



## **Murray State College Veterinary Nursing Program- Distance Learning Applying for Off-Campus Clinical Institution (OCCI) Approval**

We have provided a host of information on the minimum standards we expect your OCCI site to have and uphold so we can ensure that your educational journey provides the best opportunity to facilitate learning. This document is titled *Murray State College Veterinary Nursing Distance Learning (MSCVNDL) Off-Campus Clinical Institution (OCCI) Site Information* and it can be found with the other documents listed on our website.

Follow the steps outlined below to successfully apply for your OCCI site:

1. Review the information detailed in the document *Murray State College Veterinary Nursing Distance Learning (MSCVNDL) Off-Campus Clinical Institution (OCCI) Site Information*.
2. Choose a facility that encompasses these details and that is accessible to you.
3. Review the program with the Practice Owner or Practice Manager and communicate any questions they may have with the Murray State College Veterinary Nursing Program Chair.
4. Once committed, the Practice Owner or Practice Manager will complete an OCCI site application form.
5. The person who is listed as the Primary Preceptor will be the one who signs the Student Clinical Experience Agreement on behalf of their entire facility. The Primary Preceptor must be a licensed doctor of veterinary medicine or a credentialed veterinary technician.
6. You will be able to include more than one preceptor by filling out an additional Preceptor Application. We understand that it can be difficult to ensure one preceptor is available at needed times.
7. All preceptors must submit a copy of their current license.
8. Once we receive the OCCI site application and proof of preceptor credentials your application will await approval by the Murray State College Veterinary Nursing Program Chair.
9. Once your site is approved we will send a Student Clinical Agreement to be sent to the preceptor listed on your file (not to the general facility). We will ensure that an email is sent to you and your primary preceptor that we emailed this form.
10. The primary preceptor must sign and return the original copy of this agreement via email in conjunction with requested insurance information to the Murray State College Veterinary Nursing Program.
11. Final approval will be granted when the above agreement is signed by the primary preceptor and the Chair of the Murray State College Veterinary Nursing Program. Upon final approval the primary preceptor and student notified by email when the contract is executed and the student is ready for registration for applicable courses!

Facilities that have been previously approved and contain a current Student Clinical Experience Agreement do not need to submit a new OCCI site application when adding preceptors or students. The Student Clinical Experience Agreement expires every 2 years and must be renewed upon expiration.