
Step 4: Clinical Offsite Preceptors & Clinical Contracts *(applies only to students, who are completing clinicals in their own geographical area)*

(If you wish to complete your practicum onsite at a Cleveland Clinic location (Northeast OH), please select this option on your application request form or email us notice at WOCschool@ccf.org. We will assign your location.)

If making the election to complete clinicals in your own geographical area, then it is the students' responsibility to locate and contract with an approved offsite preceptor (in your geographical area). A preceptor must be [WOCNCB](#) certified in the area(s) precepting you. Preceptor searches can be accomplished through the WOCN at www.wocn.org via their preceptor search option at: <http://www.wocn.org/?PreceptorDirectory>.

While contacting potential preceptors, you should ensure the individual meets the following requirements:

- RN with a baccalaureate degree
- Current WOCNCB certificated
- Have at least one year full-time clinical experience as a WOC Nurse
- Adequate patient census to provide patient diversity, complexity and volume for your learning experience documented by statistics

Once an individual has agreed to precept you, you should forward (via email) to him/her: 1) Cleveland Clinic's preceptor application link below, 2) the list of preceptor credentialing documentation required with their application, 3) Cleveland Clinic's clinical affiliation agreement template, and 4) agreement instruction sheet. (These links are provided in the box below or you may acquire the information off our school's website at: www.clevelandclinic.org/wocschool, under the "registration" tab.)

Notes:

- 1) A preceptor may charge for his/her service. All financial arrangements made between you and your preceptor are separate from the R.B. Turnbull Jr., MD WOC Nursing education's program fees.
- 2) The clinical affiliation agreement approval process on average takes three to four months to negotiate between both legal parties. So, your preceptor's application and required credentialing documentation must be submitted the school before the class' registration close date. (Refer to [Step 1: Select a WOC Class and Adhere to the Registration Deadline Dates](#))
- 3) International Students: If electing an onsite practicum in the US, you will not be permitted a "hands on" clinical experience due to liability issues. Your clinicals will be permitted in an observational only capacity.

Preceptor Application at: <http://survey.clevelandclinic.org/TakeSurvey.aspx?SurveyID=94L3557MH>

All off-site preceptors are required to submit the following credentialing documentation:

- Preceptor application, with clinical stats, and current CV/resume
- Copy of current WOCNCB certificate or ID Card

Clinical Affiliation Agreement at:

http://my.clevelandclinic.org/ccf/media/Files/Digestive_Disease/woc-packet/WOC-clinical-contract-template-rev03-6-12.pdf

Clinical Instruction Sheet at:

<http://my.clevelandclinic.org/ccf/media/Files/nursing/woc/woc-contract-affiliation-agreements.pdf>