

Research College of Nursing

Nurse Practitioner Program

Preceptor Packet



Research
COLLEGE OF NURSING

Excellence in Nursing Education

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Research College of Nursing NP Program Information

Research College of Nursing is a small fully-accredited private college specializing in quality nursing education since 1905. The College celebrated its centennial in 2005. Currently the college offers both an undergraduate Bachelors of Science in Nursing (BSN) and Master of Science in Nursing (MSN) degree. Research College began offering a Master of Science in Nursing degree in 1997. The MSN program offers five graduate tracks: Family Nurse Practitioner, Adult-Gerontology Primary Care Nurse Practitioner, Executive Nurse Track, Clinical Nurse Leader, and Nurse Educator Track. The Family Nurse Practitioner and the Adult-Gerontology tracks prepare graduates for an advanced practice role as a health care provider in a variety of primary care settings.

The following faculty is responsible for family nurse practitioner and adult gerontology clinical courses. Each faculty is academically prepared and credentialed and meet requirements needed for graduate nursing programs to be fully accredited. Further information about faculty or the program can be found at www.researchcollege.edu.

Faculty Information

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Information about the Graduate Clinical Experience

Preceptor Qualifications:

1. Must hold a current license to practice in the state where the practicum site is located.
2. 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.
3. Nurse Practitioners who are not Master's prepared, but are certified by ANCC or AANP and have a minimum of 2-5 years may also be considered.
4. Physician preceptors should hold a medical or osteopathic degree from an accredited program and be board certified in his or her specialty area.
5. It is discouraged to use a Physician's Assistant for preceptorships. A PA may be considered, however, if he or she is master's prepared, certified by a nationally recognized certifying body and has a minimum of 2-5 years clinical experience in the area of preceptorship.
6. The Student's immediate supervisor at his or her place of employment may not serve as the student's preceptor.

NP Practicum Requirements:

The total number of hours required in any clinical site may vary according to the individual preceptor agreement and the type of experience required. The student will inform the preceptor about the expected number of hours required for the course in which he or she is enrolled.

Below is a list of the NP Practicum course requirements:

1. Each student must complete 660 total clinical hours to graduate.
2. Primary Care Practicum I is 180 hours, Primary Care Practicum II is 180 hours and Independent Care Practicum is 300 hours.
3. The Pediatric component (60 hours) is usually completed during Primary Care Practicum II. **(FNP students only)**
4. The Women's Health component (60 hours) is usually completed during Primary Care Practicum II. The Women's Health experience should include, but is not limited to, well-woman care, prenatal and post-partum care.
5. It is anticipated that the student would see a minimum of one patient per hour on most days depending on the complexity of the patient.
6. The preceptor should oversee, be involved and visit with every patient that the student encounters.

7. Any preceptorship time that takes place outside of the primary agency that the preceptor and clinical contract specifies must be observational only and approved by the clinical faculty prior to the experience.
8. Students may complete specialty clinical hours with a specialist or preceptor. The number of hours will be determined by the faculty on an individual basis after taking into account the student's previous clinical experience. This is to ensure a well rounded clinical experience. The maximum time allowed will be 120 hours total overall for all practicums. This site should be approved by the Clinical Faculty member prior to the experience. Radiology and Dermatology are recommended specialties for these hours.
9. For any preceptorship students must complete the paperwork for a site and preceptor contract.
10. For any preceptor that the student works with for more than 30 hours, the preceptor must complete a Preceptor Agreement prior to the experience and complete a written clinical evaluation of the student's performance at the end of the experience.
11. Students must complete clinical logs and submit them to their supervising clinical faculty member.

Student Performance/Competency Evaluation

At the end of the clinical experience a written evaluation is completed by each preceptor using the Clinical Evaluation form (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 mailing 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 are to be notified by phone of any such occurrence through the college at 816-995-2800.



Clinical Roles and Responsibilities

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. Precept the student on a one-to-one clinical basis with a consistent preceptor.
2. Participate in student instruction while serving as an expert, role model, and consultant during clinical experience.
3. Provide student orientation to the facility and introduction to staff.
4. Provide space and room facilities as needed for the student's clinical experience.
5. Provide the student with clinical experiences to meet the course and clinical requirements, objectives, and specific educational expectations.
6. Critique the student's clinical performance including clinical skills and knowledge.
7. Evaluate the student's clinical competency via communication with student, preceptor, and faculty.
8. Notify the graduate faculty immediately of any problems arising from the student's performance.
9. Provide feedback to the student about performance and progress on an ongoing basis.
10. Facilitate student experiences through evaluation of clinical experience, participation in quality management of clinical experience, and identification of new learning experiences.

ROLES AND RESPONSIBILITIES OF THE GRADUATE NURSING STUDENT

The student, in consultation with the preceptor and faculty, should progress through the five stages of role performance from dependence to independence in providing care to clients. It is essential that the student experience success in knowing when to treat independently, when to consult, and when to refer.

Specifically the student will:

1. Understand and practice within the scope of advanced nursing practice as regulated by the Nurse Practice Act in the state where clinical experiences will be completed.
2. 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.
3. Negotiate goals/objectives for fulfilling the clinical requirements with the preceptor.
4. Provide learning outcomes that meet goals and objectives to the preceptor as indicated in the course syllabi.
5. Maintain a collegial and professional relationship with preceptor and faculty.
6. Provide evidence of self-evaluation of clinical performance and the attainment of learning objectives to clinical faculty.
7. Assume responsibility for individual learning needs through assessment of own strengths and limitations.
8. Report to preceptor and faculty immediately if unable to meet clinical experience commitment due to an emergency.
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.

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. Assess the adequacy of space and appropriateness of clients within the preceptor environment to insure adequate student learning experiences and meeting learning objectives.
4. Ensure that appropriate agreements are signed with agencies and preceptors.
5. Respond to problems and concerns of preceptors and students.
6. Communicate periodically with preceptor and student about progress in meeting goals and devise new strategies for attaining goals if needed.
7. Evaluate the student's clinical competency and meeting of clinical learning objectives through scheduled communication with preceptor and in consideration of the written preceptor evaluation.
8. Schedule site visits as needed.
9. Evaluate the student's clinical competency via communication with student, preceptor, faculty, and through site visits as indicated.
10. Facilitate the student-preceptor-faculty relationship through continual constructive feedback.

**Modified by work retrieved September 26, 2007 from University of Southern Indiana, College of Nursing and Health Professions Web site:
<http://health.usi.edu/handbook/nursing/graduate/clinical.asp>**

**Research College of Nursing
Graduate Program – NP Track
Preceptor Agreement**

Dear Preceptor,

Please take a moment to provide the following information so we can work with you in a way most convenient for you.

How do you prefer to be contacted? Phone: _____

Email: _____

What is the best time of day to reach you? _____

STATEMENT OF AGREEMENT

I, _____, agree to serve as a preceptor for a Graduate Student from Research College of Nursing. I understand that I will be responsible for the supervision and evaluation of the student. In addition, a Research College of Nursing Graduate Faculty Member will be available for assisting with the student experience and will be responsible for the grading of the student. The scheduling of this experience will be negotiated prior to the beginning of each academic session.

Preceptor Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

RCN President's Signature: _____ Date: _____

AGENCY CONTACT INFORMATION

Agency Name: _____

Office Manager: _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Describe the approx. patient mix: _____% Adult _____% Pediatric _____% OB _____% Geriatric
_____% Acute _____% Chronic Average # of patients seen/day: _____

Preceptor Name: _____

Professional License #: _____ State of License: _____ Year Issued: _____ Year Expires: _____

Board Certification: Yes _____ No _____ Certifying Board: _____

Student Name: _____

Please return this completed form to Sherry Owen, Administrative Assistant, along with a copy of your CV, license and malpractice insurance information, by fax to (816) 995-2817, or by mail to Research College of Nursing, 2525 E. Meyer Blvd., Kansas City, MO 64132. When this information has been received, an institutional contract will be sent to your office if one is not already in place

Research College Of Nursing Nurse Practitioner Program Student Checklist for Preceptor

- ___ Graduate Student Guide (Keep for your reference)
- ___ Preceptor Packet (Give this to your preceptor)
 - * Program Information
 - * Clinical Roles and Responsibilities
 - * Information on the Graduate Clinical Experience
 - * Evaluation Form (to be turned in at end of clinical rotation by preceptor)
 - * Tips for Preceptor References
 - * Preceptor Agreement

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

- ___ Copy of Preceptors CV
- ___ Copy of Preceptor's National Certification
- ___ Copy of Preceptor's Malpractice Insurance
- ___ Copy of Preceptor's License

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

TIPS FOR EFFECTIVE PRECEPTING

1. Identify some clear learning outcomes (goals or expectations) that will come from
 - a. The graduate nursing program that ‘sends’ the learners
 - b. The strengths of your practice and community
 - c. The student’s profile and previous clinical experience
 - d. Prior to learner’s arrival
 - i. Notify office staff and colleagues
 - ii. Inform patients/clients
 - iii. Identify patient/clients learner can work with over time
 - iv. Be specific when sending learner to patient/client. This saves teaching time.
2. Obtain a profile of the graduate student before or as soon as he/she joins your practice
 - a. Invest time in initial conference with the student
 - b. Provide overview of expectations
 - c. Identify student’s interests and prior experience
 - d. Establish a 4-6 week schedule commitment with the student prior to the student’s starting the clinical experience and notify preceptor for any changes.
3. Explain evaluation
 - a. Have scheduled progress sessions at midpoint and end of preceptorship.
4. A short orientation for the graduate student is helpful. Topics to consider are:
 - a. Attendance
 - b. Appearance
 - c. Office policies and procedures
 - d. Allocated office space if available
 - e. Responsibilities on rounds
 - f. Patient/client characteristics
 - g. Laboratory guidelines if applicable
 - h. Library and references
 - i. Introduce learner to staff and colleagues
5. Review patient schedule in advance with learner; highlight patients/clients most beneficial for learners.
6. Review student questions daily on scheduled basis.

The One Minute Preceptor: Five Skills for Teaching Advanced Practice Nurses

Most clinical teaching takes place in the context of busy clinical practice where time is at a premium. Microskills enable teachers to effectively assess, instruct, and give feedback more efficiently. This one minute handout defines and provides examples to practice specific preceptor skills including:

- Get a commitment
- Probe for supporting evidence
- Teach general rules
- Reinforce what was right
- Correct mistakes

Microskill 1: Get a Commitment

Situation: After presenting the facts of a case to you, the student either stops to wait for your response or asks your guidance on how to proceed.

Goal: Student should be presenting plan to you based upon the data.

Action: Ask the student how he/she interpreted the data is the first step in diagnosing their learning needs. Without adequate information on the learner's knowledge, teaching might be misdirected and unhelpful.

Examples:

“What do you think is going on with the patient?”

“What would you like to accomplish in this visit?”

“Why do you think the patient has been non-compliant?”

Microskill 2: Probe for Supporting Evidence

Situation: When discussing a case, the student has committed him/herself on the problem presented and looks to you to either confirm the opinion or suggest an alternative.

Goal: Before offering your opinion, ask the student for the **evidence that she/he feels supports her/his opinion**. A corollary approach is to ask what other choices were considered and what evidence supported or refuted those alternatives.

Action: Asking them to reveal their thought processes allows you both to find out what they know and to identify where there are gaps

Examples:

“What were the major findings that led to your conclusion?”

“What else did you consider? What kept you from that choice?”

“What are the key features of this case?”

Microskill 3: Teach General Rules

Situation: You have ascertained that you know something about the case which the student needs or wants to know.

Goal: Provide general rules, concepts or considerations, and target them to the student's level of understanding. A generalizable teaching point can be phrased as: “When this happens, do this...”

Action: Instruction is both more memorable and more transferable if it is offered as a general rule, guiding principle or a metaphor.

Example:

“Patients with UTI usually experience pain with urination, increased frequency and urgency, and they may have hematuria. The urinalysis should show bacteria and wbc's, and may also have some rbc's.”

Microskill 4: Tell Them What They Did Right

Situation: The student has handled a situation in a very effective manner.

Preceptor: Take the first opportunity to comment on the specific good work and the effect it had.

Rationale: Skills in the student that are not well established need to be reinforced.

Examples

“You didn’t jump into working up her complaint of abdominal pain, but kept open until the patient revealed her real agenda. In the long run, you saved yourself and the patient a lot of time and unnecessary expense by getting to the heart of her concerns first.”

“Obviously you considered the patient’s finances in your selection of a drug. Your sensitivity to this will certainly contribute to improving his compliance.”

Microskill 5: Correct Mistakes

Situation: The student’s work has demonstrated mistakes either as omissions, distortions, or misunderstandings.

Goal: As soon after the mistake as possible, find an appropriate time and place to discuss what was wrong and how to avoid or correct the error in the future. Allow the student a chance to critique his/her performance first.

Rationale: Mistakes left unattended have a good chance of being repeated.

Examples:

“Let’s talk about this last patient. Were you satisfied with your assessment and decision? I would have thought about the possibility of a UTI.”

Clinical Evaluation Tool

- Please complete this form at midterm and during the final week of clinical time
- If the student is performing OB, pediatrics or any rotation less than 60 hours, the form should only be completed at the conclusion of the clinical time
- Beginning students may need more guidance (level 1), intermediate students may need moderate guidance (level 2) and students at the end of the program should be more self-directed (level 3)
- Where there is shading, it is expected that the student obtain this level of ability regardless of where he or she is in the program

Student's Name _____

Faculty / Preceptor Name _____

Date of Evaluation _____

The NP student will integrate scientific findings to improve advanced nursing practice

	Needs improvement (0)	Performs with considerable guidance (1)	Performs with moderate guidance (2)	Self –directed, minimal guidance needed (3)
Applies principals of epidemiology and recognizes at risk populations when determining prevention techniques, interventions and treatments				
Applies research and scientific knowledge when planning care and making treatment decisions.				

Comments:

The NP students will utilize leadership skills that emphasize critical thinking, quality care, and cost effective care to improve health care.

	Needs improvement (0)	Performs with considerable guidance (1)	Performs with moderate guidance (2)	Self –directed, minimal guidance needed (3)
Assess patient's needs in relation to health condition, literacy, preferred learning method, language preference and readiness to change.				
Acts as a patient advocate and considers access and cost when planning care				

Comments:

The NP student will utilize evidence based principles to provide safe, quality healthcare to diverse populations.

	Needs improvement (0)	Performs with considerable guidance (1)	Performs with moderate guidance (2)	Self –directed, minimal guidance needed (3)
Prioritizes health problems and formulates a problem list				
Orders and performs common screening and diagnostic tests as appropriate with attention to cost, invasiveness, acceptability and patient's age				
Performs patient care, patient education and anticipatory guidance in a way that recognizes the developmental stage of the patient				
Obtains a comprehensive and / or focused health history from the client				
Performs a comprehensive and / or problem focused physical exam taking				

developmental stages into consideration				
Differentiates between normal and abnormal findings				
Analyzes and interprets assessment findings to develop appropriate differential diagnoses and formulate diagnosis				
Performs patient care and patient education in a way that recognizes the developmental stage of the patient				
Plans and interprets appropriate pharmacological and non-pharmacological strategies based on diagnosis across the lifespan				
Recognizes cultural issues and interacts with patients in culturally sensitive ways				
Establishes a good report with patients and families				
Comments:				
The NP student will integrate patient care technologies to maximize health.				
	Needs improvement (0)	Performs with considerable guidance (1)	Performs with moderate guidance (2)	Self –directed, minimal guidance needed (3)
Communicates the client’s health status using appropriate terminology, format and technology applicable to the clinical setting				
Comments:				
The NP student will apply knowledge of organizational practices and complex systems to improve health care delivery.				
	Needs improvement (0)	Performs with considerable guidance (1)	Performs with moderate guidance (2)	Self –directed, minimal guidance needed (3)
Makes appropriate referrals to other members of the health care team				
Interacts with all members of the health care team and staff in an appropriate manner				
Promotes interdisciplinary cooperation and communication				
Comments:				
The NP graduate will integrate ethical principles in decision making.				
	Needs improvement (0)	Performs with considerable guidance (1)	Performs with moderate guidance (2)	Self –directed, minimal guidance needed (3)
Interprets own professional strengths, role and scope of ability to peers, clients and				

colleagues				
Assumes accountability for practice and professionalism				
Consults and seeks assistance from preceptor in a timely, professional manner				
Presents to clinic in a timely manner and appropriately dressed for the site				
Comments:				
Total all the numerical values for all of the columns			Total Score: _____	
<p>First semester students will need 48/69 (70%) to pass. Second semester students will need 52/69 (75%) to pass. Final semester students will need 55/69 (80%) to pass. During Pediatric and Women's health rotations, students must obtain at least 52/69 (75%) to pass.</p>				

Please list 1-3 specific goals for this student. These goals can be directed at upcoming clinical hours in your clinic or for future clinical experiences.

Signatures and date:

Student _____

Preceptor _____

Faculty _____

Graduate Program

**PRECEPTOR/AGENCY EVALUATION OF
RCN GRADUATE STUDENTS' CLINICAL EXPERIENCE**

Thank you for providing a clinical experience for our graduate students. We are interested in your evaluation of our students and faculty, and ask you to complete the following questionnaire and return it in the enclosed envelope.

Directions: Please indicate the extent to which you agree with the following statement for each topic listed below, by circling your answer.

Student(s) precepted is/are in the:

FNP Option _____

AGNP Option _____

KEY:				
Strongly Disagree	Disagree	Slightly Agree	Agree	Strongly Agree
1	2	3	4	5

- | | | | | | |
|--|----------|----------|----------|----------|----------|
| 1. Student evaluation tools provided to preceptors were adequate to address student progress. | 1 | 2 | 3 | 4 | 5 |
| 2. Students collaborated well with the preceptor. | 1 | 2 | 3 | 4 | 5 |
| 3. Students followed standards of care. | 1 | 2 | 3 | 4 | 5 |
| 4. Faculty consulted adequately with the preceptor. | 1 | 2 | 3 | 4 | 5 |
| 5. Faculty provided adequate information about the graduate program option prior to the clinical experience. | 1 | 2 | 3 | 4 | 5 |
| 6. Faculty provided information prior to a specific practicum course, regarding the expected level of student performance. | 1 | 2 | 3 | 4 | 5 |

Comments welcome:

