
PRE – CLINICAL INFORMATION CHECKLIST – RN TO BS

Students taking NUR 303: Health Assessment, NUR 401: Applied Nursing Concepts, NUR 404: Community Health or NUR 405: Management and Leadership should use this check list to assure that all required pre-clinical forms and documents are submitted.

The student is responsible for sending the Clinical Preceptor Information (form #30) and Agency Agreement (form#1) for a course together in ONE envelope to:

Connie McIntosh
Associate Coordinator of Extended Education
Ball State University
School of Nursing
Muncie, IN 47306-0265

Student's name and course number must be on the Clinical Preceptor form.

The clinical preceptor **should not** send any of this information to the School of Nursing. The preceptor should give it to you to send.

DO NOT send individual forms or documents in separate envelopes.

DO NOT fax forms or documents.

All required forms and documents must be received by the designated date of the semester as indicated by the faculty. Check with Connie McIntosh, Associate Coordinator of Extended Education, if you are unsure of the date.

The student will need to withdraw from the course if the following required forms and documents are not received by the faculty's designated deadline.

Enclose this checklist along with the required forms and documents.

- ___ 1. Clinical Preceptor Information (form # 30)
 - ___ If the preceptor is a Nurse Practitioner, the Nurse Practitioner must attach a copy of current NP certification verification.
 - ___ Student's name and course number must be on the Clinical Preceptor form (#30).
- ___ 2. Agency agreement between Ball State University School of Nursing and Clinical Agency (form #1).
- ___ 3. Date documents were sent to Ball State University School of Nursing.
- ___ 4. Keep a copy of this checklist with copies of the forms.