

# MN Practicum Package - Fall 2024, Winter 2025

MN8905 Practicum Placement	1
Practicum Process	1
Placement Partner Exceptions	2
Important Things to Remember	2
Practicum Placement Steps and Important Dates	3
Required Documents	3
Placement Steps	4

## MN8905 Practicum Placement

MN8904/5 Practicum and Seminar in Advanced Practice Nursing provides students with an advanced practice experience. Toronto Metropolitan University's proximity to a wide range of health care facilities, community organizations, and professional and government agencies provides students with the opportunity to advance and apply their knowledge and skills in a variety of specialty areas of nursing practice, e.g., clinical, research, education, policy, quality improvement, administration.

The practicum is NOT a work study; students must complete the practicum outside of their place of employment. A minimum of 192 hours (**approximately 2 days per week**) is required over 10 to 12 weeks of the MN8905 semester. The MN8904 Seminar in Professional Nursing Advancement must be taken concurrently with the practicum. During this seminar, students will examine linkages between theory, research, and advanced nursing practice.

### Practicum Process

All placements are determined in consultation with the student's Course Professor, then facilitated by the MN Placement Coordinator. Practicum decisions are based on curriculum requirements, student's past experience, interviews, and faculty consultations. Student flexibility is required, as the desired practicum opportunity may not be available.

Students will be notified by the MN placement coordinator at the beginning of the term prior to their practicum term with their Course Professor's name and contact. **Students must reach out to their Course Professor to initiate the placement approval process.**

Based on their education and career interests, students are encouraged to seek out their own preceptor/supervisor with graduate education. If a student does not have a preceptor in mind, they will work with their MN8904/5 Course Professor to identify and approve a preceptor. **The Course Professor for MN 8904/5 is responsible to approve the practicum and preceptor.** Once a preceptor has been identified and the Course Professor has approved the placement, the student should contact the preceptor to discuss learning and practicum goals. The MN Placement Coordinator then confirms approved placements in HSPNet (the online placement database). Students cannot confirm their own placements as the MN Placement Coordinator must ensure there is a placement agreement established between the partner institution and TMU.

To achieve the learning and practicum goals, students are expected to meet weekly with their preceptors throughout the practicum, during the preceptors' working hours. This weekly meeting facilitates discussion about learning needs, expectations, and feedback on student progress, as well as to further promote student socialization into the advanced practice role.

### Placement Partner Exceptions

Toronto Metropolitan University has many placement partners and each has their own way of doing things based on the placement agreement between the university and the partner. Here are a few practicums that have special considerations for graduate students:

- **St Michael's Hospital** would like the placement coordinator for the school to approach them. If you are considering doing a practicum at St Michael's, contact the placement coordinator first before approaching anyone. A request will be made on your behalf.
- **Sunnybrook Hospital** has a "Graduate Nursing Student Placement Requests" process and a separate application form on their website.
- **The Hospital for Sick Children (SickKids)** has a "Graduate Nursing Student Placement Requests" process and a separate application form on their website.

Always check in with the Course Professor and MN Placement Coordinator to confirm if there are any exceptional considerations for your placement partner.

### Important Things to Remember

The practicum:

- Must be different from your current position, unit and department; preference is on a distinct campus from the one in which you are employed.
- Must not be an extension of a work project that you are already participating in or leading within your position.
- Must not be a clinical 'internship' where you are responsible for a caseload or 'shadowing' a nurse practitioner or physician for the purposes of developing clinical skills to leverage application to a post-MN NP program.

When looking to identify a preceptor for your placement, explore your network:

- Connect with your colleagues outside of your organization for possible contacts to seek out opportunities for securing a preceptor within their organization
- Connect with your classmates and peers who may be working in different organizations and can facilitate a potential placement opportunity
- Connect with your manager/educator for possible contacts to seek out opportunities for securing a preceptor outside of your organization

## Practicum Placement Steps and Important Dates

### Required Documents

All required forms can be found on the [Central Placement Office website](#)

Before meeting with your Course Professor, prepare:

- Resume/CV draft (.pdf saved as *firstname-lastname-Resume Draft*)
  - Remember to include presentations (professional/work/class), major papers, etc. in APA format.
  - Decide if the potential preceptor will require added details about your employment position responsibilities, particularly if your title and/or role is not well-understood.
- Career Vision and Self-Assessment draft (.pdf saved as *firstname-lastname-CareerVision Draft*)
  - Refer to the [MN Resource Repository](#) for an example of a graduate career vision and self-assessment from the Master of Nursing Worksheet. This self-assessment will be used as a guide to assist you in identifying a possible preceptor.

After practicum approval from your Course Professor, submit:

- Revised Resume/CV (.pdf saved as *firstname-lastname-Resume Final*) to Course Professor
- Revised Career Vision and Self-Assessment (.pdf saved as *firstname-lastname-CareerVision Final*) to Course Professor
- Practicum Request Form (PRF, submitted through Google Forms; link on [CPO Website](#))
  - You will also upload your final CV and Career Vision documents to the Placement Coordinator using this form
- Practice Requirements Record (PRR) to [Synergy Gateway](#)

## Placement Steps

### STEP 1

Download the most recent version of the Practicum Placement Package from the [Central Placement Office - Graduate Nursing Website](#) on **May 1st/ First day of classes for spring** (Fall practicum) or **September 1st/ First day of classes for fall** (Winter practicum)

Download CV and career vision templates

### STEP 2

Visit <https://careeraction.blog.torontomu.ca>. Watch the videos and complete the sections on *It's Your Career: Take Charge! - Opening (1), Introduction (2), Visioning (3) and Assessing (5)*.

### STEP 3

You will be notified of your course professor's name and contact by the first week of May (Fall practicum) or September (Winter practicum). You must contact your course professor to begin the placement process. Send your course professor your CV/Resume and Career Vision and Self-Assessment before **May 10** (Fall practicum) or **September 10** (Winter practicum). Save the files as *firstname-lastname-Resume Draft* and *firstname-lastname-CareerVision Draft*.

### STEP 4

Meet with your Course Professor before **May 20** (Fall practicum) or **September 20** (Winter practicum). At this meeting you will discuss the suitability of your potential

preceptor and/or practicum opportunities based on your career goals and the types of placements available.

### *STEP 5*

Revise your CV/Resume and the Career Vision and Self-Assessment document and resubmit to your Course Professor for approval before **June 1** (Fall) or **October 1** (Winter). Save the files as *firstname-lastname-CareerVision Final* and *firstname-lastname-Resume Final*.

### *STEP 6*

Students may be required to attend an interview with the potential preceptor including other professional practice staff at the organization. In some organizations, this can be a competitive process as graduate students from other schools are also seeking out these opportunities.

The outcome of the interview should be communicated by the student to the Course Professor for MN8904/5 **and** the MN Placement Coordinator.

**The Course Professor for MN 8904/5 approves the practicum placement.**

### *STEP 7*

After approval from the Course Professor, submit the Practicum Request Form (PRF; Google form on [CPO Website](#)) by **June 15** (Fall placements) or **October 15** (Winter placements)\*.

Once you complete the PRF, the Placement Coordinator will process your request with the receiving agency contact to secure your practicum within the organization. Requests are put into the [Health Sciences Placement Network \(HSPnet\)](#), which is an online database.

**\*June 15** (Fall placements) or **October 15** (Winter placements) are the **provincial deadlines** for all practicum requests to be submitted. After this date, requests may not be looked at by the receiving agencies. Affiliation agreements may also need to be initiated as the Daphne Cockwell School of Nursing may not have an existing partnership and these are a lengthy process with General Counsel within Toronto Metropolitan University.

### *STEP 8*

You will be given access to [HSPnet](#) with a temporary password by the MN Placement Coordinator, through an email sent to your Toronto Metropolitan University email account. After initially logging on, you will be prompted to change your password. Under the Consent tab, consent to release both your email address and phone number to Site Contacts.

### *STEP 9*

Initiate completion of the [Practice Requirements Record \(PRR\)](#) once available, which demonstrates that you meet the specific health and safety needs of placement partners (i.e. vaccines, CPR etc). Communication on the PRRs will be released in Summer (Fall placements) or Fall (Winter placements) from the CPO. This information will be sent to your Toronto Metropolitan University email account.

### *STEP 10*

Check [HSPnet](#) regularly for important information. Almost all of the large hospitals are on HSPnet and post important onboarding information there, such as registration and orientation information, which needs to be processed prior to initiating practicum.

Additional forms and/or certificates specific to each organization may need to either be presented or completed. Examples of this may be: AODA, IPAC, WHMIS, Violence and Harassment in the Workplace, and Worker Health and Safety Awareness. It is the students' responsibility to access these modules as directed by the placement organization and submit proof of completion to the **MN Placement Coordinator** for verification. The Placement Coordinator will communicate with the Receiving Agency to confirm that all pre-practicum requirements have been met. Failure to complete these may jeopardize the practicum for the term.

### *STEP 11*

Before the semester begins, email your preceptor to re-confirm the practicum. Collaborate to determine the start date of the practicum and the practicum schedule. Be sure to avoid the scheduled seminar day (Friday). The student practicum orientation may begin prior to the first day of seminar, however, the practicum cannot start before the first week of the semester. See the [YSGPS Calendar](#) for timing of the first week of the semester.