum hours and logs.

## **Portfolio**

Throughout the practicum courses, students will collect selected achievements and compile them within the professional portfolio to demonstrate professional growth and expertise. The final portfolio will be assessed against the MSN NP's Program Outcomes.

## **Professional Dress Code**

Students are representatives of the nursing profession and program. Students are required to honor the professional dress code for the particular agency where the student is officially placed for clinical practice. A laboratory coat with your name and a University patch must be worn over professional attire when in health care agencies.

## Section V Roles and Responsibilities

### Program Director

- Approves clinical placements prior to finalization and student notification.
- Approves student requests for specialty placement (pending availability) for internship and seminar courses.
- Assigns students to clinical faculty for each rotation.
- Orients new clinical adjunct faculty.

### Clinical Faculty

- Assigned to each student to serve as a coach, role model, and mentor during clinical rotations.
- Communicates with preceptors regarding student expectations and clinical progress.
- Completes a mid-point and final evaluation.
- Conducts a site visit during the semester. Additional visits or preceptor interaction may be warranted
- Monitors and provides feedback to students with regard to clinical documentation.

### Preceptor

- Collaborate with Moravian faculty to promote student success in the practicum courses.
- Identify learning opportunities that align with course outcomes.
- Serve as a mentor for students in professional development.
- Provide supervision of the student's clinical practice and constructive feedback about his/her performance in the practicum.

### Student

- Be familiar with all policies and procedures related to practicum experiences.
- Meet deadline dates for all assignments and learning activities.
- Conduct oneself in a professional manner during each clinical rotation.
- Maintain communication with the course faculty and preceptor
- Maintain practicum log.

### Clinical Coordinator

- Works with the Program Director to determine appropriate clinical site placements and to resolve issues with the student and/or site.
- Facilitates clinical placements between students and agencies.
- Confirms clinical placements with students.

- Works with the Program Director to discuss sites. The director is also involved in communication with the students about sites. If a student has a site issue, both the director and coordinator need to discuss it promptly to come up with the best solution.

**Administrative Assistant**

- Facilitates student enrollment in the Typhon Group clinical tracking application
- Arranges evaluations between students and preceptors via Typhon