***Issued on LHD letterhead and sent directly to education provider with application***

Master of Nursing (Nurse Practitioner) Course Coordinator

Ms Mary Kearns

The Susan Wakil Health Building

Level 8, D-18 Western Avenue

University of Sydney

Camperdown NSW 2006

Facility

Applicant

***<insert date>***

To whom it may concern

As the ***<insert position*>** at ***<insert facility>***,

I must advise, that following consultation with all relevant stakeholders, approval has been granted to **<*insert name of potential student*>** to undertake the clinical practicum (including 300 hours of supernumerary integrated professional practice (SIPP) required to complete the Master of Nursing (Nurse Practitioner) course at the University of Sydney.

I understand that integrated professional practice in the context of nurse practitioner students is undertaken:

• by registered nurses who are either employed or self-employed and are required to undertake 300 hours of professional practice to enable learning and demonstrate achievement of the Nursing and Midwifery Board of Australia’s *Nurse practitioner standards for practice*

• in preparation and practice for their future role as a nurse practitioner, the students apply advanced levels of knowledge, skills and experience to perform clinical skills or episodes of care considered to be advanced practice

• under supervision of an appropriately qualified and experienced supervisor and for the duration of the integrated professional practice event, the student is supernumerary.

I understand that integrated professional practice should provide a supported learning environment for the development of clinical skills and capability in episodes of care, including but not limited to those described in the *Nurse practitioner standards for practice*:

1. assesses using diagnostic capability

2. plans care and engages others

3. prescribes and implements therapeutic interventions

4. evaluates outcomes and improves practice.

I understand that nurse practitioner students can obtain supernumerary integrated professional practice in **one, or a combination of three ways**:

**1. Undertaking scheduled and supervised integrated professional practice in the clinical setting where they are employed, but not rostered at that time.**

Nurse practitioner students undertaking supernumerary integrated professional practice in the clinical setting where they are employed do so with supervision for the tasks they are undertaking and are in addition to the usual complement of staff in the healthcare setting. The service provided in the healthcare setting could continue to be delivered without the nurse practitioner student’s presence.

**2. Undertaking unscheduled, opportunistic and supervised integrated professional practice in the clinical setting where they are employed and counted in the roster of the clinical setting.**

During a rostered shift there may be an opportunity for the nurse practitioner student to become supernumerary. If the clinical workload at the time allows them to undertake the advanced practice under supervision, this can be counted as integrated professional practice time. In this circumstance the normal provision of rostered duty care cannot be compromised.

**3. Undertaking supervised practice in a clinical setting where they are not employed.**

Nurse practitioner students may visit another clinical setting within their own employment setting or health service or visit another clinical facility to undertake supernumerary integrated professional practice.

The application is approved on the following basis:

* 1. • Current position provides the necessary opportunities to develop the advanced practice skills required,
  2. • The clinical environment is able to provide adequate and appropriate supervision of clinical practice,
  3. • The applicant’s current level of practice is developed to a level that will enable transition to advanced practice,
  4. • Circumstances allow **<*insert name of potential student*>** to complete all or a component of the clinical practicum, by prior arrangement, within other clinical areas or facilities if required in order to ensure learning objectives are met.

I understand and am satisfied that by approving **<*insert name of potential student*>** to undertake this professional development within the context of **<*his/her>*** current employment that ***<insert facility>*** indemnity arrangements apply throughout the clinical practicum. Additionally, this approval includes, where required, **<*insert name of potential student*>** to be supernumerary (as defined above) for all of the practicum hours in order to meet course requirements.

Yours sincerely

***<insert name, title & facility>***