



Information about Administrative Practicum Experience

Process: The first step in the administrative practicum is to evaluate your current level of administrative skills. When identifying your practicum site, take into consideration the position or goal you are looking to in the future. Identify a master's prepared nurse at the administrative level you are moving toward. You will spend 225 clock hours with this preceptor. The preceptor will not be paid.

Contact the preceptor and ask if they would be willing to serve as a preceptor for you. Then contact the faculty member at Ball State University to discuss the experience and your personal goals. Print the preceptor information form from www.bsu.edu/nursing/forms.

Personal Goals: Next you will develop personal goals for the experience. Discuss your personal goals with your preceptor and faculty member at Ball State University. Write goals and objectives.

You may participate in any project or meeting at your agency that your preceptor deems appropriate.

Submit your preceptor information and clinical faculty information, agency contract by the end of second week of the semester. Mail all information together in ONE envelop to Dianne Parish at the School of Nursing. BSU, Muncie, IN 47306.

Policies and Procedures for Practicum Nurse Administrator/Clinical Administrator The practicum was designed to give you an opportunity to directly participate in an administrative experience in nursing.

Agency Contract: You will need to obtain an agency contract between the agency and BSU if one does not exist. Go to www.bsu.edu/web/nursing/forms to print contract.

Preceptor Qualifications: Your preceptor should be a master's prepared nurse with at least 2 years administrative experience. Go to www.bsu.edu/web/nursing/forms to print preceptor information form and preceptor evaluation form.

Clinical Faculty Qualifications: You will also need to find a Master's prepared nurse administrator to serve as a clinical faculty. The clinical faculty will visit you twice (4 hours each) at midterm and final, for a total of 8 hours and evaluate your experience. The clinical faculty will be paid \$400.00 after they turn in your evaluation forms. Go to www.bsu.edu/web/nursing/forms for information for clinical faculty and evaluation forms. The clinical faculty will need to send a copy of their transcripts and copy of RN license. All forms are to be put in ONE envelope and mailed at one time for agency contract,

preceptor and clinical faculty forms. There is also a self-evaluation for Administrations 672 and Agency Evaluation by students also located in forms area.

Journal: Chronological Journal

Keep a journal of experiences for each week. Type clin log in [inQsit](#) every other week. Include:

1. Identify which personal objectives you addressed.
2. Type of experience and what you gained.

Each log should be about one page for each week, single spaced in Inqsit. Responses to others should be about one paragraph.

- There is also a time log to keep and mail at the end of the course. Have preceptor sign. See Forms area for cliical Time Sheet #16.

Personal Project: Identify a personal project and write objectives. You may focus on any aspect of administration. Get this project approved by BSU faculty and then your preceptor. Your final scholarly paper will be on this project. (guidelines below)

GUIDELINES FOR ADMINISTRATIVE PRACTICUM PROJECT PAPER

Choose a topic related to your practicum project. Develop a paper based on the following guidelines:

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| 1. Introduction to the topic | 5 |
| 2. Background and significance of the project | 20 |
| 3. Review of related literature | 20 |
| 4. Goals and objectives of project | 5 |
| 5. Discussion of methodology and procedures of the project | 20 |
| 6. Project outcomes | 20 |
| 7. Recommendations | 5 |
| 8. Reference List and APA Style | <u>5</u> |
| 9. Total Points | 100 |

Note: The paper should be 15 pages NOT including references and title page. Use APA style 5th edition. An outline of the paper will be approved prior to working on paper. Use the above guidelines as headings for each section of your paper. You may send the paper by e-mail attachment.

Send an outline of your paper before you begin writing.



Assignment 1

Go to [Discussion Board](#) to introduce yourself and share your plans for this administrative experience and personal goals. Discuss your project.



Assignment 2

Submit to clinical log weeks 1 and 2.
[Clinical log weeks 1 and 2](#) (inQsit)