

Franklin University
Master of Science in Nursing – Psychiatric Mental Health Nurse Practitioner (MSN-PMHNP) Clinical
Preparation Checklist

Student Name: _____ NURS 732 Term: SP / SU / FA 20____

Use this checklist to track the major preparation steps required before beginning NURS 732 clinical rotations.

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)

At the Completion of NURS 612

- ☐ Use Self Service in *myFranklin* to update expected courses from NURS 612 through NURS 793 in Student Planning. Best practice: review and update your plan as needed throughout the program.

Date Completed: _____

- ☐ Contact the Clinical Coordinator at clinicals@franklin.edu to confirm the next steps for preparing for clinical rotations.

Date Completed: _____

- ☐ Receive an email with the following information:

1. Login credentials for EXXAT
 - a. Set up Student Profile
 - b. Review clinical sites that have current agreements with Franklin. Search *Explore Clinical Locations* in EXXAT.
 - c. Review and sign the **Clinical Placement Process Disclosure** (found in Compliance)
2. **MyRequest** Wishlist Form:
 - a. Include your **Preceptors' full credentials** (for example state PMHNP instead of just NP)
 - b. 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.
 - c. If you answer yes to the **site being your workplace**, use the comment box to explain how the clinical rotation will be separate from your normal worksite and duties.
 - d. Include a **Site Contact** who is an administrator and can facilitate or sign an agreement with Franklin. Do not list your preceptor as the site contact unless they own the practice.
3. *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: _____

Within 6 months of NURS 732

- ☐ Identify and secure a preceptor and clinical site
- ☐ Submit **MyRequest** Form(s) in EXXAT:

Date Completed: _____

- Submitting *MyRequest* forms begins the clinical placement process. If you have a potential clinical site and preceptor in mind, submit a *MyRequest* form for **each** site and preceptor, **each term**, as early as possible. Completing a *Memorandum of Understanding* (MOU) can take up to 6 months.

- ☐ Upload final **Compliance Documentation** * to EXXAT:
 - Immunization Records and Health Requirements (*Appendix A in the [NP Handbook](#)*)
 - Background Check
 - Health Insurance Card
 - Professional Liability Insurance (set up to begin the start date of the term and must include coverage as a “Nurse Practitioner Student”)
 - Nursing License
 - BLS Certification (AHA or MTN)

- * If you are having trouble finding a site after at least 20 site attempts, contact Dr. Perry, PMH Program Chair (natalie.perry@franklin.edu), and Dr. Sampson, PMH Lead Faculty (elizabeth.sampson@franklin.edu), for assistance. Attach a completed [clinical placement log](#) that includes the site name, contact name and title, contact phone number, contact email address, and date contacted.

Within 3 months of NURS 732

- ☐ Update mailing address and primary contact information in EXXAT (as needed)
- ☐ Get familiar with EXXAT and begin working on obtaining and uploading compliance documentation.

Within 6 weeks of NURS 732

- ☐ Complete background check through Verified Credentials (you will be emailed a code with registration instructions)

Date Completed: _____

Within 30 days of NURS 732

- ☐ All *MyRequests* and Compliance Documentation must be submitted to EXXAT

Within 2 weeks of NURS 732

- ☐ Receive an official email from Clinical Coordinator confirming that you are “**Cleared for Clinical and Placed**”. This indicates that all required actions have been completed. **
- ☐ After all requirements have been met, the Clinical Coordinator will register the student for NURS 732

1 week before NURS 732

- ☐ Coordinate your planned schedule with your preceptor and enter the clinical schedule in EXXAT

The first week of NURS 732

- ☐ Submit your planned schedule by the third day of class.

Date: _____

- * Per SON policy, all requirements must remain current throughout the entire semester.

****** Students may not begin clinical hours until they receive formal notification from the school that they ***“Cleared for Clinical and Placed”***. Any changes to the approved site, preceptor, or schedule must be reported to the Clinical Coordinator within 24 hours.

Clinical Hours Planner

The section below may be used to plan and track required clinical hours across the PMHNP clinical sequence. Students should review minimum requirements early and update planned hours regularly with faculty guidance.

	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 minimum
Total:	/150 in NURS 732C	/150 in NURS 733C	/150 in NURS 734C	/150 in NURS 793C	/600 minimum

Category	Required visits/hours	Recommended visits/hours	Notes
Psychotherapy Across the Lifespan	75	75 in NURS 732C	Must be with a provider primarily educated in and providing psychotherapy services, such as LPC, LMHC, LCSW, Psychologist, LFMT, etc.
Child/Adolescent	75	75–150	
Adult	300	300	
Geriatric	75	75–150	
Telehealth			150 hours maximum

Required Student Documentation

Students must upload required documentation to EXXAT and **maintain current documentation throughout the clinical term**. Requirements may vary by site, so review and any site-specific instructions regularly.

- * Clinical Placement Process Disclosure
- * Nursing License Professional
- * Liability Insurance
- * BLS certification – Healthcare Provider
- * Health Insurance
- * Verified Credentials
- * Background Check
- * Influenza
- * Hepatitis B
- * TB screening
- * MMR
- * Tdap
- * Varicella