

## **Guideline: Out-of-Region and Specialty Preceptorship Placement Request Application for NURS 4922 (Professional Preceptorship)**

### **PURPOSE:**

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The purpose of this guideline is to identify the process for NESA BN Program students who meet the academic criteria (outlined below) and wish to complete their professional preceptorship placements out-of-region (OOR) or in specialty areas within the South Zone.

### **BACKGROUND:**

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Out-of-region and specialty placements offer rich opportunities for NURS 4922 (Professional Preceptorship) in the NESA BN programs. Achievement of the academic criteria does not guarantee an OOR or specialty area placement, even if a placement is available. However, in all cases, an in-region placement will be guaranteed for students who are not granted an OOR placement.

### **Definitions:**

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**Out-of-region (OOR)** placements may be provincial or national depending upon availability and feasibility of affiliation agreement completion.

### **GUIDELINE SCOPE:**

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This guideline is pertinent to students in the NESA BN Programs at the University of Lethbridge, who will be completing NURS 4922 (Professional Preceptorship) and wish to be placed in an OOR site or specialty area for their preceptorship experience.

### **SPECIFICS OF THE GUIDELINE:**

#### **Academic criteria to apply for an OOR or specialty area placement is as follows:**

1. **BN Students** -Cumulative GPA must be at minimum 3.00 on all courses counted toward program requirements that are completed by the end of the first semester of the third year (term V).
2. **BN After Degree Students** -Cumulative GPA must be at minimum 3.00 on all courses counted toward BN After-Degree program requirements that are completed by the end of Summer Session II/III of the first year (term III).
3. Students who have previously failed, withdrawn, been required to withdraw, or are repeating the preceptorship, are not eligible for OOR or specialty placements.

*Note: This includes courses taken at the University of Lethbridge and courses transferred from Lethbridge Polytechnic or other institutions that are included to meet NESA BN Program requirements.*

**Additional criteria are as follows:**

1. The placement must be available.
2. Appropriate remote support from the NESA BN Program faculty advisor, as well as adequate on-site support from the agency partner, must be in place for the student.
3. The requested placement must not pose unusual or excessive risks to the personal safety of the student. *The student must be aware that any placement comes with some level of risk; OOR placements, by their very nature, can introduce elements of unpredictability, despite the best efforts in planning a safe experience. Therefore, students must be aware that they are assuming responsibility for any unexpected events that may take place during the placement that could potentially prevent completion of NURS 4922 (Professional Preceptorship). Any unexpected or additional costs incurred are the responsibility of the student.*
4. The student is responsible for financing and arranging accommodations and transportation to and from the site.

**Process for Application:**

1. Twice annually, the Clinical Placement Specialist for the NESA BN Programs at the University of Lethbridge will email the NURS 4922 Professional Preceptorship information package to upcoming NURS 4922 students including an invitation to attend an information session (typically, the Fast Track and Regular stream sessions are held in March, and the BN After Degree session is held in October).  
The package includes information related to in-region, out-of-region, and specialty options, including specifications for eligibility, and securing OOR or in-region specialty placements.
2. The student must complete the *Preference Form (Appendix A)*, included with the information package, and indicate their **top four** preferences for placement.
  - a. If the first preference is for an OOR placement, the student is required to indicate this as their **first choice** and select their next three choices from a list of in-region options.
  - b. The student must indicate if they *are from* the OOR area requested, and if they *intend to*
  - c. *relocate to the area* after graduation.
  - d. In addition, the student must initial their understanding that by requesting an OOR placement, they must accept a placement on *any* general medical/surgical unit at any site or facility in their specified city/town, if their initial preference is denied. The Work Integrated Learning (WIL) Office at Lethbridge Polytechnic (LP) will exhaust first preference options, before moving to the student's second, third, and fourth choices for in-region.
3. The student must also complete the attached *Application for OOR or Specialty Form (Appendix B)* and Student Profile (Appendix C) and initial their consent to contact previous practice instructors for the purpose of providing references to assist in determining suitability of the student for an OOR or specialty area placement. The student must submit their completed

application and *Preference Form (Appendix A)* to the Clinical Placement Specialist for the NESABN Programs at the University of Lethbridge on or before the deadline that has been specified by the Assistant Dean, Nursing (UL). The Clinical Placement Specialist will then email a NURS 4922 Reference Form for Instructors (Appendix D) to the most recent practice instructor, plus an additional instructor relevant to the practice area of the placement requested. Instructors complete the form and send it directly back to the Clinical Placement Specialist, who compiles completed application forms and related documents to forward to the Assistant Dean, Nursing for assessment.

4. Approval of the application by the Assistant Dean, Nursing (UL) is contingent upon meeting the criteria specified above, and on the confirmed placement availability and suitability of the OOR or specialty placement.
5. A decision regarding approval or denial of the application is emailed to the student by the Clinical Placement Specialist.
6. Confirmation of the practice placement is made and communicated to the student, by the Clinical Placement Specialist, contingent upon the agency's response.
7. The Assistant Dean, Nursing may rescind the approved application if indicators arise in the semesters between approval and placement, where it is not in the student's best interest to be placed OOR or in a specialty area to meet course/program outcomes.

#### **APPENDIX:**

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Appendix A: Placement Preference Form

Appendix B: Application for OOR or Specialty Area Form

Appendix C: Student Profile

Appendix D: Reference Form for Instructors

#### **RELATED POLICIES/ASSOCIATED GUIDELINES:**

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NURS 4922 Professional Preceptorship and Employment Policy

#### **REFERENCES:**

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**NOTE:** NESAGuidelines exist within organizational frameworks of policy for Lethbridge Polytechnic and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESAGuidelines are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESAGuidelines or policies.

<b>Revised By/date:</b>	<b>Approved by/date:</b>
Policy Review Committee: April 2015	NESA Joint Faculty Council: May 12, 2015
Policy Review Committee: April 2016	Not Required: editorial and formatting
Policy Review Committee: March 2017	Not Required: editorial and formatting

Policy Review Committee: May 2018	NESA Joint Faculty May 23, 2018
Policy Review Committee: January 2019	Not Required: no change
Policy Review Committee: April 2020	Not Required: editorial and formatting
Policy Review Committee: January 2021	Not Required: editorial and formatting
Policy Review Committee: April 2022	Not Required: editorial
Policy Review Committee: May 2023	NESA Joint Faculty Council: May 2023
Policy Review Committee: April 2024	NESA Joint: April 2024
Policy Review Committee: April 2025	NESA Joint Faculty Council: May 2025