Steps in arranging your own N445 FLEX Capstone clinical placement:

- Review all available documents related to the NURS FLEX 445 RN-BS-Nursing Capstone set. These documents include:
  
  N445 – FLEX Capstone FLEX FAQ  
  N445 – FLEX Capstone Clinical - Sites & Description  
  N445 – FLEX Capstone Clinical Project Examples  
  N445 – FLEX Possible Preceptor Letter Example  
  N445 – FLEX-Clinical Practicum Proposal  

- Think about your own professional development and your interest areas and determine which clinical settings you might want to pursue. You may NOT do your Capstone clinical hours in the role you are currently working in – you must arrange your clinical hours in a role you are not employed in (see Capstone FLEX FAQ document for more information).

- Approximately 3-6 months prior to enrolling in the NURS 445 FLEX competency set, talk to your own nurse manager, agency supervisor or community contact about possible clinical sites and potential preceptors.

- Contact your institution’s nursing education department. Often a nursing education clinical liaison can help to facilitate a clinical placement. Be sure to explain that you are a licensed RN in a RN-BSN completion program.

  In the Milwaukee area, Froedtert (FMLH), Children’s (CHW) and Columbia-St. Mary’s (CSM) have all agreed to place their own RN-BSN completion students. If you work in one of these systems, contact the nursing education specialist to let her know that you will need a clinical site for the NEXT semester. You may wish to network and contact a possible preceptor in your interest area and provide contact details to the education liaison. This will help your employer to place you in an appropriate setting.

  Many other employers – in the Milwaukee area and beyond - are very willing to facilitate a placement for an employee who is an RN-BSN student within their system. Contact the nursing education liaison at your site.

You may wish to send a letter or email to a possible preceptor – there is a sample letter that you can use in the N445-FLEX resources.

We MUST have an official “affiliation agreement” contract with the institution that you wish to do your clinical hours in. UW-Milwaukee already has agreements on file with all of the major health systems in the Milwaukee area. In addition, we have affiliation agreements with hospitals and health care systems throughout the state. Check with your employer or agency contact about the possibility of an existing contract or creating of a new one.
Steps for arranging Capstone Clinical Placement
FLEX RN-BSN Competency Set

You may also pursue a clinical placement outside of your own employer. If you have a contact in the community or an alternate agency, it is possible to use that to pursue a placement. We would still need an official affiliation agreement contract with the setting. See FLEX Capstone Clinical - Sites and Description.

Once you have confirmed a potential preceptor and clinical site, you must complete and submit a FLEX clinical proposal. In this proposal, you MUST forward the preceptor’s contact information (email, phone) to us so that we can determine the status of an affiliation agreement. We will then respond to you by email to confirm our understanding of your plans and the status of any affiliation agreements.

All clinical students must complete a health record (immunizations, etc) and a formal background check through Certified Background check. This is true EVEN IF YOU ARE AN EMPLOYEE of the setting you will be using to complete your clinical hours. Clinical students (even RN’s) are also required to complete paperwork through our student affairs office before starting clinical.

Once your clinical placement is confirmed, enroll in the NURS 445 FLEX competency set.

Please complete the Clinical Practicum Proposal and submit it to lisamihl@uwm.edu.

Your proposal will be reviewed and you will receive an email response regarding approval.