

The University of Texas at El Paso
School of Nursing
Graduate Program
MSN Process for Clinical Sites, Preceptors, Clinical Clearance, & Typhon

The following is the Process for Clinical Sites, Preceptors, Clinical Clearance & Typhon:

1. Student needs to find clinical SITE and PRECEPTOR
2. Student checks UTEP's Affiliation Agreement Database
3. Student speaks to facility and preceptor to get contact information and COMPLETE: Clinical Site Request and Preceptor Approval forms
4. Student sends these forms to DIRECTOR for approval, copy Ms. Becerra
5. Once director approves
 1. Ms. Becerra will verify if AA is active
 1. If AA is active, Ms. Becerra will inform director and director will notify student
 2. If AA is not active, Ms. Becerra will inform director and will proceed with new AA request
6. Once agreement is confirmed, student will send Clinical Clearance Request to Ms. De Los Santos
 1. 3 weeks before practicum begins
 2. Students will be cleared in the order received
7. Ms. Becerra will enter information into Typhon 1-2 weeks prior to semester start date

Affiliation Agreements Database

The link below will take you directly to the database. In the search box enter the name of the facility or city you are in. If you find a facility please write down the IRB Net Number (located on the far left column) on the Clinical Site Request form. Please don't pay attention to the college or expiration date, often times they are incorrect. If you can't find a specific facility you are looking for send in your forms without an AA#, and I will look, unfortunately this database is not 100% accurate, but I can complete a more extensive search.

<http://orspapps.utep.edu/aa/>

LHR 8/1/18