

School of Nursing

Undergraduate Practicum Planning Guide 2026-2027

Practicum Courses: NUR 444, NUR 475, NUR 478

Purpose

This document is for your planning purposes and outlines what needs to be completed before starting your practicum experience. Please review the included information. It is designed to help you plan your practicum experiences. The Faculty and the Clinical Coordinator are available to help you find a practicum site.

This packet of information contains the following:

- Initial preparations – **pages 1-3**
- Preceptor and Site Requirements – **pages 3-5**
- Planning Guide Checklist – **page 5**
- Course overviews for NUR 444, NUR 475, and NUR 478 – **pages 5-7**
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Important Preliminary Preparations

1. **License:** A key requirement is demonstrating licensure as an RN. Your license must be identified through the NYS Office of the Professions Online Verification.

<http://www.op.nysed.gov/>

Please use this site to upload your information to the DISA Healthcare site, formerly CastleBranch. We need your license expiration date. Once you find your license on the site, click the License # and take a screenshot of the information, including the expiration date.

2. **Health Requirements Due in DISA Healthcare Technology before registering for any**

Practicum Courses – NUR 444, NUR 475, NUR 478. A Green Check () needs to be sent to your advisor or designated faculty before you are granted permission to register for these courses.

SUNY Poly uses DISA Healthcare Technology as its central data repository for clinical compliance in Practicum Courses. This requirement is separate from the Wellness Center. Please do not contact the Wellness Center if you are having issues with the site. Please see the list of required health documents at the end of this guide.

All students will have their own DISA Healthcare Account. Review the following instructions:

Instructions for Registering with DISA Healthcare Technology

Step 1: Access the DISA Registration Website

1. Go to the official DISA Healthcare Portal:
[Castlebranch](#) - Ctrl and click to go to the webpage

Go to + sign -Please select

Go to + sign – Nursing

Pick YP12im: Compliance Tracker – if the facility requires a drug screen or background check, you can add it later.

2. Package Review – read and check the box at the end of the page – “I have read the order instructions.

Step 2: Create Account

1. Create a username and password.
2. Save your login information in a secure place.
3. Complete User Profile

Step 3: Place Order

1. The package cost:

Package: YP12im

Medical Document Manager CRR

Package Cost: \$52.39

Service Fee: \$2.99

ORDER TOTAL: \$55.38

Step 4: Upload Required Documents

1. Watch your email for updates
2. Check your status periodically – once all documents are approved, you will receive a green check mark.
3. Any issues with the site – Contact DISA directly through their support portal.

Important Reminders

- Start early — do not wait.
- Clearance is required before registering for practicum courses.

4. **Felony Questionnaire:** Registration for a practicum course requires you to answer the felony conviction question as a requirement by SUNY. Please follow the steps below to answer the question.

To answer the questionnaire:

1. Log into [bannerweb](https://bannerweb.sunypoly.edu) at: [bannerweb](https://bannerweb.sunypoly.edu)
2. Select Enter Student Secure Area and sign in
3. Scroll down to Student Resources and
4. Select FELONY CONVICTION REPORTING REQUIREMENT.
5. Read the policy and select a response.
6. Click SUBMIT.

5. **College ID Badge:** Obtain a SUNY Polytechnic Institute ID to wear at your clinical sites. If you already have one, you're all set. If not, please email ca@sunypoly.edu with a JPEG file of a headshot photo of yourself and a copy of your driver's license. They will generate your ID card, and it will be mailed to your home address.

Preceptor and Site Requirements: The course instructor must approve your internship site and Preceptor.

1. *Criteria for Selecting a Preceptor.*

- The preceptor/mentor must be a registered nurse with a Bachelor's degree or higher. There are exceptions if the preceptor/mentor has been in the job for more than three years and holds an associate's degree.
- The Preceptor should have previous experience as a preceptor.
- The Preceptor is ***not currently a relative, personal friend, supervisor, coworker,*** or someone in a position of authority over you.

2. Criteria for Selecting a Site or Institution:

The site you select is related to the Practicum and **MUST NOT** be your current employment Department, or the floor you work on; however, it can be part of the same institution. Direct hours are with an in-person preceptor. And indirect hours are completed independently.

NUR 444 Leadership: Preceptors should work in management, such as Unit or Department Managers or Leaders. Appropriate sites include acute care, outpatient settings, or long-term care. Direct Practicum Hours – 44 over the course of the semester.

NUR 475 Public Health: Preceptors should work in Public or Community Health. Appropriate sites include County-based Public Health offices, schools, specialty clinics such as WIC or STD clinics, home health agencies, homeless shelters, discharge planners, hospital employee health, and

outpatient clinics. Direct Practicum Hours – 40 hours, Indirect Practicum Hours – 27.5 over the course of the semester.

NUR 478 Care Management: Preceptors should work as Care Managers or Nurse Navigators within or across agencies in the healthcare system. Direct Practicum Hours – 16, Indirect Practicum Hours – 6.5 over the course of the semester.

Your instructors may plan in-person or virtual site visits during the semester.

3. Contractual Requirements:

SUNY Poly and your chosen site or institution must have a contractual agreement. The Clinical Coordinator manages this process at SUNY Poly. This agreement must be in place before you begin your Practicum. If no contract exists beforehand, allow up to one or two months to establish one. You will submit a PACI form using the link below to verify an existing contract or to create a new one if needed.

The PACI Form and a list of current contract sites can be found at the following link:

<https://sunypoly.edu/academics/colleges/college-health-sciences/clinical-information.html>

Communication Guidelines

You may consider selecting a preceptor who is geographically located near you. It would be best to contact potential preceptors to determine their interest, availability, and suitability for your needs. Be prepared to provide a course description and briefly explain the course objectives.

There are several methods you can use to contact potential preceptors. It would be beneficial to have a clear understanding of why you chose them and what you aim to achieve through the Practicum. You are looking for a mentor who can model expertise and guide your learning in Leadership or Public Health. After the initial contact, allow them time to respond; wait at least one week before following up. Ensure you provide an alternative, reliable means for them to contact you, such as email addresses and phone numbers. You may use any of the following:

Email: A **concise**, clearly worded email is a sufficient way to contact a potential mentor.

Letter: A well-written, concise letter mailed to a potential preceptor is another option.

Phone call: Practice introducing yourself and phrasing your request in a friendly manner.

If you have difficulty locating a preceptor, you may contact your course instructor for potential ideas or recommendations. You may also contact your adviser for assistance in practicing your greetings.

Sample Email Request:

Hello Mr./Ms. _____, my name is _____, and I am a student at SUNY Poly, in the Bachelor of Science Nursing Program. I am contacting you today to ask if you are available to be my mentor for my [Leadership] or [Public Health Nursing] or [Case Management] Practicum experience next semester (or state the exact semester). I can be reached at _____ (phone number) or via my email at _____ (SUNY Poly email address). I appreciate your consideration of this matter and look forward to hearing from you.

Sincerely,

(Name and formal signature block)

Undergraduate Practicum Planning Guide Checklist

Use this checklist to verify your readiness to start each practicum course

- ☐ All health requirements are current and submitted to Castle Branch. Obtain a green check mark to register for the course.
- ☐ RN license is verified
- ☐ Felony Questionnaire completed in Banner
- ☐ Complete the Preceptor Resume Form to obtain approval for your practicum site and upload in your course in Brightspace.
- ☐ Practicum site contract verified by the Clinical Coordinator by completing the PACI form.

Clinical Coordinator contact information: clinicalcoordinator@sunypoly.edu

315-792-7177

See below for generic syllabi for additional information about the courses and objectives. These can be shared with the preceptor.

Undergraduate Practicum Planning Guide- Course Overviews

Course Overview NUR 444

Course (Catalog) Description

The professional nurse functions in the role of transformational leader, manager, collaborator, teacher, counselor, innovator and advocate in the delivery of health care to the client. This course focuses on developing the leadership and management function of the professional nurse through a synthesis of knowledge from the arts and sciences, previous nursing courses, and leadership and management theory. Using selected nursing theories and relevant research findings, the student develops and refines the skills necessary to coordinate, manage, and deliver nursing care as a transformational leader.

Pre-Requisites: NUR 313 and Matriculated status

Course Objectives:

1. Integrate knowledge from the arts and sciences with nursing theory to develop the leadership role of the professional nurse.
2. Integrate problem solving and decision- making processes in the transformational Leadership and management role.
3. Evaluate personal responsibility to the profession of nursing and accountability for practice.
4. Investigate autonomy in professional nursing leadership in response to the needs of a changing society.
5. Recognize the need for collaboration with health team members toward the achievement of wellness promotion and illness care for diverse populations.
6. Integrate knowledge of transformational Leadership and management principles for wellness promotion/illness care.
7. Incorporate findings of nursing research in evaluating transformational Leadership in professional nursing practice.

Course Overview NUR 475

Course (Catalog) Description NUR 475

Learners engage in health promotion and protection practices to reduce health risks and prevent diseases within select populations. Opportunities are provided to analyze the impact of teaching and learning, clinical decision-making, leadership and management on the Macro healthcare system. Direct and indirect practicum experiences in culturally diverse environments promote community engagement, and interdisciplinary collaboration on population-based health promotion. Demonstration of reflective practice occurs as the learners examine their own professional growth in areas of evidence-based practice, epidemiology, and community education. RN license is required to engage in the practicum. *A passing grade is required in both components of the course to meet course requirements.*

Clinical Learning Objectives:

1. Describe the integration of the professional role, caring, collaboration, and ethical and culturally appropriate care standards of the public health nurse in professional nursing practice.
2. Utilize research and the tools of public health and community health to analyze health needs of the community.

Course Overview NUR 478

Course (Catalog) Description NUR 478

Focuses on the elements of care management of individuals and families across the health care continuum. This course will expand upon the concepts of care transitions from hospital to the community setting with an emphasis on the challenges related to transitioning such as financial management, resource utilization, and overall care coordination. Students will engage in analytic discussions to further develop their understanding of family systems, systems of care, clinical practice, and community nursing roles. Personal reflection on one's own practice in contemporary nursing will be included to allow the student to think holistically, ethically, and morally as they grapple with the real-world challenges and contemporary care management issues in our healthcare environment.

Course Objectives

At the completion of this course the learner will be able to:

1. Incorporate leadership care and management principles in collaboration with health team members toward the achievement of wellness promotion and illness care for diverse populations.
2. Differentiate between various titles and roles within care coordination.
3. Role play the different communication styles on various groups
4. Reflect on holistic, ethical and moral healthcare challenges explicated through the care management system.
5. Develop an organizational plan to address an identified quality issue within a specific patient population utilizing evidence-based best practices.

Required Health Requirements

Per New York State (NYS) Laws and Regulations, all healthcare facilities require specific documentation, both medical and professional. SUNY Poly requires this information be on file **PRIOR** to beginning clinical/practicum coursework. This is for your safety, as well as your patients' and the community's safety.

1. NYS Public Health Requirements – Wildcat Wellness Student Portal

Students should submit only the NYS Public Health Requirements, MMR, and Meningitis (first 4 listed in blue below) as well as a physical exam at the Wildcat Wellness Center Student Portal by August 1 (Fall semester) and January 1 (Spring semester).

Log in with your Poly username and password to: myhealth.sunypoly.edu

2. College of Health Sciences Requirements - CastleBranch

All requirements below (including those in blue) for nursing/clinical documentation can be submitted to the CastleBranch student portal:

<https://portal.castlebranch.com/yp12>

IT IS MANDATORY THAT YOU KEEP A COPY OF ALL YOUR DOCUMENTATION.

You may be required to present this information to your preceptor or healthcare facility. Specific healthcare facilities may require more stringent documentation. It is the student's responsibility to ensure compliance with the specific facility's requirements and to provide the required documentation. **YOU CANNOT BEGIN PRACTICUMS UNTIL ALL HEALTH REQUIREMENTS ARE IN DISA HEALTHCARE (CASTLEBRANCH)**

If you have any questions, please contact the Clinical Coordinator:
clinicalcoordinator@sunypoly.edu or your practicum instructor.

Requirement	Submit	Acceptable Documentation
Measles (Rubeola)	One Time	2 vaccination dates, at least 28 days apart, on or after the first birthday OR serologic evidence of immunity with the laboratory value or statement from diagnosing physician indicating measles disease.
Mumps	One Time	1 vaccination date, at least 28 days apart, on or after the first birthday OR serologic evidence of immunity with the

		laboratory value or statement from diagnosing physician indicating mumps disease.
Rubella	One Time	1 vaccination date, at least 28 days apart, on or after the first birthday OR serologic evidence of immunity with the laboratory value.
Meningitis	Every 5 Years	Vaccination date(s) within 5 years OR completed Meningitis Information Response Form (declining).
Hepatitis B	One Time	3 vaccination dates, at 0, 1 and 6 month intervals OR serologic evidence of immunity with laboratory value.
Varicella (Chicken Pox)	One Time	2 vaccination dates, at least 28 days apart, OR serologic evidence of immunity with the laboratory value.
Physical Examination	Yearly	A physical exam completed within the last year by a MD, PA, or NP indicating your ability to perform clinical/practicum activities and that you are free of communicable diseases. The SUNY Poly physical examination document is recommended for documentation. Form can be found at https://sunypoly.edu/student-life/student-resources/wellness-center/forms.html .
Influenza	Every Year	Vaccination date required by Dec 15th. If declining the flu, it has to be on the Practicum sites' declination form with their acceptance signature.
Tuberculosis (TB) testing	Testing initially once	The date of a negative TST 2-step, or IGRA blood test (Quantiferon TB-GOLD, or T-Spot test) in the last year. A positive result will require medical evaluation and treatment. Submitted physical exam forms must state the student is free from symptoms of active disease.
TB Screening form	Annually after the initial Negative TB the past year	The presence of potential signs or symptoms of TB will require further evaluation before clearance is granted.

COVID Vaccine	One Time	Although not required for SUNY Poly, it is recommended. This vaccine may be required by clinical sites. You are required to abide by <i>all</i> clinical site health mandates.
CPR Certification	Every 2 Years	Copy of your valid CPR documentation, indicating issue date and expiration date. BLS and/or ACLS are acceptable.
Nursing License	Every 3 Years, or Upon Renewal	Copy of your valid NYS Registration Certificate or copy of online verification, indicating RN license number and date of expiration. Verification can be found at this link: https://eservices.nysed.gov/professions/verification-search
Health Insurance (required)	One Time with update if changes	Please provide a copy of your health insurance card and update it if insurance changes.