

HOW TO APPROACH A POTENTIAL PRECEPTOR OR SITE

Identifying and securing a clinical preceptor or site is an important step in your journey toward becoming an advanced practice nurse. Below are some helpful guidelines for contacting and communicating with a potential preceptors or clinical sites. Whether you make first contact by emailing the potential preceptor or clinical site (preferred), calling, or visiting the preceptor or clinical site in-person, your ultimate goal should be to have a confirmed preceptor or clinical site at least 4 months prior to the start of clinical course you plan on completing the rotation in.

Step 1: First Contact

Option 1 (preferred): Email the potential preceptor or clinical site

- Please feel free to use and edit the email template on the following page to reach out to a potential preceptor or site.

Option 2 (alternate): Call the potential preceptor's office or the clinical site

- For outpatient offices or clinical sites, ask to speak to the office/practice manager regarding a potential clinical rotation with their organization.
 - Use the email template on the following page as a rough outline of questions you should be asking the office/practice manager during your phone call.
- Before concluding the call, ask for the office/practice manager or general clinical site email address.
- Within 24 hours of your call, send a follow-up email to thank everyone for their time and that you are excited to hear back. Additionally, attach your resume/CV with your contact information.
- For inpatient clinical sites, this option will likely not be applicable since you may need to contact the individual provider and receive their acceptance for a rotation prior to communicating with the clinical site.

Option 3 (alternate): Visit the potential preceptor or clinical site in-person

- First impressions are important, so be sure you are dressed professionally and prepared to answer any questions when you visit.
- At the front desk, ask to speak to the office/practice manager regarding a potential clinical rotation with their organization.
 - Use the email template on the following page as a rough outline of questions you should be asking the office/practice manager during your visit.
- Leave a copy of your resume/CV for their review.
- Before leaving, ask for the office/practice manager or general clinical site email address.
- Within 24 hours, send a follow-up email to thank everyone for their time and that you are excited to hear back.
- This option will likely not be applicable for hospital/inpatient rotations.

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Dear (insert preceptor's name using formal title),

My name is (insert your full name), and I am a Doctor of Nursing Practice – (insert specialty name and specialty abbreviation) student at the University of Arizona College of Nursing. I am heading into my clinical year of the (insert specialty name) specialty and seeking an experienced provider with whom I can complete my mentored clinical hours (2-3 days per week on average).

I would welcome the opportunity to learn from you and contribute to your clinical organization. Would you be interested in serving as my clinical preceptor for the upcoming (insert Spring/Summer/Fall and year) semester? This semester is slated to run from (insert clinical semester start date) to (insert clinical semester end date) and will require (insert 180/180/360) clinical hours.

I have attached my resume/CV for your review. I am happy to answer any questions you may have about serving as a preceptor. If you could please let me know if you are interested or not at your earliest convenience, I would greatly appreciate it.

Regards,

(insert your name, title and contact information)

Step 2: Following Up

Option 1 (preferred): Email the potential preceptor or clinical site

- If you have heard back from the potential preceptor or clinical site, and the potential preceptor or clinical site have agreed to precept you for clinical hours, contact your specialty specific clinical placement coordinator, using the contact information below, for next steps.
- If you have hear back from the potential preceptor or clinical site, and the potential preceptor or clinical site has not agreed to precept you for clinical hours, thank them for their consideration, and ask about future semesters, or if they can connect you with another potential preceptor or clinical site who might be able to precept you.
- If you have not yet heard back from the potential preceptor or clinical site, send a follow-up email asking if the potential preceptor or clinical site has had a chance to consider precepting you yet?

Option 2 (alternate): Call the potential preceptor's office or clinical site

- Follow the directions listed above in Step 2, Option 1.

Additional Questions?

Contact Valerie Kogut at vkogut@arizona.edu for the FNP & PNP specialties, Ryan Yee at ryanyee@arizona.edu for the AGACNP, PMHNP, & EHSL specialties, or Judith Burrola at jburrola@arizona.edu for the CNM specialty.