Steps for arranging Capstone Clinical Placement
RN-BSN Competency Set

Steps in arranging your own N445 Capstone clinical placement:

- Review all available documents related to the N445 RN-BS- Nursing Capstone set. These documents include:
  
  N445 – Capstone Clinical - Sites and Description
  N445 – Capstone FAQ
  N445 – Capstone Clinical Project Examples
  N445 – Possible Preceptor Letter Example
  N445 – 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 FAQ document for more information).

- Talk to your own nurse manager 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, Froedert (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.

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.
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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 Capstone Clinical - Sites and Description.

Once you have confirmed a potential preceptor and clinical site, you must forward the preceptor’s contact information (email, phone) to us by email.

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.