



Master of Nursing

MN8905

Practicum in Professional Nursing Advancement
Placement Package

Fall 2023 - Winter 2024

Daphne Cockwell School of Nursing

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Introduction

The MN curriculum is designed to prepare nurses for advanced nursing practice in a variety of roles and contexts that are needed in our contemporary health care system. The practice component of the program allows students to establish beginning level competencies in advanced practice as defined by the *Advanced Practice Nursing: A Pan-Canadian Framework* (2019) and/or other relevant frameworks.

The MN program bases the definition and description of advanced nursing practice on the work by the Canadian Nurses Association and other sources. Therefore, the MN program views advanced nursing practice in the broadest terms.

The practicum provides students with advanced practice experience. TMU's proximity to a wide range of health care facilities, community organizations, and professional and government agencies provides students with the opportunity to advance and apply their knowledge and skills in a variety of specialty areas of nursing practice, e.g., clinical, research, education, policy, quality improvement, administration.

The practicum is **NOT** a work study; students complete the practicum outside of their place of employment. A **minimum of 192 hours** (approximately 2 days per week) is **required over 10 to 12 weeks** of the MN8905 semester. The MN8904 Seminar in Professional Nursing Advancement must be taken concurrently with the practicum.

Students' Program of Study forms are finalized by the first term of enrolment in the MN Program; therefore, students have ample time to prepare for the 192 hours plus seminar time requirements.

During the Seminar in Professional Nursing Advancement (MN 8904), taken concurrently with the practicum, students will examine linkages between theory, research, and advanced nursing practice. This Practicum Package provides information and instructions on the 1) required supporting documents and 2) submission process. All practicums are facilitated by the MN Placement Coordinator, in consultation with the student's Course Professor.

Practicum decisions are based on the following: curriculum requirements, student's past experience, interviews, and faculty consultations. Student flexibility is required, as the desired practicum opportunity may not be available.

Students will be notified regarding the process and time to meet with the Course Professor during the Fall and/or Winter term prior to the academic year of their practicum. Students work with their MN8905 Course Professor first to identify a preceptor, followed by the MN Placement Coordinator to confirm the practicum.

Students should connect with their assigned Course Professor to discuss a possible preceptor. Students may identify a preceptor, with graduate education, with whom they want to be placed with for their practicum. Once a potential preceptor has been identified and the Course Professor has given consent to move ahead, the student should make contact with the preceptor to discuss learning opportunities. **The Course Professor for MN 8904/5 is responsible to approve the practicum.**

Placement partners are multiple, and each have their own way of doing things. Here are a few practicums that have special considerations for graduate students.

- **St Michael's Hospital** would like the request to go through the TMU placement coordinator for the school to approach them. If you are considering doing a practicum at St Michaels, go through the TMU placement coordinator first before approaching anyone. A request will be made on your behalf.
- **Sunnybrook Hospital** has a "Graduate Nursing Student Placement Requests" process and a separate application form on their website.
- **The Hospital for Sick Children (SickKids)** has a "Graduate Nursing Student Placement Requests" process and a separate application form on their website.

Students are expected to meet weekly with their preceptors throughout the practicum, during the preceptors' working hours. This weekly meeting facilitates discussion about learning needs, expectations, and feedback on student progress, as well as to further promote student socialization into the advanced practice role.

Please note, TMU requires that students send all electronic communications from the student's TMU e-mail address.

MN8905 Practicum Steps & Important Dates

IMPORTANT THINGS TO CONSIDER WHEN THINKING ABOUT YOUR PRACTICUM OPPORTUNITY

- Exploring your network.
 - Connect with your manager/educator for possible contacts to seek out opportunities for securing a preceptor outside of your organization.
 - Connect with your colleagues outside of your organization for possible contacts to seek out opportunities for securing a preceptor within their organization.
- *Must be at arms-length from your current position, unit, department, and preference is on a distinct campus from the one in which you are employed.*
- *Must not be an extension of a work project that you are already participating in or leading within your position.*
- *Must not be a clinical 'internship' where you are responsible for a caseload or 'shadowing' a nurse practitioner or physician for the purposes of developing clinical skills to leverage application to a post-MN NP program.*

PRACTICUM STEPS

The Course Professor for MN 8904/5 is responsible to approve the practicum.

STEP 1 **Download** the 2023-24 Practicum Package from the Graduate Nursing Website (<https://www.torontomu.ca/nursing/central-placement-office/students/master-of-nursing/>)

STEP 2 Visit <https://careeraction.blog.torontomu.ca/>. Watch the videos and complete the sections on *It's Your Career: Opening, Introduction, Visioning and Assessment*".

- A. **Refer** to the MN Section in the Resource Repository for an example of a graduate **curriculum vitae (CV)** and tips for developing a CV. Remember to include professional/work/class presentations, major papers, etc. in APA format, and if the student is in the thesis stream program – include the title of your thesis and your supervisor's name. Decide if the potential preceptor will require added details about your employment position responsibilities, particularly if it is a well-understood title and role.
- B. **Refer** to the MN Section in the Resource Repository for an example of a graduate **career vision and self-assessment** from the Masters of Nursing Worksheet. This self-assessment will be used as a guide to assist you in identifying a possible preceptor.

For Fall 2023 Practicums

STEP 3 Schedule a meeting with the Course Professor for MN 8904/5 to discuss potential preceptors, based on your career goal and types of practicum opportunities that are available. Prior to your meeting, send 1) your cv/resume, and 2) a detailed written Career Vision and Self-Assessment via email to the Course Professor for MN 8904/5. (Save each file as *firstname-lastname-PRF Draft* and *firstname-lastname-Resume Draft*.)

STEP 4 Following the meeting with the Course Professor for MN 8904/5, revise the CV/Resume and the Career Vision and Self-Assessment document and resubmit for approval. Save each file as (*firstname-lastname-PRF Final* and *firstname-lastname-Resume Final*.)

When the go ahead has been given by the Course Professor for MN 8904/5, the student will need to submit the Practicum Request Form (PRF). Once you complete the PRF, the practicum Coordinator will then process your request with the receiving agency contact to secure your practicum within the organization.

C. **Complete** the Google form: [Practicum Request Form \(PRF\)](#)

June 15, 2023 is the provincial timeline for all practicum requests to be submitted. After this date, requests may not be looked at by the receiving agencies. Affiliation agreements may also need to be initiated as the Daphne Cockwell School of Nursing may not have an existing partnership and these are a lengthy process with General Counsel within Toronto Metropolitan University. Requests are put into the [Health Sciences Placement Network \(HSPnet\)](#) which is a web based database and is easily accessible for all.

OR

For Winter 2024 Practicums

STEP 3 Schedule a meeting with the Course Professor for MN 8904/5 to discuss practicum opportunities, based on your career goal and types of opportunities that are available. Prior to your meeting, send 1) your cv/resume, and 2) a detailed written Career Vision and Self-Assessment via email to the Course Professor for MN 8904/5. (Save each file as *firstname-lastname-PRF Draft* and *firstname-lastname-Resume Draft*.)

STEP 4 Following the meeting with the Course Professor for MN 8904/5, revise the CV/Resume and the Career Vision and Self-Assessment document and resubmit for approval. Save each file as (*firstname-lastname-PRF Final* and *firstname-lastname-Resume Final*.)

When the go ahead has been given by the Course Professor for MN 8904/5, the student will need to submit the Practicum Request Form (PRF). Once you complete the PRF, the Placement Coordinator will then process your request with the receiving agency contact to secure your practicum within the organization.

C. **Complete** the Google form: [Practicum Request Form \(PRF\)](#)

October 16, 2023 is the provincial timeline for all practicum requests to be submitted. After this date, requests may not be looked at by the receiving agencies. Affiliation agreements may also need to be initiated as the Daphne Cockwell School of Nursing may not have an existing partnership and these are a lengthy process with General Counsel within Toronto Metropolitan

University. Requests are put into the [Health Sciences Placement Network \(HSPnet\)](#) which is a web based database and is easily accessible for all.

STEP 5 **Students** should connect with the placement coordinator only after they have had their initial meeting with their Course Professor. Students may need to attend an interview with the potential preceptor including other professional practice staff at the organization. In some organizations, this can be a competitive process as graduate students from other schools are also seeking out these opportunities.

STEP 6 The **outcome** of the interview should be communicated to the Course Professor for MN8904/5 **and** the MN Placement Coordinator by the student. **The Course Professor for MN 8904/5 is responsible to approve the practicum.**

STEP 7 Initiate completion of the *Practice Requirements Record (PRR)* once available. Further communication on the PRRs will be released. Please keep track of your TMU email account for this announcement.

STEP 8 **HSPnet** is where students will find their practicum information. All students will be given access to HSPnet with an email being sent to their TMU email account with a temporary password. After initially logging on, the student will be asked to change their password. Under the Consent tab, students should consent to release both email address and phone number to Site Contacts.

STEP 9 **Be sure** to check HSPnet regularly for important information as this can impact the start of the student practicum. Most large hospitals have registration information posted or provide a link and this needs to be processed prior to the students initiating practicum. Additional forms and/or certificates may need to either be presented or completed, which is specific to each organization. Examples of this may be: AODA, IPAC, WHMIS, Violence and Harassment in the Workplace, and Worker Health and Safety Awareness. It is the students' responsibility to access these modules and submit proof of completion to the MN Placement Coordinator for verification. The Placement Coordinator will communicate with the Receiving Agency to confirm that all pre-practicum requirements have been met. Failure to complete these may jeopardize the practicum for the term.

STEP 10 **Before** the semester begins, the student should email the preceptor to re-confirm the practicum. Collaborate to determine the start date at the practicum, which will occur during the first week of the semester – be sure to avoid the scheduled seminar day. The student practicum orientation may begin prior to the first day of seminar; however, the practicum cannot start before the first week of the semester.

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