



## 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 student will need to complete the **OCCI Site Evaluation PowerPoint** to submit in conjunction with their OCCI site application.
  6. 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. 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.
  7. 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.
  8. **All preceptors must submit a copy of their current license.**
  9. Once we receive the **OCCI site application, OCCI site Evaluation PowerPoint, proof of preceptor credentials, and your Student Clinical Experience Agreement** your application will await approval by the Murray State College Veterinary Nursing Program Chair.
  10. 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!\*
- \*If a student is not approved for an OCCI site they **will not be eligible** for enrollment into the corresponding Clinical Skills courses. It is the student's sole responsibility to find an OCCI site and fulfill the application requirements.

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.** The facility will also receive signage to display indicating a student is actively learning and obtaining skills at said location.

### Due Dates:

<b>Application for Spring OCCI Sites (January)</b>	<b>November 1<sup>st</sup></b>
<b>Application for Fall OCCI Sites (August)</b>	<b>April 1<sup>st</sup></b>