

Preceptorship Request & Placement Instructions

This document outlines the official process, expectations, and requirements for submitting your preceptorship request and completing your clinical placement. Please review all sections carefully to ensure timely processing and successful placement.

If you have questions, please email nurspre@auburn.edu. This account is monitored by Dr. Martin and Mrs. Morrell.

SUBMITTING YOUR REQUEST

- Read the entire request form and all supporting documents in AceMapp before submitting.
- Requests are submitted through the Evaluation System in AceMapp. You will receive an invitation when the module opens.
- If your name changes after submission, notify us immediately.
- AceMapp does not allow resubmission once submitted.
- If you make an error, email nurspre@auburn.edu and a new form will be issued.

PLACEMENT GUIDELINES

General Notes

- Once submitted, unit or hospital changes are not allowed unless there are extenuating circumstances.
- There is no guarantee you will be placed in your first-choice facility or unit.
- AUCON may choose any hospital listed on your request.
- Faculty may adjust assignments to support the success of the cohort.
- Faculty may place students at any affiliated hospital within the requested city if needed, with notification to the student.

Local Requests

Due to high demand for local placements:

- If you are not employed or affiliated with a local hospital, you **must** list **LOCAL** as your preference.

- You may list **LOCAL** for all three hospital choices.
- Local placements are assigned within **60 miles** of AUCON.
- Employees, apprenticeship students, and scholarship students may list their affiliated hospital.
- In the comments section, include a note stating your role at that hospital.
- If you do not plan to request your scholarship hospital, please note that as well.

Hospital Systems

- When requesting multiple locations within a system, list the hospital system name and include locations in parentheses.
 - *Example: Northside (Atlanta, Forsyth & Duluth)*
- If you have a preferred location, note it in the comments.
- If requesting a single location, list it as: *Northside – Forsyth.*

Pediatric Requests

- You may list **only one** pediatric hospital, and only as your **first choice**.
- Pediatric placements are limited.
- Children’s hospitals often assign students to **Med/Surg**, not specialty units.
- If you do not wish to precept in Pediatrics, leave this section blank.

Unit Requests

- Check hospital websites to ensure the units you request are offered at that location.
- **Med/Surg** is a viable option for all students; specialty units are considered a bonus.
- Requests for **Psych** or **OR/PACU** require approval from Dr. Martin before submitting.
- **Mother/Baby** is not allowed as a preceptorship unit.
- If interested in **L&D and NICU**, list them together as one unit and choose an adult alternative as your second choice.
- L&D and NICU may be listed as adult or pediatric options.
- Do not list pediatric units in the adult section except **Neonatal ICU**.
- List NICU as **Neonatal ICU** to avoid confusion with Neuro ICU.

- Many pediatric hospitals do not offer L&D services—check hospital websites.

Comments Section Guidance

- Night shifts are common during preceptorship.
 - If you have extenuating circumstances that may prevent you from working nights, include this in the comments.
 - Note: Restrictions may limit your placement options.
- Comments are reviewed carefully and help faculty make informed placement decisions.
- Include any important information that may impact your placement.

HOUSING AND LOCATION CONSIDERATIONS

- Do **not** rent housing specifically for preceptorship; placements may change, even at the last minute.
- Only request hospitals where you have confirmed housing.
- If requesting placement in your home city, indicate this in the comments.

Out-of-State Requests

- Out-of-state facilities often prioritize their in-state nursing programs.
- Preceptor slots are limited and not guaranteed.
- Always include a **local backup option**.

ASSIGNMENT TIMING AND COMMUNICATION

- Assignments are released on a rolling basis as they are received.
- Hospitals may send placements just weeks before preceptorship begins.
- Please remain patient and flexible.
- You will be notified immediately when placed.
- There is no need to request updates.

ACADEMIC CONSIDERATIONS

- Your GPA and course grades are reviewed during placement decisions.
- Hospitals do **NOT** receive this information.

- This is especially important for students requesting **NICU** or **L&D**, which do not provide broad NCLEX preparation.

PROFESSIONAL CONDUCT

- Do **not** contact hospitals directly.
- Do **not** attempt to arrange your own preceptorship.
 - This includes asking clinical instructors, hospital staff, or personal contacts.
- Bypassing the official placement process may result in rejection by the hospital.
- Final placements are determined by the hospital.

IMMUNIZATIONS AND EXEMPTIONS

- Complete the section of the form regarding your immunization exemption status.
- This information helps us to attempt to place you at a facility that accepts your exemption.
- Hospital policies may change at any time.
- These are **hospital policies**, not AUCON policies.
- We will try to place you appropriately, but it may be out of our control.
- If you change your exemption decision after placement, you will not be reassigned.

Pediatric Hospital Exemption Policies

- The only pediatric hospital that accepts a **religious exemption for the flu vaccine** is **USA Women's & Children's Hospital (Mobile)**.
- They do **not** accept religious exemptions for any other required vaccines.
- They do accept **medical exemptions** for other required vaccines.
- No other pediatric hospital accepts any vaccine exemptions except COVID-19.

AFTER YOU'RE PLACED

- Once assigned, no changes are allowed.
- You will receive your preceptor's contact information once credentialing is complete.

- Reach out to introduce yourself and confirm your start date using the provided template.
- You will follow your preceptor's schedule, which may include:
 - Night shifts
 - Weekend shifts
 - Holiday shifts
- Some facilities do not allow students to work with additional nurses.
 - If this applies to your site, it may limit your ability to complete required hours if you plan personal events.
- You will complete **192 clinical hours** and **8 Leadership Observation hours** (200 total).

Class Expectations

- No in-person class requirements occur during preceptorship.
- You will have scheduled class sessions:
 - Before and After preceptorship
- Preceptorship dates will be posted in AceMapp Announcements once determined.

SUPPORT CONTACTS

Preceptorship is part of **NURS 4941**.

Dr. Martin

Course Leader and available by appointment for course-related questions.

Email: clm0001@auburn.edu

Office: 2211

Mrs. Morrell

Clinical Associate

Assists with preceptorship requests, placements, credentialing, and related needs.

If you have questions or would like to talk, please email nurspre@auburn.edu to set up a time to talk.

Office: 2270