

Clinical/Practicum Course Checklist

Phase I – Preparation (Begin at least 3 to 6 months prior to anticipated start date)

	Read and review the Nursing Handbook which includes the requirements for the clinical/practicum.
	Purchase a CastleBranch Account for the required criminal background check, immunization tracker, and drug testing. See appropriate Links in MySJC for instructions and requirements.
	Sign the Nursing Handbook Acknowledgement Form and upload it into your CastleBranch account. (See the appendices.)
	Find a preceptor. Review the student handbook for guidelines related to selecting an appropriate preceptor and site for your clinical/practicum. FNP students should review the “tips for finding a preceptor” sheet.
	Submit your preceptor and site information for review to the Nursing Department, using the Online Submission Form on MySJC. (Please use the Submission Checklist to ensure that you obtain/submit all the required information.) CHECK SUBMISSION DEADLINES LISTED IN MySJC FOR YOUR ANTICIPATED CLINICAL/PRACTICUM START DATE.

Phase II – Approval and Orientation

	Wait for an email notification indicating that you have met all requirements and are cleared through Phase I to enroll in your clinical course. You should receive notification by the end of the first week of the month prior to the term start date. (PLEASE NOTE: All preceptors are verified by the nursing department. Please make your preceptor aware.)
	Order your SJC ID Badge. This badge must be worn at all times during your clinical/practicum.
	Contact your advisor to enroll in your course.
	Your approved preceptor(s) will be sent information from your instructor at the beginning of the term. FNP Students can print out this information to provide to the preceptor on the first clinical day. This information is located in the Precepting Corner section of your clinical course.
	FNP STUDENTS - You will receive an email from the Typhon Administrator. Follow directions to login to the Typhon Tracking system to access tutorials and learn how to document your clinical hours, cases, and upload clinic notes. This will be a one-time fee that will provide you with access throughout your program.
	Once you are enrolled in the course, you will need to arrange a 3-way conference call with you, your preceptor, and your course instructor prior to beginning your clinical/practicum hours. Ideally this call should take place on or prior to the first clinical/practicum day taking into account the preceptor’s and faculty member’s schedules. (Any additional requirements will be identified in your course syllabus.)
	FNP STUDENTS - Your preceptor will receive their own Typhon login so they will be able to approve your time logs and complete your mid-term and final evaluations in the Typhon system. You will need to confirm that they have received and are able to login to the system. The initial login is temporary and expires 7 days from receipt. If they do not receive this login information, please contact your instructor or the Clinical Placement Team in the SJC Nursing Department. The preceptor logins are sent by the first day of your clinical.