

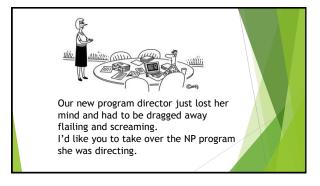
E-mails (n=617) with links to an electronic survey to administrators of colleges of nursing. One hundred sixty (26%) administrators responded.

The most common full-time workload allocation was 12 credits (29 schools; 18%) or 9 credits (23 schools; 14%). Only 4 (2%) schools specifically reported no workload formula.

Great variability exists among schools of nursing in the United States for the amount of workload given for supervision of graduate student research and practice.

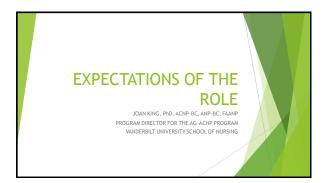


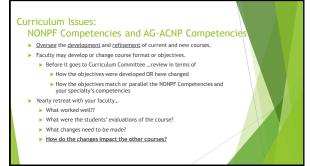
















Student Admissions

- Student-Faculty Advisement
 - ▶ Match the student's area of interest to appropriate faculty advisor
 - ▶ As the semesters unfold change advisor assignments if needed
 - ▶ School specific or program specific
 - First year students may get a different advisor for "specialty year
- Program of Study: Develop a format for course progression
- ▶ Full Time
- ▶ Part Time
- ▶ Provides the basis for determining faculty needs per each course
- Facilitates student advisement process

Student Progression

- With Admissions Office: Format for tracking each student to validate the proposed date of graduation
 - ▶ Issue: Have they met the required credit hours and course requirements?
 - ▶ Worse case...ready to graduate but "never took Nurs 6XXX".
- ▶ Database for Current Students (Database #2)
 - ▶ When will they start the clinical sequence?
 - Can be a moving target
 - Do students need your permission to change from full time to part time??
 - > This changes faculty needs and workload

Clinical Placement and Preceptors

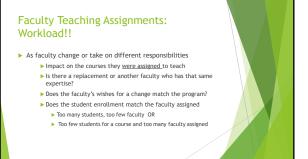
- ► START BEFORE THEY ARRIVE ON CAMPUS
- Preceptor they are suggesting and the <u>Hospital</u>
- ▶ Speak in terms of "scope of practice"
- ▶ Counsel student if they are spreading themselves too thin
 - ► HIV/AIDS and SICU???
 - ▶ Help them narrow the focus
- Typically takes 3 months to secure contracts for students going to a hospital or clinic outside your school's affiliation
- Know any individual state restrictions
- These become ongoing conversations:
- Scope of Practice
- Area of interest
 - Survey students each semester

Clinical Placement and Preceptors

- ▶ Database for Clinical Placement (<u>Database # 3</u>)
 - ▶ Student & area of interest
 - ► Student's level of expertise (new grad, prespecialty, experienced RN?)
 - Does the student's request match the specialty's scope of practice
 - ▶ Map out each semester ... Fall, Spring and Summer
 - ▶ Precentor and their certification
 - ▶ Data needed: license, CV. documentation of certification
 - ► New preceptor??...need mentoring??
 - ▶ Hospital or Clinic: encourage same hospital
 - ▶ Data needed for contracting process

Faculty Teaching Assignments: Workload!!

- Develop a core workflow
 - ▶ Summer before Fall semester: estimate student enrollment
 - Summer before they arrive: do you have the faculty you need for clinical, clinical conferences, and labs or simulations?
 - Know what each course within your specialty requires in terms of faculty numbers
 - ▶ Using your school or university's workload formula
 - ► Each faculty does the workload formula =90-100%
 - ► Faculty Workload: Database #4
 - ► Track each faculty's assignments
 - ► Track what each course needs



New Faculty ...Mentoring ...Team effort What are their needs... assess their current level of expertise What is the administrative structure? Where do they fit in terms of the program of study? Orient them to the Program of Study (full time and part time sequence) Where do they fit in terms of the program of study? Input...what do they need help with to navigate the system Distance Presentations and Conferencing ... your system How do they reserve virtual classroom time Voice-Over-Powerpoint?? What technical support does your school offer and what are expected deadlines AV or IT support On-line testing or using IMC for student testing



