

## Preceptor Process Information and Resource Outline

As you begin the search for course preceptors please review the following resources available on the [MSN Student Resource Page](#).

[MSN Student Handbook](#): This resource has everything you may want to need and know about the MSN program and specifically, the preceptor process. There is a section for NP Preceptors/Clinical and Nursing Education/Nursing Health Care Administration Preceptors/Practicum.

[Onboarding and Clinical Placement](#): Many clinical sites including Nebraska Medicine, Avera, Sanford, and more have additional application processes and requirements you must adhere to. As you plan your preceptorship please review this list. This is not meant to be comprehensive but lists sites we know have additional requirements.

[DocuSign Student Process](#): This resource is meant to guide you through the entire DocuSign process.

- To complete Step 1 please use this link:  
<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=2baa371f-8d88-4a99-907d-c7667ffcdf29>
- You will know your paperwork is complete when you sign off on the Step 2 and receive a copy of the completed pdf, please save this for your records.
- If you ever need an update on where your paperwork is at in the process, please email your advisor directly or at [MSNAdvising@clarksoncollege.edu](mailto:MSNAdvising@clarksoncollege.edu).
- Step 1 can take the longest amount of time, especially for a new clinical site where the college needs to establish an affiliation agreement. Affiliation Agreements are handled by the Compliance office.
- Once your Step 1 is complete your advisor will manually generate and send a Step 2 within 24-48 business hours. You will receive a copy of the completed Step 1 and you should let your preceptor know to look out for an email from DocuSign directly. This may end up in their junk or spam email folder. We will happily help you and your preceptor troubleshoot any issues.

[NP Preceptor Guidelines](#): This has specific preceptor information and requirements for each NP course. This is a great document to share with potential preceptors.

[NP Primary Specialty Clinical Information](#): This document breaks down the individual Primary and Specialty hours for each course. It also outlines the ideal preceptor settings for specific courses.

- Remember that all Specialty hours must be faculty approved.

[Typhon](#): is used to log clinical hours. You will receive access the first time as a student in NS 830 at Graduate Weekend.

- [Typhon Quick Reference Guide](#): Overviews Typhon features, including adding a preceptor or clinical site.

State Authorization: Because state licensure requirements vary by state, Clarkson College is unable to ascertain clinical, practicum, and licensure requirements in every state. The student is responsible to be aware and abide by licensure requirements in the state(s) in which the student chooses to obtain licensure and employment. If you have questions please contact MSN Advisors.