



Roles of Student, Fieldwork Facilitator, Fieldwork Course Faculty and Fieldwork Coordinator in TNURS 503, Advanced Fieldwork

Role of the Student:

- **The quarter before enrolling in TNURS 503, Advanced Fieldwork, students should:**
 - **By Week 2:**
 - Obtains from the Nursing Program Office information on clinical clearances and HIPAA training.
 - Completes the Student Survey for TNURS 503 Advanced Fieldwork and submit it to the fieldwork coordinator.
 - **By Week 3:**
 - **Contacts committee chair or curriculum option faculty to discuss ideas for fieldwork.**
 - Contacts fieldwork site and request fieldwork placement.
 - **By Week 5:**
 - Finalizes fieldwork placement with the fieldwork coordinator, who assures that an educational affiliation agreement is current and confirms placement with the fieldwork site.
 - Completes all clinical clearances (required to obtain entry code to the course).
 - **By Week 8:**
 - Contacts fieldwork facilitator to negotiate a schedule for the fieldwork experience, including time to be spent on-site (days of week and hours of day).
 - Provides fieldwork facilitator with contact information (email, phone).
 - Checks with site about dress code expectations.
 - Identifies and negotiates learning needs and own learning objectives with committee chair prior to discussing with fieldwork facilitator, including ways in which these objectives will be met.
 - Obtains final approval from committee chair for fieldwork site and learning objectives, activities to meet the objectives, and criteria for evaluation.
 - Sends the above information to course faculty and fieldwork facilitator.
- **During the fieldwork quarter:**
 - Contacts the fieldwork facilitator if unable to be at the fieldwork site as scheduled.
 - Wears business-professional attire appropriate to the standards of the site, and a UW Tacoma nametag identifying the student's role as a graduate student.
 - Advises the fieldwork facilitator of the need for a fieldwork evaluation and discuss own performance with the fieldwork facilitator at end of the fieldwork experience.
 - Participates in TNURS 503 Advanced Fieldwork Seminars and complete course assignments.
 - Completes a self-evaluation of learning objectives and a fieldwork site evaluation form and submit to course faculty.

Role of Fieldwork Facilitator:

- Orients the student to the fieldwork site.
- Assists in selection of activities with respect to course objectives, student goals, and level of expertise.
- Outlines, with the student, parameters of responsibility for activities, special projects, and time lines.
- Communicates immediately with faculty if a student's performance is unsatisfactory or whenever there are any concerns about student's progress.
- By mid-quarter and as needed, assesses student's progress. Shares information with the course faculty.
- By the 9th week of the quarter, completes an **evaluation** of the student's performance, using the Fieldwork Facilitator Evaluation Form, and discusses with the student.
- Forwards the completed evaluation of student performance to the course faculty by the 10th week of the quarter.