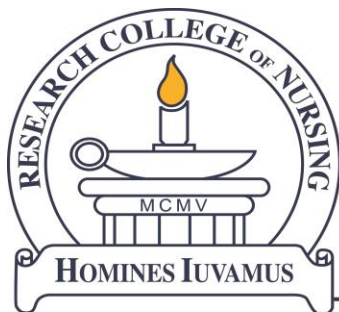


Nurse Practitioner Student's Clinical Experience Handbook



Research
COLLEGE OF NURSING

Excellence in Nursing Education

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I. PREPARING FOR PRACTICUM

Clinical Practicum Requirements:

The clinical experiences are a significant and exciting part of the nurse practitioner student's educational journey. The following information will serve as a guide for you. Your faculty will be another excellent source of information.

There are multiple clinical practicum requirements that must be completed prior to starting your clinical experience. Failure to meet these requirements will result in suspension from classroom, clinical and lab sessions or may result in course failure which could result in dismissal from the program.

- The requirements are found online in the Research College of Nursing Catalog (**Graduate Academic Policy > Administrative Requirements for Enrollment and Progression**). Please note students must hold a RN license in both Kansas and Missouri.
- To document completion of requirements the student will utilize a Certified Background account. To initiate your account go to: www.certifiedprofile.com (CastleBranch).
- Students must also meet any additional requirements of the practicum experience agency. These may vary per agency.

Types of sites:

HCA & NON-HCA PRACTICUM CLINICAL SITES

HCA Clinical Sites

If the student identifies a preceptor within a HCA facility, he/she must notify a **Clinical Faculty Liaison** designated by the College. The Clinical Faculty Liaison(s) communicate directly with the HCA representative for all HCA clinical sites.

The student may contact a HCA preceptor, but NOT the practice manager, office manager, etc. The student will contact the Practice Manager only after the site placement has been confirmed by the Clinical Faculty Liaison and the student has been given permission. Again, the student may communicate directly with the preceptor only.

Non-HCA Clinical Sites

The student may contact preceptors, office managers and/or practice managers. They may do this in writing, via telephone, or in person.

II. NP PRACTICUM REQUIREMENTS

- **Clinical Hour Requirements:** You must complete 660 total clinical hours. Below is a guideline of how hours are met.

FNP

Hours	Final Year Semester	Clinical Setting
180	Spring	Family Practice (preferred), Urgent Care, ER, or Internal Medicine
60	Summer or Fall	Pediatric Primary Care practice
60	Summer or Fall	Women's Health Practice (MUST include well woman, gynecology AND obstetrics)
120	Summer	Family Practice(preferred), may do Urgent Care, ER, or Internal Medicine ONLY IF did Family Practice in spring
60	Fall	Specialty (approved by faculty) if not approved must be done with Family Practice
180	Fall	Family Practice

AGNP

Hours	Final Year Semester	Clinical Setting
180	Spring	Internal Medicine (preferred), may do Urgent Care, ER, or Family Practice
60	Summer or Fall	Geriatric Primary Care practice (includes but not limited to assisted living, long-term care facilities, and nursing homes)
60	Summer or Fall	Women's Health Practice (MUST include well women, gynecology AND obstetrics)
120	Summer	Internal Medicine (preferred), may do Urgent Care, ER, or Family Practice ONLY IF did Internal Medicine in spring
60	Fall	Specialty (approved by faculty) if not approved must be done with Family Practice
180	Fall	Internal Medicine

III. CLINICAL SITE CONSIDERATIONS

- Remember when planning clinical sites to think about your ideal employment choices. It's a good idea to meet with your clinical faculty in advance to discuss how to maximize your clinical hours to help meet this goal.
- Faculty do not provide site visits on weekends so you must make sure that you schedule enough clinical time during the week to accommodate site visits. You must have a minimum of two satisfactory site visits to pass the course.
- Clinical hours must be spread throughout each semester and conducted only during the course dates. Front and rear loading of clinical hours is not allowed unless deemed necessary and approved by your clinical faculty. As a general guide, students should have about 50-60 primary care clinical hours/month.
- Lunch time is not counted as clinical time.
- Consider the practice in terms of geographical location and case mix (age; diversity in acute, chronic ambulatory and inpatient care, mental health, health screening exams).
- Consider a clinic/office where the student can expect experience with billing, third-party reimbursement, risk management, and quality assurance & improvement.
- Specialty clinical hours are at the discretion of the clinical faculty and determined on an individual basis. The clinical faculty will take into account a student's previous clinical experiences during the practicum year. This is to ensure a well-rounded clinical experience for the student. The maximum time allowed is 60 hours during Independent practicum. Radiology and dermatology are recommended specialties.
- A maximum of 180 clinical hours in the practicum year can be completed in out-patient acute care such as urgent care, emergency department fast-track, and convenient care (Minute Clinic & Walgreens Health Care Clinic).
 - These hours can be completed in either Spring or Summer semesters. Specialty hours, if approved by faculty, may be done in out-patient acute care settings if the 180 hour maximum hasn't been met.
 - In the emergency room setting the preceptor **must** be a nurse practitioner who precepts **within** the NP scope of practice.
 - Minute Clinic and Walgreens Health Care Clinics (Convenient care) only take FNP students
- You should complete all of your practicum hours for a particular rotation with **one** preceptor.

IV. IDENTIFYING PRECEPTORS

How to Find a Preceptor: Students may identify preceptors by networking via their work environment, student peers, professional organizations, or community contacts.

- It is recommended a student arrive at a potential clinical site in-person and dressed professionally with a resume and cover letter in-hand. Follow-up on your initial visit is recommended. It is ideal to pursue multiple sites, rather than relying on one “lead”.

PRIOR TO STARTING CLINICAL, IT’S THE STUDENT’S RESPONSIBILITY:

Find Preceptors in the following areas:

- **FNP** students – family practice, women’s health, & pediatric primary care
- **AGNP** students – internal medicine, women’s health, & geriatric primary care

Ensure preceptors have the following qualifications:

- Must hold a current license to practice in the state where the practicum site is located.
- Nurse Practitioner preceptors should hold a Master of Science in Nursing from an NLNAC or CCNE accredited institution and have a minimum of 1 year of clinical experience.
- Nurse Practitioners **must be board certified by the American Nurses Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).**
- Nurse Midwives must be board certified by the **Accreditation Commission for Midwifery Education (ACME).**
- Physician preceptors should hold a **medical or osteopathic degree from an accredited program and be board certified in his or her specialty area.**
- The student’s immediate supervisor at his or her place of employment may not serve as the student’s preceptor.

Once you’ve identified a preceptor the student will:

1. Complete the Clinical Site Request Form and submit it to the Practicum Coordinator.
2. Obtain a verbal agreement and notify your clinical faculty.
3. Give the Preceptor Packet to your preceptor. The packet is available electronically on the College website www.researchcollege.edu under MSN-Post Masters.
4. Initiate a Preceptor Agreement (found in the Preceptor Packet) AND check with your clinical faculty to determine if the College has an established Clinical Agency Agreement (contract).
 - a. Contracts with HCA facilities are already on file. Note: It may take up to 2 months to complete the above agreements. The student needs to start the above process as soon as possible or risk being delayed in starting clinical.

- b. Once the Preceptor Agreement is approved by the College's president and faculty designee, the student and their clinical faculty will be notified by email.

The student **must** be given permission from their assigned clinical faculty in order to start clinical. Any hours accumulated prior to clinical faculty permission will not be counted towards required clinical hours and is not legally covered by the College. **Students must receive approval to start clinical each semester. Please use the checklist** on page 15 of this manual.

V. STUDENT / PRECEPTOR / FACULTY CLINICAL RESPONSIBILITIES

Roles and Responsibilities of the Graduate Nursing Student

The student, in consultation with the preceptor and faculty, should progress from dependence to independence in providing care to clients. It is essential that the student be able to discern when to treat independently, when to consult, and when to refer.

Specifically the student will:

1. Communicate with the preceptor/agency prior to starting clinical experience about the need for the student to provide professional documentation (e.g. licensure, resume, proof of immunizations and CPR certification). Students are covered under the Research College of Nursing Professional Liability insurance policy.
2. Understand and practice within the scope of advanced practice nursing as regulated by the Nurse Practice Act in the state where clinical experiences will be completed.
3. Establish a schedule to meet clinical hour requirements.
4. Discuss individual learning goals with the preceptor on an ongoing basis.
5. Provide examples that demonstrate fulfillment of the clinical learning objectives found on the Clinical Evaluation Tool.
6. Maintain a collegial and professional relationship with preceptor and faculty.
7. Assume responsibility for individual learning needs through assessment of own strengths and limitations.
8. Notify preceptor and your clinical faculty immediately if unable to attend a scheduled clinical day for any reason.
9. Communicate to the preceptor and faculty immediately about any problems that may arise during the clinical experience.
10. Participate in the clinical evaluation process via communication with preceptor and faculty.
11. Be available for a site visit by their clinical faculty Monday through Friday during daytime hours.
12. Maintain HIPAA compliance at all times.
13. Maintain an accurate and timely electronic clinical log of patient encounters and clinical hours.
14. Dress according to College Dress Code policy and in accordance with the clinical site. [Dress code Policy](#)

15. Adhere to the Blood Borne Pathogen policy. [Blood Borne Pathogens Policy](#)
16. Display official College name badge at all times when in clinical setting.
17. See a minimum of one to two patients per hour on most days depending on the complexity of the patient.
18. Complete the following evaluations in NPST/Typhon electronically:
 - a. Self-Evaluation (Clinical Evaluation Tool) at mid-term and final
 - b. Student Evaluation of Preceptor(s) (final)
 - c. Student Evaluation of Clinical Site(s) (final)

Roles and Responsibilities of the Preceptor

The preceptor works directly with graduate nursing students and closely with Faculty to facilitate the student's clinical experience and achievement of clinical objectives.

Specifically, the preceptor will:

1. Provide student orientation to the facility and introduction to staff. Topics to consider are: attendance, appearance, office policies and procedures, allocated office space if available, responsibilities, patient characteristics, clinic's culture, and laboratory guidelines if applicable.
2. Establish a schedule to meet clinical hour requirements.
3. Provide space and room facilities as needed for the student's clinical experience.
4. Participate in student instruction one-to-one while serving as an expert, role model, and consultant during clinical experience.
5. Discuss individual learning goals with the student on an ongoing basis.
6. Provide the student with clinical experiences to meet the clinical learning objectives found on the Clinical Evaluation Tool.
7. Provide feedback to the student about performance and progress on an ongoing basis.
8. Notify the clinical faculty immediately of any problems arising from the student's performance.
9. Verify student clinical hours by approving time logs electronically in NPST/Typhon tracking system.
10. Facilitate student experiences when possible in the following: quality improvement, safety, evidence-based practice, informatics, patient-center care, interprofessional collaboration, teamwork, and cost-effective care.
11. Perform and document a formal evaluation (at the completion of the clinical) of the student's clinical and professional performance. This may be waived if the student spends less than 30 hours with the preceptor.
12. Be available for a faculty site visit(s) to evaluate the student during the preceptorship.

Student Performance/Competency Evaluation

At the end of the clinical experience an electronic evaluation is completed by each preceptor using the Clinical Evaluation form located in NPST/Typhon. A **written evaluation may be utilized if there are extenuating circumstances.** (found at the end of this document). This form is essential for educational and evaluation processes. Preceptors are encouraged to discuss the evaluation with the student prior to its completion. If a written evaluation is used; mail the completed form to the Nurse Practitioner Programs, Research College of Nursing, 2525 East Meyer Blvd, Kansas City, MO 64132. Preceptors are expected to intervene directly and immediately should the student provide unsafe or inappropriate care in the clinical agency. Faculty is to be notified by phone of any such occurrence through the College at 816-995-2800.

Roles and Responsibilities of the Clinical Faculty

The faculty, in collaboration with the preceptor, will arrange clinical experiences to optimize the student's personal and professional development.

Specifically, the faculty will:

1. Identify clinical educational requirements and objectives with the preceptor and student.
2. Orient students and preceptors to the respective roles and responsibilities.
3. Ensure that appropriate agreements are signed with agencies and preceptors.
4. Maintain periodic communication with preceptor and student to discuss progress and any problems or concerns.
5. Address and assist in resolving problems and concerns identified by preceptors and students.
6. Schedule a minimum of one site visit to evaluate the student's clinical competency and attainment of the clinical learning objectives using the Clinical Evaluation Tool.
7. Complete the following evaluations electronically in NPST/Typhon:
 - i. Clinical Evaluation Tool (mid-term and final)
 - ii. Evaluation of Preceptor(s) (final)
 - iii. Evaluation of Clinical Site(s) (final)
8. Review Completed Evaluations in NPST/Typhon for:
 - i. Preceptor's Evaluation of Student performance (Clinical Evaluation Tool)
 - ii. Assigned Students' Self-Evaluation (Clinical Evaluation tool; mid-term and final)
 - iii. Assigned Students' Evaluation of Preceptor(s)
 - iv. Assigned Students' Evaluation of Clinical Site(s)
9. NP Track Coordinator to review Preceptor/Agency Evaluation

VI. EVALUATION PROCESS

The **Clinical Evaluation Tool** is used by preceptors, clinical faculty, and students to evaluate the student's performance. The evaluation can be accessed and completed electronically in the NPST/Typhon tracking system. In the event that the electronic form cannot be accessed; the student will provide the preceptor with a Clinical Evaluation Tool and a stamped, school addressed envelope. The Clinical Evaluation Tool can be found on the Blackboard course site and in the Preceptor Packet.

For any preceptor that you work with for more than 30 hours, you must complete a Clinical Evaluation Tool.

In the event that a student does not meet the objectives on the Clinical Evaluation Tool at the appropriate level for the current enrolled course during a site visit then a Student Clinical Contract will be initiated. The Student Clinical Contract is a contract between the clinical faculty and the student. The Student Clinical Contract is on the next page.

**Research College of Nursing
Student Contract - Clinical**

Student:

Course:

Semester:

Date Issued:

Student Contract (Check type)

___ unsatisfactory performance

___ unsafe performance

Areas of Concern (list objectives or behaviors that are Unsatisfactory or Need Improvement before a passing grade can be issued for the course – list all that apply).

- 1.
- 2.
- 3.

A Passing grade for this course will be based on demonstrating the following behaviors:

- 1.
- 2.
- 3.

Conditions for evaluation of behavior:

- 1.
- 2.
- 3.

Date by when course requirements must be completed: ___/ ___/ _____

I have been informed of my unsatisfactory behavior and understand that receipt of a grade of Passing will depend on my ability to consistently demonstrate the behaviors listed above within the time frame indicated. If I fail to meet the conditions of this contract, I will receive a failing grade for the course and will be subject to current Academic Policy regarding progression. My signature indicates this contract has been explained to me and that I understand the consequences of not meeting its conditions.

_____ Date _____
Student

_____ Date _____

Course faculty
_____ Date _____

Course Coordinator
_____ Date _____

Program Director

10/19/07

VII. NPST (Nurse Practitioner Student Tracking) System

NPST functions as a comprehensive database including: patient encounter tracking; student scheduling of clinical sites; and student, preceptor and clinical site demographics.

Student Responsibilities:

- Students may submit their clinical dates and times to their clinical faculty.
- The student must email their clinical faculty through blackboard or official College email in order for them to edit or delete any entries. This is how your hours will be calculated for your degree requirement.
- If you need a Preceptor added to NPST you will submit this request through NPST.
- If you need a Clinical Site added to NPST you will submit this request through NPST.
- All patient encounters must be logged in NPST. It is highly recommended that the student log patient encounters on the day they see a patient. **All patient encounters must be logged within seven (7) days** of the encounter. Your hours may not be counted if you do not adhere to the 7 day deadline. You are “locked” out of entering any data outside of the 7-day window.
- Occasionally your clinical faculty will “not approve” an encounter simply to interact with you in your clinical setting. When an encounter is in a “not approved” status, the encounter highlights red, therefore bringing your attention to it. Simply reply to the faculty’s question or comment and then they will “approve”. You reply through NPST (adding additional information).
- If you have any problems with NPST that cannot be resolved with your assigned clinical faculty, please contact the NPST administrator. This individual is designated by the College.
- Students must complete clinical logs in NPST, verify clinical hours with their preceptor(s) including electronic approval, and submit them to their clinical faculty (see course syllabi for further instructions).

Clinical Faculty Responsibilities:

- Clinical faculty will approve your clinical dates.
- Clinical Faculty will approve your patient encounters in NPST and occasionally interact with you through NPST as stated above.
- Clinical Faculty will adjust your schedule as changes arise in your or your preceptor’s schedule.



Completing
Evaluations in NPST

Link to NPST/Typhon Instructions:

Student Checklist

- Site request form completed and submitted to the Practicum Coordinator
- Clinical Agency Agreement (contract) if applicable
- Preceptor Packet (Give this to your preceptor)
- Preceptor Agreement (located in preceptor packet)**

The following need to be turned in with the preceptor agreement before you can begin clinical hours:

- Copy of Preceptors CV (if needed)**
- Copy of Preceptor's National Certification (if applicable)**
- Copy of Preceptor's Malpractice Insurance (HCA sites excluded)**
- Copy of Preceptor's License (nursing licenses will be verified electronically)**

- Complete Student Clinical Requirements via Castle Branch
- Verify Clinical Site(s) and Preceptor(s) are in NPST
- Complete Electronic Medical Record (EMR training)
- My clinical faculty has given me permission to start clinical
- A stamped, school addressed envelope (Attention to: your clinical faculty's name) for the preceptor to return the clinical evaluation to the College. (*only if there is an issue submitting electronic evaluation*)

After you have obtained the signed preceptor agreement with all of the required items please mail, fax or, hand deliver to:

Sherry Owen
Research College of Nursing
2525 E Meyer Blvd
Kansas City, MO 64132
Fax 816-995-2817

Research College of Nursing Clinical Site Request Form



*Provision of Safe, Quality Care
Excellence in Nursing Education
Development of the Individual
Service to the Greater Society*

Instructions: Please complete and submit this form to the NP Track Coordinator (Dr. Nic Webb) at least 1-3 months prior to clinical rotation. Attach a copy of preceptor's CV to this form.

Course:	Semester/Year:	Date:
Student Name:	Phone number:	
RCN e-mail address:		

Requested Clinical Site:		
Site Full Address:		
Requested Preceptor's Name:		
Preceptor's phone:	Preceptor's email:	
Preceptor's Credentials: NP <input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Midwife <input type="checkbox"/>		
Board Certified? Y <input type="checkbox"/> N <input type="checkbox"/> note: must be board certified		
Name of Certifying Body:		
State(s) where licensed:	Years of experience: (minimum of 1 year) __	
Preceptor's patient profile:		
Average Number of patients seen in 8 hours: _____		
Estimated percent of each of the following on any given day:		
_____ % Adult Acute	_____ % Peds Acute	_____ % Well Woman
_____ % Adult Chronic	_____ % Well Child	_____ % OB
_____ % Geriatric		
Clinical Site Contract Contact Name (for HCA sites this will be the Office Manager) <input type="checkbox"/> IF same as preceptor check box and stop		
Contact Name:	Title:	
Contact Phone:	Contact e-mail:	

05/17 ***administration only*** agency contract? Y N Reviewed by:

Clearance to Begin Practicum Rotation

Instructions: Please use this checklist **each semester** before you attend your practicum site to ensure that you have met all of the requirements.

Student Name _____

Date Click or tap to enter a date.

Course Name/Number _____

Semester/Year _____

Dates of Current Semester _____

Y N CastleBranch current and up to date?

Y N Preceptor paperwork completed and approved?

Y N Schedule sent and approved by clinical faculty?

Y N Request sent in NPST to add preceptor/site?

Y N Clearance e-mail received from clinical faculty to start practicum?

If all of the above are answered “**yes**,” then you are able to attend practicum.

A “**no**” on any item listed indicates that **you are not ready to proceed to practicum**. Please take care of the item immediately, and notify your clinical faculty. You will **not** be able to count any hours that you accumulate unless all of the required items are complete. It is also important to note that **you are not covered by the school’s malpractice insurance** if any item is incomplete.

NOTE: **You cannot attend practicum between semesters.** You may start to accumulate hours for the current semester beginning on the **first day** of the current semester if you have been approved by clinical faculty.

Practicum Rotations

Instructions: Please record **each** practicum rotation throughout the program. You will add **each semester to your original document** so that your final submission reflects all rotations throughout the program. Upload your completed document each semester to the **external documents** section of Typhon.

Student Name: _____

Cohort/Year: 2017 2018 2019 2020 2021

Program: FNP AGNP

Clinical Faculty: Susan Bennett Jo Ellen Collette Summer Masters
 Lori Taula Faye Vandendaele Nic Webb

SPRING SEMESTER				
Course:	Type of Clinical Rotation:	Preceptor's Name/Credentials:	Clinical Site Information:	Number of expected hours:
<input type="checkbox"/> NUR 7110, Primary Care I	<input type="checkbox"/> Primary Care: FNP <input type="checkbox"/> Primary Care: AGNP <input type="checkbox"/> Urgent Care <input type="checkbox"/> ER	#1:	#1:	
		#2:	#2:	
SUMMER SEMESTER				
<input type="checkbox"/> NUR 7151, Primary Care II: FNP <input type="checkbox"/> NUR 7152, Primary Care II: AGNP <input type="checkbox"/> NUR 7141, Pediatrics	<input type="checkbox"/> Primary Care: FNP <input type="checkbox"/> Primary Care: AGNP <input type="checkbox"/> Women's Health: FNP	#1: Primary Rotation	#1:	
		#2: Women's Health	#2:	

<input type="checkbox"/> NUR 7142, Women's Health <input type="checkbox"/> NUR 7143, Geriatrics	<input type="checkbox"/> Women's Health: AGNP <input type="checkbox"/> Pediatrics <input type="checkbox"/> Geriatrics <input type="checkbox"/> Urgent Care <input type="checkbox"/> ER <input type="checkbox"/> Specialty area:	#3: Pediatrics	#3:	
		#4: Geriatrics	#4:	
FALL SEMESTER				
<input type="checkbox"/> NUR 7451, Independent Practicum: FNP <input type="checkbox"/> NUR 7452, Independent Practicum: AGNP	<input type="checkbox"/> Primary Care: FNP <input type="checkbox"/> Primary Care: AGNP <input type="checkbox"/> Women's Health: FNP <input type="checkbox"/> Women's Health: AGNP <input type="checkbox"/> Pediatrics <input type="checkbox"/> Geriatrics <input type="checkbox"/> Urgent Care <input type="checkbox"/> ER <input type="checkbox"/> Specialty area:	#1: Primary Care:	#1:	
		#2: Women's Health	#2:	
		#3: Pediatrics	#3:	
		#4: Geriatrics	#4;	
		#5: Specialty	#5:	

Algorithms



Requesting a
Preceptor2.pdf

1. Requesting a Preceptor



Starting
Practicum.pdf

2. Starting Practicum