

Mississippi Summer Student Nurse Externship Program

Setting Up a Program at Your Healthcare Facility

1. Review data on the MHA Website regarding the Nurse Extern Program. www.mcqw.org | WORKFORCE
2. Talk with your Administration regarding number of Externs for program. Our pay is equivalent to our other patient care tech pay. Multiply by the 320 hours of the program to get a number for cost to see if it can be budgeted for. There is no guarantee of funded positions but you will be given the number you qualify for after applications are completed for the program.
3. Once you determine the number of Externs for your facility, talk with HR about their onboarding process time frame: applications, interviews, pre-hire requirements, etc. HR will have a final cut-off date after which they can't be processed.
4. Once you have the number of positions to be offered and the dates from HR, review your clinical affiliations with Schools of Nursing. This is a summer program so check on their summer start dates. You can then pick dates for your program, some do 8 weeks and some do 10 weeks. They must complete the 320 hours required for the program. The extra week or two gives you a little wiggle room for sickness or other issues of both the Extern and the Preceptor.
5. Now that you have the potential dates for your program, start looking for potential areas they may be in and Preceptor availability. It is a summer program so new graduate hires needing Preceptors will impact your availability. Preceptors must have 12 months of experience. Remember to evaluate availability of BSN preceptors when placing student nurse externs.
6. Preceptors will have to attend a training session on the program prior to start of program so you will need to schedule some dates and times for this (approximately 30 minutes will suffice). They will need to review the program guidelines, checklists, exclusion checklist, and other documents related to the program. Consider placing externship info on hospital's learning management system as a prerequisite to the training session in order to decrease time.
7. Attend the mandatory MHA meeting on the program and then download, complete and return the required documents. You will need a Nurse Extern Job Description, Orientation Objectives and Clinical Objectives to attach to your application. Attend the meeting with the WIN Job Center to discuss potential funding.
8. Reach out to your Schools of Nursing and let them know you will be participating in the program and learn the name and contact information of the Instructor who will be overseeing the class for the SON. Let them know when your application process will open. Ask the SON representative to place content for your program on the SON's learning management system in addition to posting flyers and/or sending it electronically to the students.
9. Look at Orientation week and determine if extra classroom space or Educators will be needed. Our Externs onboard as employees so they attend General orientation and then Patient Care Service orientation for classes such as Accucheck, Phlebotomy, IV, wound care, patient safety, restraints, etc. as required for our clinical employees. You will need to develop a schedule for their orientation week. We try to condense to get it completed in 4 days so they can be on their unit quickly.

10. Now time for interviews! Once screened by HR they are scheduled interviews with Extern Coordinator and other Leaders like Director of Education or Director of Nursing. It will be helpful to develop a screening tool for the interview so the same questions are asked of each. What lead you to Nursing? Previous Clinical experience? Where do you see yourself in 5 years? Etc. We also ask their 1st & 2nd preference for work area from areas we have available. It's not a guarantee but we would like to match if able. We discuss the 320 hours, dress code etc.
11. Then make an offer to chosen applicants. YAY! Gather acceptances.
12. Send Checklists to your accepted Externs to take to their SON to have completed. Send funded Externs the Instructions from WIN Job Center that tells them about required documents and how to complete application. You must receive the Eligibility form from the WIN Job Center PRIOR to Orientation day for your funded Externs!
13. Confirm your Preceptors have all completed training on program. Place fliers throughout facility or in the newsletter telling staff about the nurse extern program.
14. Consider sending a list of the student nurse externs who were accepted in your program to the SON Facilitator/Instructor(s). Communication with the SON instructor is helpful especially if extern has accepted two positions at two different clinical partner sites. Also the SON instructor can assist with educating extern about their responsibilities such as enrolling in the summer externship program at their respective schools.
15. During Orientation have a short session with externs to discuss program guidelines, rights & responsibilities of externs, 320 hour requirement, checklists, Skills Exclusions, dress code, absences, tardies, contact info for Extern facilitator and other leaders they will interact with. Gather up the completed checklists, get participation share of information agreement signed, get copies of BLS. As they complete orientation classes try to have the Preceptor drop by and meet them, take them to their unit and introduce around, and/or discuss their schedule. We made a pocket card of the skills exclusion list to give to Extern and Preceptor. Also post a flier in their work area on the Skills Exclusion.
16. Orientation meeting is a good time to have CNO come greet them and snap a group picture to send to MHA (with their permission of course)
17. Determine who will be assessing the Extern's competency. They should always have their validated checklist from SON with them and the Preceptor can note when they observe them complete skills. You may also have another competency assessment tool required by your facility, either paper or electronic, so decide who will be completing those.
18. Have the Externs send you their schedule so you can do periodic rounds to check on them and/or get access to your entities' database to view schedules. The Instructor from their SON will have a system set up for them to follow them as well.
19. Consider setting up a mid-term meeting so you can check on them, to see if there are any barriers such as unable to shadow, problems with preceptor, etc. and discuss future employment opportunities.
20. Funded Externs will have to have their time submitted to MHA for reimbursement. We send every pay period but MHA can give you final dates. They must show that the extern completed 320 hours. You will need to work with Payroll in order to get reports for reimbursements.

20. I ask that they bring me a copy of the verification form for completing the online evaluation required by MHA that Robin sends them so I can verify that they did complete it. I make a copy of their completed checklists at end of program for my records. Make sure the SON gets their copy also.
21. Final Day. We set up a reception for them. Leadership is there to mingle and get their take on how the program went. Marketing is there to cover it as well for newsletter or to send to news outlets.

The foregoing hospital start-up guide was developed by the Externship Committee January 2022.

Mississippi Summer Student Nurse Externship Program **Setting Up a Program at Your SCHOOL OF NURSING**

The following SON start-up guide provided by the University of Southern Mississippi, 2022

Speak to incoming students that will be eligible (see program guidelines for eligibility) to participate in the Summer Nurse Externship Program once the Spring semester begins. Share information about the program, including cost, requirements, process to register for the course, answer questions, and get a “feel” for how many may be interested.

Create a Canvas module in their lab course that includes:

- ✓ Program Information received from MCQW
- ✓ Approved facilities (Contracts)
- ✓ Important dates (acceptance and deadline dates)
- ✓ Facility flyers. I may also place announcements if a facility chooses to speak to the students on a particular date.
- ✓ I use this same module for the students to inform me of their acceptance. Once they do this, then I contact Student Services so that the student can register for the course.

Once I have a list of students that have accepted a position, I help them with paperwork.

I send the students an email to inform them to contact me for any questions.

Provide a small course orientation. I only have two requirements for the course:

- ✓ Students must submit a work schedule and update accordingly to keep me update on their schedule.
- ✓ Students must submit a reflective exercise each week if the work schedule allows. This is guided by a rubric available in the course syllabus.