



APRN REORIENTATION PLAN INFORMATION AND INSTRUCTION

Applicants or licensees who submit an application for APRN licensure when it has been **more than 5 years since completion of an APRN program, or 5 or more years since last practice as an APRN** are required to submit a *Statement of Intent* and complete a ***Reorientation Plan*** approved by the Minnesota Board of Nursing staff before your application can proceed.

**You are not authorized to practice in Minnesota until your Reorientation Plan has been approved and you are granted an active APRN license.*

The *Reorientation Plan* is designed to enhance the competency in the specific APRN role and population focus which includes a minimum of 500 hours of clinical practicum. Contact the Board of Nursing at nursing.education@state.mn.us to discuss a *Reorientation Plan* if you would like to proceed. The Minnesota Board of Nursing approves the **Qualified Practitioner and *Reorientation Plan*** that meet the established board criteria as listed below:

Qualified Practitioner Qualifications

- Minnesota licensed APRN in the same role and population as the applicant or licensee who has experience in providing care to patients with the same health care needs encountered in the Reorientation Plan.
- Licensed physician who has experience in providing care to patients with the same or similar health care needs encountered in the Reorientation Plan.

Reorientation Plan Criteria

- 30 Pharmacological CEUs to be completed prior to initiation of the clinical practicum.
- A Reorientation Plan must be submitted prior to initiation of the clinical practicum approved by the Minnesota Board of Nursing.
- The Qualified Practitioner must be identified on the Reorientation Plan for review by the Minnesota Board of Nursing.
- If there is more than one Qualified Practitioner, additional Reorientation Plans must be submitted.

Two forms are required to be approved by the Minnesota Board of Nursing prior to initiating any clinical practicum hours.

- *Statement of Intent to Participate in a Reorientation Plan for APRN Licensure*
- *Reorientation Plan for APRN Licensure*

One form is required to be submitted to the Minnesota Board of Nursing upon completion of clinical practicum hours.

- *Affidavit of Successful Completion of Reorientation Plan for APRN Licensure*

The process for APRN Reorientation has **sequential steps that are important** to follow. There are specific criteria to be met, forms to be submitted prior to beginning a clinical practicum, Minnesota Board of Nursing approvals, and ongoing follow-up to assure completion of the Reorientation Plan/clinical practicum in a timely manner.

Reorientation Plan Process

1. **Submit a *Statement of Intent to Participate in a Reorientation Plan for APRN Licensure*** form to the Minnesota Board of Nursing Education Department. This form requires the signature of your Qualified Practitioner who will be providing supervision of your clinical practicum.
2. **Complete a *Reorientation Plan for APRN Licensure*** form with your Qualified Practitioner that explains the plan for your clinical practicum for reorientation to your APRN role and population focus. **This form must reflect your completed pharmacological CEUs.** Submit this form to the Minnesota Board of Nursing Education Department.

*These two forms may be submitted at the same time or in sequential order; **once the Board receives and reviews the Statement of Intent and Reorientation Plan documents, you will be notified in writing if the plan and Qualified Practitioner(s) meet Board requirements.**

Upon approval of these two forms:

- *You will be granted an active APRN license; this license can be rescinded if the reorientation process is not followed sequentially or is incomplete*
- *You may begin your Reorientation Plan with your Qualified Practitioner*
- *You will have 4-months to complete your Reorientation Plan*

***If you do not complete the clinical practicum for reorientation in 4 months, you need to resubmit both the *Statement of Intent to Participate in a Reorientation Plan for APRN Licensure* form and your updated *Reorientation Plan for APRN Licensure* form. This will be repeated every 4 months until verification of completion of the Reorientation Plan.**

3. **Upon completion of your Reorientation Plan, you must submit the *Affidavit of Successful Completion of Reorientation Plan for APRN Licensure*** form to the Minnesota Board of Nursing Education Department. This form provides verification of completion and is signed by your Qualified Practitioner, confirming you met the minimum of 500 clinical practicum hours.

You must complete the Reorientation Plan according to these guidelines. The Minnesota Board of Nursing will review and approve your plan once submitted. Approval of your plan is dependent upon completeness of your document.

Submit completion certificates of **30 hours of Pharmacological CEUs** in the specific population focus **before** starting any clinical hours. Certificates can be submitted with your Reorientation Plan. Pharmacological course content must be varied and could include but are not limited to:

- Problem identification and treatment through appropriate assessment
- Medication and device selection
- Patient education for the use of medications
- Knowledge of interactions of medications
- Evaluation of outcome
- Recognition and management of side effects, adverse reactions, and complications
- Evidenced-based guidelines

It is **recommended** to **complete this section with the Qualified Practitioner** for plan thoroughness. Examples of information to include when completing the narrative portion of the Reorientation Plan:

1. **Assessment:** Include detailed assessments one would complete in the specific practice setting based on patient population. (physical, mental, functional, etc.)
2. **Diagnosing and Treatment:** Tie the diagnosing and treatment back to the assessments in the previous box. What are the common diagnoses and treatments of those in the population focus or practice setting.
3. **Prescribing:** What are the common pharmacological and nonpharmacological treatments in the practice setting? What is the follow-up? What is the prescribing process? Patient education?
4. **Ordering:** What specific labs or diagnostic tests are common for the practice setting? Include any collaboration and referrals to other providers.