

Preceptor & Contract Process

A Step-by-Step Process Before Your Rotations Begin

1. Preceptor is identified by the student.
2. Student emails course faculty to obtain approval of the preceptor and site.
3. After faculty approval, the student emails Mary White (mary-white@ouhsc.edu) to check on CAA/contract status. **CAA = Clinical Affiliation Agreement = Contract**

Provide the following:

- a. Your program (CNS, NP, etc), your need (OB preceptor or contract check, etc)
- b. Preceptor Name and Credentials
- c. Preceptor's employer
- d. Mary will let you know if a contract exists

Does a current contract exist?

Yes

1. Student fills out basic info of Site/Preceptor Agreement Form (NP) **OR** the Clinical Rotation Info Form (CNS). These forms are located under the preceptor tab at nursing.ouhsc.edu. Download, save to your computer, fill it out and submit **electronically to Mary**.
Do not give this form to preceptors or office managers!

No

Student emails Mary-White@ouhsc.edu the following information:
Name of Preceptor
Preceptor's Employer
Office Manager's name, email and phone
Name of person you spoke to about a preceptor.

1. Check with office manager of your preceptor for any other paperwork they need. (We call this "on-boarding").
2. Student is now approved to start his/her clinical rotation when the semester begins.
3. **NPs ONLY:** In first week of rotation, student fills out the remaining parts of the Site-Preceptor-Agreement form (preceptor license number, education and signatures) and resubmits to Mary, electronically, as an attachment.

1. Mary prepares a contract to be emailed directly to the contact person.
2. When the contract is returned, it is entered into SoonerTrack (processing software). **A new contract can take 6-8 weeks to complete.** Student will be notified when the contract is fully processed.
3. Once a contract is established, follow the steps under the "Yes" column.