



As a student in the FHSU RN-BSN program you will enroll in course NURS 449 Leadership and Management for the RN. This course requires 32 direct care clock hours. You will need an approved site and preceptor for the course. It is important that you choose a site now as it can take 8 to 12 weeks for site approval. Please email your planned site to [Nurs.Contracts@fhsu.edu](mailto:Nurs.Contracts@fhsu.edu). The Nursing Department can let you know if your site is already approved or if we need to get a site contract. You may fill out the worksheet for your site request and preceptor approval. This request will be uploaded into the CastleBranch system. Below is a list of frequently asked questions to help you with this process.

**1) What can I wear to clinicals?** You will need to consult with your preceptor and wear similar attire. You will need to purchase a name tag through the following link:

<http://webapps.fhsu.edu/nursing/photo.aspx>. This name tag should be purchased at least 2 weeks prior to the start of course NURS 449 and the purchase receipt should be uploaded into CastleBranch.

**2) Where can I perform my clinicals?** All clinical sites must be approved. This requires a clinical contract between FHSU and your chosen health care organization. While FHSU has many contracts on file, it can take 8 to 12 weeks to get a contract approved if your site is not listed. Therefore, we recommend you start early in your program. You may choose a site that interests you as long as it meets the objectives of the course. If you are having trouble finding a site within a healthcare organization, we recommend looking at a variety of options including clinics, nursing homes, schools, home health and hospice. Sometimes community sites exist such as parish nursing, health departments, or a nurse in a shelter.

Fort Hays State University works diligently with students to secure clinical contract across the United States. On rare occasions due to locations or state or facility requirements, we are unable to negotiate a contract. In this event, if another site cannot be obtained at the student's location, a clinical site in Hays, Kansas will be provided for the student. If this occurs, students will need a Kansas License and will need to come to Kansas for their practicum experience. We encourage you to start the collaborative process of obtaining a preceptor early in your program. If you have questions about this process, please contact [Nurs.Contracts@fhsu.edu](mailto:Nurs.Contracts@fhsu.edu)

**3) How many hours are required for clinicals?** You will need 32 direct care clock hours in your eight week course. These hours may be done anytime of the day as long as your preceptor is present. You are welcome to utilize evenings and weekends if your site allows this. These hours should be separate from your regular job. If you are performing hours at your workplace, you should not be clocked in for these hours.

**4) What are the requirements of my preceptor?** Your preceptor must be an RN with a current U.S. license. Preceptors should be RNs who participate in leadership activities while providing direct patient care. Variations of this job may exist. If you have questions as to if a preceptor is appropriate, please contact [Nurs.Contracts@fhsu.edu](mailto:Nurs.Contracts@fhsu.edu). We recommend a nurse with a BSN degree. Students may not use peers in the FHSU RN to BSN program as preceptors.

**What do I need to get for clinical clearance?** You will need current immunizations including a yearly TB test, yearly influenza, Hepatitis B, MMR, TDAP, Polio, and Varicella. You will also need American Heart Association BLS for health care providers, student nursing liability insurance (1 million per occurrence/3 million aggregate), health insurance, confidentiality statement, and drug testing. Please start collecting these documents. You will receive a URL to create an account and pay for clinical clearance collection through CastleBranch upon admittance to the program. After payment, you will receive the information needed to complete a drug test. At that time, you can upload all required documents. The cost of CastleBranch is \$114.75. If you already have a CastleBranch account, please log in and check the requirements. You are responsible to purchase your own student liability insurance. Please contact [Nurs.Contracts@fhsu.edu](mailto:Nurs.Contracts@fhsu.edu) if you need assistance with this.