

## Franklin University

### Masters of Science – Psychiatric Mental Health Nurse Practitioner (MSN-PMHNP) Checklist

Student Name: \_\_\_\_\_ NURS 732 Term: SP / SU / FA 20 \_\_\_\_\_

#### Approximately 1 year Before NURS 732

##### Week 2 of NURS 612

- Receive an Introduction email outlining the process of clinical rotations
- Begin to identify possible sites and preceptors (at least 20)
  - Clinical placement log: <https://forms.office.com/r/rF07gKexEN>

##### At the Completion of NURS 612

- Use Self Service application in myFranklin to update expected courses (NURS 612-NURS 793) with Student Planning (Best Practice: Please update as needed throughout the program)  
**Date Completed:** \_\_\_\_\_
- Contact the Clinical Coordinator at [clinicals@franklin.edu](mailto:clinicals@franklin.edu) for the next step to prepare for clinical rotations  
**Date Completed:** \_\_\_\_\_
- Receive an email with the following information:
  - Login credentials for EXXAT
    - Review the Map of Affiliation
    - Set up Student Profile
    - Review and sign the Clinical Placement Process Disclosure (found in Compliance)
  - Preceptor/Site Placement Intent Form: <https://forms.office.com/r/N1uZGnTgGD>
    - Be sure to include your preceptors' full credentials (for example state PMHNP instead of just NP)
    - If you answer "yes" to telehealth hours, please provide an explanation as to why you are unable to complete in person hours during this first term. You are strongly encouraged to not use telehealth hours until the last term of the program.
    - If you answer "yes" to this site being your workplace, please provide a detailed explanation of how this rotation will be separate from your normal worksite and duties.
      - Explanations should be emailed directly to [Natalie.perry@franklin.edu](mailto:Natalie.perry@franklin.edu) at the time of submission of your intent form
  - NP Handbook and Clinical Practicum Documentation Checklist
- Login to EXXAT: <https://steps.exxat.com/account/login>
- Attend or watch recording of Townhall Meeting  
**Date Completed:** \_\_\_\_\_
- Submit Preceptor/Site Placement Intent Form(s):  
**Date Completed:** \_\_\_\_\_

This begins the credentialing process. If students have a potential clinical site and preceptor in mind, students should submit a Preceptor/ Site Placement Intent Form for *each* site possibility as soon as possible. It can sometimes take up to 6 months to complete a Memorandum of Understanding (MOU).
- Email Clinical Coordinator when you submit your Preceptor/ Site Placement Intent Form
  - Include in the title of your program and your expected timeframe of clinicals  
**Date Completed:** \_\_\_\_\_

If students are having trouble finding a site after at least 20 site attempts, students can contact [clinicals@franklin.edu](mailto:clinicals@franklin.edu) for assistance. The Clinical Coordinator will begin to look for sites on student's behalf if there is difficulty in getting a confirmation. Please include the following information within the clinical placement log: **name of site, contact name and title, contact phone, contact email, and date when contacted.**

### **Within 6 months of NURS 732**

- Identify and secure a preceptor and site
- Preceptor is credentialed and an MOU or site contract is on file
- Determine if there are any additional [health requirements](#) that need to be met

### **Within 3 months of NURS 732**

- Update mailing address and primary contact information in EXXAT (as needed)
- Gain familiarity in EXXAT, look into required documents

### **Within 6 weeks of NURS 732**

- Upload final health requirements\* to EXXAT:
  - Immunization Records
  - Background Check
  - Health Insurance Card
  - Professional Liability Insurance (set up to begin start date of the term)
  - Nursing License
  - BLS Certification (AHA or MTN)
- Complete background check through EXXAT-Universal (processing may take up to 2 weeks)  
**Date Completed:** \_\_\_\_\_

### **Within 2 weeks of NURS 732**

- After confirmation with Faculty that all requirements have been met, the Clinical Coordinator will register the student for NURS 732
- Receive an official email from Clinical Coordinator confirming your final approval: official preceptor and placement at the site, required documentation submitted, name of clinical instructor\*\*

### **1 week Before NURS 732**

- Log clinical schedule in EXXAT
- iHuman questions should be directed to both the clinical instructor and the Clinical Coordinator via email

### **The first week of NURS 732**

- Submit the first two weeks' schedule by the first day of class  
**Date:** \_\_\_\_\_
- Submit the rest of the term by Friday of week 1

\*Per the SON policy, all requirements must be current throughout the entire semester.

\*\*Students **may not** begin clinical hours until they receive formal notification from the school that the site and preceptor have been approved. Any changes from the information communicated to you in writing must be reported within **24 hours** to the clinical coordinator.

# Clinical Hours Planner for Students Who Began NURS 732C Prior to Spring 2025

	NURS 732C	NURS 733C	NURS 734C	NURS 793C	Total:
Therapy Across the Lifespan					/75 minimum
Child/Adolescent (up to 17)					/75 minimum
Adult (18-65)					/300 minimum
Geriatric (66+)					/75 maximum
<b>Total:</b>	/75 in NURS 732C	/175 in NURS 733C	/175 in NURS 734C	/175 in NURS 793C	<b>/600 minimum</b>

**Therapy Across the Lifespan:**

Required: 75 hours

Recommended: Up to 150 hours; Recommended completion in NURS 732C

**Child/Adolescent:**

Required: 50 hours

Recommended: Up to 100 hours; 40 Child Visits; 60 Adolescent Visits; 100 Total Visits

**Adult:**

Required: 300 hours

Recommended: 300-425 hours; 500 Total Visits

**Geriatric:**

Required: 100-200 hours

Recommended: Up to 200 hours; 150 visits

**Telehealth:**

Recommended: 100 hours

## Clinical Hours Planner for Students Who Begin NURS 732C After Spring 2025

	NURS 732C	NURS 733C	NURS 734C	NURS 793C	Total:
Therapy Across the Lifespan					/75 minimum
Child/Adolescent (up to 17)					/75 minimum
Adult (18-65)					/300 minimum
Geriatric (66+)					/75 maximum
<b>Total:</b>	/150 in NURS 732C	/150 in NURS 733C	/150 in NURS 734C	/150 in NURS 793C	<b>/600 minimum</b>

### Therapy Across the Lifespan:

Required: 75 visits/hours

Recommended: 75 visits/hours in NURS 732C

### Child/Adolescent:

Required: 75 visits/hours

Recommended: 75 - 150 visits/hours

### Adult:

Required: 300 visits/hours

Recommended: 300 visits/hours

### Geriatric:

Required: 75 visits/hours

Recommended: 75 - 150 visits/hours

### Telehealth:

Recommended: 150 hours