

Advance Practice Nurse Student Training Guidelines

Benefis Health System Office of Medical Education

1. Program Description

- a. To provide outstanding nurse practitioner students an exceptional educational opportunity, Benefis Health System has established clinical guidelines for graduate students which requires some limitation on the volume of students. Our goal is to accommodate excellent nurse practitioner students and develop common clinical education curriculum and timelines for our preceptors.
- b. Do NOT contact providers directly to request training rotations**
- c. It is possible that Benefis will not be able to accommodate your request as not all applicants are accepted for clinical rotations.
- d. If accepted, the coordinator will work directly with Benefis Health System preceptors to arrange your clinical experience. All communication will need to be directly with the coordinator for tracking purposes. Students may not work directly with preceptors unless directed to do so by the coordinator.
- e. Students who do not follow the outlined process are at risk of having arranged clinical hours revoked.**
- f. The clinicals are facilitated by Benefis Health System professional providers, including nurse practitioners, physician assistants and physicians to provide students opportunities to work alongside other professionals in a multidisciplinary health care environment.
- g. Students observe and experience the delivery of patient care in a comprehensive health care center that offers:
 - i. A caring, collaborative environment
 - ii. State-of-the-art facilities
 - iii. A large, diverse patient population
 - iv. An environment based on a team approach and with a commitment to mutual respect

2. Hours and Scheduled Clinicals

- a. Rotations:
 - i. The availability of rotations will be based on perceived community, regional and statewide need as well as preceptor availability.
 - ii. FNP Students selected to participate in this program will be considered for placement of up to 144-hour rotations, based on preceptor availability, in each of the following departments: Family Practice, Internal Medicine, Walk-In, Pediatrics, Emergency Medicine, Psychiatry and Women's Health. Certain departments will not precept students July – August and November – January.
 - iii. Specialty NP students selected will commit to hours placement commensurate with the training requirements and the availability of preceptors.
 - iv. While we understand nurse practitioner students are often working to maintain full-time nursing employment while going to graduate school, in order to receive the best learning experience, students

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learning at BHS must commit to a set schedule for the duration of their clinical hours with minimal exceptions. For the majority of the clinicals, your learning schedule includes eight-hour days, two days per week Monday/Wednesday or Tuesday/Thursday. NICU rotations for neonatal nurse practitioner students may be scheduled in more intensive blocks.

3. Application Process

Graduate nurse practitioner students wishing to participate in a clinical rotation at Benefis Health System must:

- i. Have a current signed Education Affiliation Agreement between a Benefis approved graduate institution and Benefis Health System
- ii. Submit a completed application and required documentation:
 1. By July 1 for desired rotations January through June of the subsequent year.
 2. By January for desired rotations July through December the same year.
- iii. Work a minimum of 6 shifts during a quarter
 1. Note for nurses not currently employed at Benefis
 - a. Arrangements will be made for suitable experience commensurate with clinical background
 - b. Employment application will also be required
- iv. Complete the application and submit the additional required documentation to JanLeishmanDonahue@benefis.org and ShannonAnderson@benefis.org including:
 1. A document describing your motivation for seeking an advanced practice degree, your career aspirations, and where you see yourself working in five years.
 2. Letter from your academic department on school letterhead indicating you are a current student in good standing in your program
 3. Current immunizations (non-Benefis employees only - See Employee Immunization Requirements)
 4. Flu vaccination verification if rotating between November 1 and March 31 (non-Benefis employees)
 5. Background check done within the past year (it may be a background check submitted by your school or another institution)
 6. Liability insurance (your school will have a copy of the certificate of insurance)
 7. Confidentiality Agreement
 8. Copy of your current required professional licensure
 9. References as required in the application
 10. Clinical hour requirements from your program (Clerkship/Rotation Form)

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11. Total number of hours you are hoping to arrange by specialty
 12. your anticipated starting and ending dates
 13. please specify your preferred schedule of M/W or T/Th (will be considered but not guaranteed)
- v. Complete an in-person or video interview prior to approval
- b. Students accepted for clinical rotations in the prior term are required to submit the following by the dates above for consideration of further rotations:
 - i. Total number of hours you are hoping to arrange by department
 - ii. Anticipated starting and ending dates
 - iii. Please specify your preferred schedule of M/W or T/Th (will be considered but not guaranteed)

4. Selection:

- a. Due to high demand, graduate students employed at BHS at a 0.8 FTE and above, in good standing, will have priority over employees with less than 0.8 FTE and non-employees. Employment at BHS however, does not guarantee acceptance for clinical rotations at Benefis.
- b. Students in good standing who have additional clinical rotation requirements will be given priority over new applicants.
- c. Incomplete applications will not be considered.
- d. You will be notified in writing of the decision within 6 weeks of the application due date.
- e. If approval is granted, then the Office of Medical Education will work directly with Benefis Health System preceptors to arrange for your clinical experience. Note that it may not be feasible to accommodate your ideal timeline.

5. Please note:

- a. Acceptance for clinical rotations at Benefis does not in anyway guarantee employment at Benefis once your advanced degree is completed. In select circumstances Benefis may request a work commitment at Benefis assuming satisfactory completion of your training.
- b. If your rotation involves crossing the red line in the operating room, you must complete operating room preparation training.
- c. Student dress attire is business casual
- d. A student ID will be issued and is required to be worn during your student rotations. The badge must be returned upon completion of clinical hours.