**Supervised Practice Facility and Preceptor Requirements**

**Requirements:**

1. Completed and signed Facility form for each practice site/facility (1 form/facility).

2. Completed and signed Preceptor form for each practice site/facility.

3. Signed and fully-executed affiliation agreement between Northwest Missouri State University and the practice site/facility.

**Practice Site/Facility**

A practice site or facility is an organization or business that allows the intern the opportunity to complete supervised practice hours for the completion of the internship. Some examples include hospitals, county and state health agencies, county Extension programs, long-term care facilities, school food services sites, and many others. The site must meet the minimum requirements established below for each rotation in addition to the preceptor requirements.

**Preceptor**

According to ACEND a preceptor is a practitioner who serves as faculty for students/interns during supervised practice by overseeing practical experiences, providing one-on-one training, and modeling professional behaviors and values. Each preceptor will fill out a preceptor form and submit a copy of their resume.

**Affiliation Agreement**

These will be completed after the intern has been selected to the ISPP. They must be approved and signed by the practice site/facility and by Northwest Missouri State University’s legal counsel. Our institution has drafted an affiliation agreement that may be used for practice sites/facilities. In some cases the practice site/facility requires use of their own legal agreement. If this is the case a copy of the agreement must be sent to Northwest Missouri State University for review. The university and the practice site/facility will attempt to reach an agreement. Unfortunately some agreements will not be successfully negotiated. It is advised that the applicant select more than one site/facility for rotations especially clinical rotations.

For specific guidelines for practice site/facility and preceptor selection please see the Rotation List document on our website <https://www.nwmissouri.edu/health/programs/other/ispp.htm>.