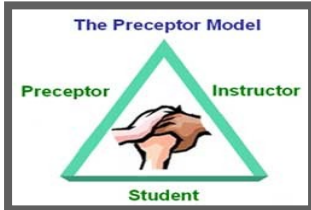


## WEB-BASED COURSES ADULT CRITICAL CARE THE CLINICAL PRACTICUM

The clinical practicum is a triad relationship between you, the teacher-facilitator, and your preceptor. You are expected to set-up your own clinical practicum experience. The 112 clinical practicum hours are scheduled between the preceptor and you working around both of your personal and work schedules. If you are an RN taking the course for continuing education, you must hold a valid RN license in the state of the practice site. Your preceptor for the practicum is responsible for communicating with you throughout the clinical practicum. Each preceptor must agree to facilitate the clinical experience for the designated timeframe. The teacher-facilitator for the course is responsible for communicating with you and your preceptor throughout the course.



Your clinical experience will provide you with the opportunity to experience the care of the following types of patients with these selected health problems:

- Cardiovascular problems
- Endocrine health disruptions
- Gastrointestinal problems
- Hematology disruptions
- Immunology problems
- Neurology problems
- Renal health disruptions
- Respiratory problems
- Trauma and Emergency experiences

### RESPONSIBILITIES

✓	ITEM	COMPLETION DEADLINE
1.	<p><b>Practicum site selection.</b> When selecting clinical sites for your experience, the following criteria should be kept in mind:</p> <ul style="list-style-type: none"> <li>■ Availability of preceptors with a minimum of 3 years of experience and preferably with at least a baccalaureate degree.</li> <li>■ A written contract between the clinical site and IU School of Nursing (This is up to the hospital. Sometimes it is not needed).</li> <li>■ A critical care unit where the patient selection of critical care health problems are available in order for you to meet the course competencies.</li> <li>■ All sites are subject to approval of IU School of Nursing, The Office of Lifelong Learning and the online teacher facilitator.</li> <li>■ For additional help, e-mail <a href="mailto:censg@iupui.edu">censg@iupui.edu</a></li> </ul>	4-6 months prior to the beginning of the course.
2.	<p><b>Find a preceptor</b> willing to work with you for 112 hours on the selected skills.</p>	4-6 months prior to the beginning of the course.
3.	<p>If you are outside of Indianapolis, you will need to get an <b>institutional agreement</b> from Indiana University and get it signed by the hospital administrator if required. Send an email to <a href="mailto:censg@iupui.edu">censg@iupui.edu</a> include the Name of the Institution, the name of the person you contacted to arrange the clinical practicum (Director of Nursing, or Education Specialist), their contact information (phone and email) and the date you contacted them.</p>	4-6 months prior to the beginning of the course. (registration contingent upon approval)
4.	<p><b>Preceptor registration.</b> Have your preceptor register for the online preceptor training and to be a preceptor for this program at:</p>	1 month before course begins. Must be completed before the

		<a href="https://cm.nursing.iupui.edu/llreg/forms/ccpreceptor.asp">https://cm.nursing.iupui.edu/llreg/forms/ccpreceptor.asp</a>	start of the course.
5.	<b>Current CPR.</b> Your CPR must be current during your practicum experiences. Please send a copy of your CPR card to the Office of Lifelong Learning to be put on file. The practicum hours cannot begin without this current CPR card on file. Fax to 317-274-0012		Before the course begins
6.	<b>Immunization Record Form.</b> This form must be completed and turned into the Office of Lifelong Learning before beginning your practicum. Fax to 317-274-0012		Before the course begins
7.	<b>Current Registered Nurse License.</b> If you are an RN taking the course your RN license must be current at all times during the enrollment in the course. You must be licensed to practice in the state in which you are completing the practicum. Please send a copy of your license to the Office of Lifelong Learning at IU School of Nursing. Fax to 317-274-0012		Before the course begins
8.	<b>Completion of an educational program on bloodborne pathogens (OSHA)</b> <a href="http://www.ehs.iupui.edu/BBP2004/BBP_home.asp">www.ehs.iupui.edu/BBP2004/BBP_home.asp</a> Fax results to 317-274-0012		Before the course begins
9.	<b>Liability Insurance.</b> You are required to show proof of liability insurance with current effective dates. Please send a copy to the Office of Lifelong Learning. Fax to 317-274-0012		Before the course begins
10.	Schedule a face-to-face <b>meeting</b> with your preceptor.		Before the practicum experience begins
11.	<b>Participant Skills Portfolio</b> prior to meeting with your preceptor complete Appendix A of Practicum Packet sent by The Office of Lifelong Learning upon receipt of your registration		Before the initial meeting with your preceptor
12.	Complete the following <b>forms at the pre-arranged meeting</b> with your preceptor: <ul style="list-style-type: none"> <li>• Practicum Preceptor Agreement [Appendix B]</li> <li>• First Meeting Form for Preceptor [Appendix C]</li> </ul> [Appendix B and C located in Practicum Packet sent by The Office of Lifelong Learning upon receipt of your registration]		During the meeting with your preceptor
13.	<b>Develop a schedule</b> and plan for fulfilling the required skills and hours with your preceptor. The schedule should also be sent to the course teacher/facilitator and the Office of Lifelong Learning.		During the meeting with your preceptor
14.	<b>Dress code.</b> The appearance of each practicum course participant represents Indiana University School of Nursing and the nursing profession. Therefore your nursing attire should be appropriate to the unit.		During the practicum.
15.	<b>Clinical Time Log.</b> Have your preceptor add to your Clinical Practicum Time Log each time you work at the clinical site for this program. [Appendix D]		Each time you put in hours for this program
16.	<b>Participant Completion Form.</b> Make sure your preceptor has filled out and signed off all forms. Originals must be sent to the Office of Lifelong Learning. See the Practicum packet for details.		When you have completed your 112 hours and mastered the required skills