

STUDENT EXPECTATIONS FOR CLINICAL PLACEMENTS

JOHNS HOPKINS SCHOOL OF NURSING

Dated: 1-6-2025

The Johns Hopkins School of Nursing (JHSON) has a dedicated Clinical Placements Team to assist students with appropriate clinical placements to meet the course objectives of their program of study, clinical competencies, and accreditation/certification requirements. Each Track (PNP, FNP, AGNP, AGACNP, PMHNP and HOL) has a Clinical Placement Coordinator assigned to their track. The CRNA Nurse Anesthesia students and MSN (Entry) students follow the guidelines from their Program Director.

CLINICAL PLACEMENTS PROCESS

To successfully complete required clinical courses, planning ahead is crucial. The Clinical Placement Coordinator, with guidance from the student's Track Director, will collaborate with students to secure a clinical site that meets the educational requirements of the student's program of study for each semester. The Clinical Placement Team maintains a strong network of placement sites, preceptors and approved contracts to assist students in obtaining their clinical experience at an organization vetted by faculty. If an approved contract is not active for the clinical site identified, the Clinical Placement Team will proceed to secure a contract in coordination with the Contracts Manager. Contracts typically take 4 to 6 months or more to be fully executed depending on site-specific requirements and terms of negotiation. Some clinical sites may require additional requirements such as drug screening, fingerprinting, or additional background checks specific to their site and timeline, which may take additional time. Prompt student completion of these additional items is essential. In certain regions with a high demand for clinical placements, the process of securing a preceptor and finalizing agreements can take several months or longer than the typical 4-6 month timeframe.

The process of finding clinical sites, preceptors and finalizing contracts is a fully collaborative process between the Clinical Placement Coordinator, Track Director, and the student. The student is an active participant in this process and expected to do the following.

- Develop a list of possible sites and preceptors based on the contracts available in Exxat. If the student wishes to pursue sites not in Exxat, the student discusses this with the Clinical Placement Coordinator. Please note; it may take up to 6 months or longer to secure a new site contract.
- Collaborate with current employers and among professional networks to identify and/or secure possible preceptors.
- Submit a Wishlist of sites into Exxat as directed by the Clinical Placement Team.
- Ensure current RN licensure in their state of residence. If clinical placement is in a state other than state of residence, check the following web page for information on multi-state license agreement <https://www.nursecompact.com/>
- Compliance activities and documents required by the School of Nursing (SON) must be current to be assigned a clinical placement. The student submits and maintains SON compliance documents with Castlebranch or with Exxat (if they begin the program in the Fall of 25).

Students receive information regarding SON compliance requirements at the time of admission. Clinical site compliance requirements may include additional requirements. The Placement Coordinator will assist students with understanding the additional site-specific requirements. These additional requirements are often needed by students regardless of the student's employment status with the institution where they are placed for clinical. In many situations, there are deadlines as to when the site requirements must be completed. Failure to adhere to the deadlines may jeopardize the ability to obtain a clinical placement at the site.

The Clinical Placement Coordinator is responsible for keeping the student informed of the progress in securing a placement and compliance requirements once a placement is approved. Clinical placement availability may vary due to the ability to obtain a contract with the site or the availability of suitable preceptors. While the Clinical Placements Team makes every effort to obtain placements for students in their designated geographic area (within 100 miles of the preferred address listed in Exxat), this may not always be possible. Our goal is to identify placements that meet JHSON requirements as stated above. In situations where an appropriate placement cannot be identified, the Clinical Placement Coordinator and Track Director will meet with the student to discuss options. Students are expected to complete clinical hours for each course prior to the start of the subsequent clinical course. Clinical hours will be monitored during the course and if the student is not on track to complete their clinical hours, they will meet with the Track Director to discuss options. Students are responsible for reliable transportation to and from the clinical sites. It is the student's responsibility to prioritize their clinical schedule over their paid employment schedule as the days and times of clinical experiences are based on the preceptor's availability. Students must accommodate the preceptor's clinical schedule.

COMMUNICATION

Communication and collaboration are key in the placement process. The process of clinical placement is a partnership that starts when the student enrolls in the program and continues until graduation, involving ongoing collaboration between the student and the Clinical Placement Team. The Clinical Placement Coordinator for the student's program of study or track will meet with each student regularly and is the first line of communication. The Clinical Placement Coordinator is available via email and virtual meetings to ensure the student is on track to obtain an appropriate clinical placement. The Clinical Placement Coordinator meets weekly with the Track Director and the Associate Dean for Clinical Practice to review the progress of student placements.

To facilitate the clinical placement process, students are to:

- Schedule & attend the required Welcome Call with their designated Clinical Placement Coordinator.
- Have an active JH email address and check it regularly, responding to emails within two business days.
- Only communicate using a JH email address for security purposes.
- Inform the Clinical Placement Coordinator of any changes that may impact clinical placement (name/address change, health issues, life events). Failure to do so, may impact timely clinical placement.
- Notify SEAM (seam.jhu.edu) of any name and address changes.
- If the student requires accessibility accommodations, the student is to reach out to the JHU Student Disability Services office (<https://nursing.jhu.edu/current-students/student-affairs/disability/>)
- Adhere to placement deadlines as identified by the Placement Coordinator.

EXXAT

The School of Nursing utilizes the Exxat information management system. Within this system, students are expected to:

- Attend mandatory Exxat training
- Create and maintain Exxat profile (Provide updated address and CV each term)
- Utilize Maps of Affiliation to identify potential sites and preceptors.

PROFESSIONALISM

Professional Code of Ethics:

- Each student enrolled in the Johns Hopkins University School of Nursing is expected to uphold the school’s professional ethics policy <https://nursing.jhu.edu/information/current-student/studentaffairs/academic-professional-ethics.html> and the Code of Ethics established by and for the nursing profession (Code of Ethics for Nurses, ANA, 2015).
- Students are expected to adhere to the Professional Attire Policy: <https://e-catalogue.jhu.edu/nursing/policies/professional-attire/>

By signing below, I hereby acknowledge that I have read and understand the terms in this Student Clinical Placement Expectations document.

Student Name: _____

Student Signature: _____

Date: _____

Please upload a signed copy of this form to the student’s profile page in Exxat.