

LEHMAN COLLEGE DEPARTMENT OF NURSING  
CLINICAL PLACEMENT GUIDELINES  
MASTER OF SCIENCE AND POST CERTIFICATE IN FNP/PNP PROGRAMS

- 1- Submit Department's Application for Clinical Placement Form
  - a. To request help with finding a clinical site and or preceptor – email to *Ms. Wanda Johnson* – [Wanda.Johnson@lehman.cuny.edu](mailto:Wanda.Johnson@lehman.cuny.edu)
  - b. To request an agreement to a new clinical site – email *Cynthia Wilson* – [Cynthia.Wilson@lehman.cuny.edu](mailto:Cynthia.Wilson@lehman.cuny.edu)
  - c. Forwarding a request for a site already listed in Typhon – email *Cynthia Wilson*
  
- 2- Deadlines for submitting clinical requests (requests after this date may result in significant placement delays)
  - a. Fall Request – June 15th
  - b. Spring Requests – October 15th
  - c. Summer Requests – March 15th
  
- 3- Clinical Site Qualifications
  - a. Located in NYC, Westchester, Rockland counties
  - b. Current contract with Lehman College – see listing in Typhon
  - c. Offer primary care experiences that meet clinical course objectives  
Examples – physician offices or group practices, out-patient clinics, school-based clinics (NUR 774), assisted living facilities (NUR 776)  
\*PNP program – acute (NUR 770) and chronic (NUR 772) experiences
  
- 4- Preceptor Qualifications
  - a. Licensed physician, certified nurse practitioner – listed in Typhon
  - b. Employed at one or more of clinical affiliating sites – see Typhon list
  - c. Unlisted preceptors – must forward a current resume to *Ms. Johnson* or *Cynthia Wilson* (see resume template under-Graduate Documents and Forms)
  
- 5- Course Practicum Population
  - a. NUR 770 Pediatric NP – primary care settings (newborn to 21 years – 200 hrs)
  - b. NUR 771 Pediatric NP – acute care settings (newborn to 21 years- 200 hrs)
  - c. NUR 772 Pediatric NP – chronic care settings (newborn to 21 years – 200 hrs)
  - d. NUR 774 Family NP - primary care settings (newborn to 21 years – 200 hrs)
  - e. NUR 775 Family NP - primary care settings (GYN 100 hrs & Adults 100 hrs)
  - f. NUR 776 Family NP - primary care settings (Adults – 200 hrs)
  
- 6- Clinical Documents – these documents must be uploaded into your Typhon account and kept current to be cleared for clinical practice each term:
  - a. Current NYS-RN registration
  - b. Current student nurse practitioner malpractice insurance
  - c. Current BCLS certificate

- d. Student Health Clearance - including annual influenza vaccination – see Undergraduate Documents and Forms for a copy
  - e. Urine toxicology report – use Castle Branch or your private PCP
  - f. Criminal background report – use Castle Branch or local police precinct
  - g. Proof of COVID-19 vaccination
- 
- Castle Branch information – See Undergraduate Documents and Forms