

**CLINICAL HANDBOOK FOR NURSE PRACTITIONER
CLINICAL EXPERIENCES**

Research College of Nursing

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PREPARING FOR PRACTICUM

All students must complete the following clinical requirements before starting their clinical experiences. Documentation that these requirements have been met must be current and on file in the office of the Academic Registrar before students can register for clinical courses. We recommend that you start this process the semester before starting your clinical experience.

1. Complete WebCT Clinical Orientation Requirements Tutorial. Within this tutorial, students will complete the Confidentiality Statement, HIPAA Competency and Clinical Orientation Competency. You may print out the necessary forms, sign them, and fax them to the office of the Academic Registrar at 816-995-2809.
2. Provide documentation of immunization status to the office of Academic Affairs. Requirements are as follows:
 - a. Measles/Mumps. For students born on or after 1/1/57, provide adequate documentation of diagnosed disease, laboratory evidence of immunity, or documentation of adequate vaccination (2 vaccinations).
 - b. Varicella (Chickenpox). Adequate vaccination, diagnosed disease or, for those with a negative or uncertain history of varicella, serologic screening.
 - c. Rubella. For students born on or after 1/1/57, provide laboratory evidence of immunity or documentation of adequate vaccination (2 vaccinations). All women, regardless of birth date, should have proof of rubella immunity or prior vaccination.
 - d. Incoming students who are due for a TD booster must have TDAP which includes acellosis pertussis. TDAP will be required for students at the time of their next TD booster.
 - e. Tuberculin Testing. A two-step tuberculin (TB) test is required prior to enrollment in a clinical practicum course, followed by an annual tuberculin skin test each year the student is enrolled in clinical practicum courses. If the TB skin test is positive or cannot be completed, a Tuberculosis Risk Assessment must be completed annually and further diagnostic testing may be required.
 - f. Hepatitis B immunization. The series of three immunizations or a signed waiver declining the immunizations is required.
3. Color Blindness Testing. An assessment for color blindness must be completed before the beginning of clinical practicum courses. At Research College of Nursing, this can be done in the Learning Resource Center by contacting the Director of the LRC for an appointment. Distance students can arrange for color blindness testing in their area.

4. Basic Life Support (BLS) certification for Health Care Providers. Students must maintain current Basic Life Support (BLS) certification throughout the clinical practicum courses. Please keep updated card at the Office of Academic Programs.
5. All students must have a criminal background check completed prior to enrollment in any nursing course with a practicum component. Depending on the results of the criminal background check, a student may not be able to participate in nursing courses (see attached).
6. Contracts with clinical agencies require that all students provide evidence of health insurance coverage. If illness or injury occurs during a clinical experience, students are responsible for the cost of any required testing or treatment. Evidence of health insurance must be documented annually. Students who do not provide evidence of health insurance must sign a waiver stating that they assume personal responsibility for costs of any medical care required due to illness or injury.
7. A student with an infectious disease shall promptly disclose this information to the appropriate faculty member so that a determination can be made concerning whether the student's condition poses a direct threat of harm to the student's own health or safety, or to the health or safety of others.

NOTE: Students will not be allowed to register for a Practicum course until the above clinical requirements are completed. Once above clinical requirements are completed and documentation has been provided, students begin the next step of the process.

HOW TO CHOOSE A PRECEPTOR

Guide to Clinical Preceptors: Family Nurse Practitioner Track

The criteria below will assist you in selection of a preceptor.

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. However, a PA may be considered 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.

Clinical Site Considerations:

1. Consider the practice terms of geographical location and case mix (age, diversity in acute, chronic ambulatory and inpatient care, mental health, health screening exams).
2. Observe the practice setting in terms of professional disciplines represented and how they interface. Would there be other students precepting at the same location? Are residents working at this location? Review a copy of a Nurse Practitioner position description if available.
3. Note the past/present experience with Nurse Practitioners and the preceptor-candidate's understanding of the Nurse Practitioner role.
4. What has the preceptor-candidate's experience been teaching or functioning as a preceptor for students?
5. How much time would the preceptor-candidate have available for a student on a daily/weekly basis?
6. Would the preceptor-candidate be available for short teleconferences and at least one site visit during the course of the preceptorship?
7. Would the preceptor-candidate be willing to review and discuss student's cases and clinical logs and provide verbal and written feedback on the student's performance?
8. Consider the experiences a student could expect to have in the practice that would prepare him or her for practice in the current health care arena (billing, third-party reimbursement, risk management, quality assurance).
9. Would the student be involved in selection of patients/clients according to student need?
10. What opportunities would be available to provide follow-up care to patients/clients?

INITIATING THE PRECEPTOR AGREEMENT AND CLINICAL CONTRACT

It is the student's responsibility to identify preceptors and initiate the request to work with a preceptor. Students may identify preceptors by networking via the work environment, professional organizations, or community contacts. All preceptors must possess qualifications described below. The preceptor must complete a Preceptor Agreement and a Site Contract must be established with the College. We recommend that you initiate the preceptor agreement at least 8 weeks before planning to begin your rotation with the preceptor.

The process of preceptor selection is as follows:

After interviewing the preceptor candidate, you will:

1. Give the **preceptor packet** to your preceptor. This packet is available to you in the graduate student office or electronically on the intranet. The preceptor packet will contain a **Preceptor Agreement** and information about the preceptor role and responsibilities, course objectives and evaluation tool.
2. The Preceptor Agreement should be completed by the preceptor. The preceptor will attach a current curriculum vitae and a copy of his or her license, board certification and malpractice insurance. The student will give this to the designated faculty member at Research College of Nursing for approval.
 - a. An NP Clinical Faculty member will review the Preceptor Agreement and approve the preceptor.
 - b. This preceptor agreement is then sent to the Administrative Assistant.
 - c. Once the Preceptor Agreement is approved, a contract with the site will be sent (if there is not an established contract). Once the Site Contract has been signed and approved, the student, if eligible, can begin the practicum hours. All students should be given permission to start clinical practice hours by a Clinical Faculty member.

FNP PRACTICUM REQUIREMENTS

The following requirements must be met:

1. You must complete 660 total clinical hours.
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 done during the Independent Care Practicum.

4. The Women's Health component (60 hours) is usually done during Primary Care II. The Women's Health experience should include, but is not limited to, 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. 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.
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 previous clinical experience. This is to ensure a well rounded clinical experience. The maximum time allowed will be 120 hours total overall for all practicum's. This site should be approved by the Clinical Faculty member prior to the experience. Radiology and Dermatology are recommended specialties to set up clinical time.
9. For any preceptorship students must complete the paperwork for a site and preceptor contract.
10. For any preceptor that you work with for more than 30 hours, you must complete a Clinical Evaluation.
11. Clinical Logs should be completed and submitted to the supervising Clinical Faculty member. See the course syllabi for more specific information concerning the clinical log requirement.

DRESS CODE FOR THE CLINICAL EXPERIENCE

It is expected that the student will dress in accordance with agency policy. If an agency policy does not exist, the student should wear professional attire suitable for the setting. No jeans, denim, shorts, mini-skirts, leggings or midriff revealing tops. Engagement and wedding bands, watches, and stud earrings are the only jewelry permitted. Jewelry may not be worn in any other parts of the body that is observable to coworkers and patients. Nametags must be worn at all times in the clinical setting or whenever the student is representing Research College of Nursing. For a full review of policies related to dress and appearance, please see The Guide to Student Life.

BLOOD BORN PATHOGEN EXPOSURES

To assure adequate follow-up, nursing students sustaining accidental percutaneous-puncture wound and/or mucous membrane exposure to blood or body fluids shall comply with the following guidelines:

Immediate treatment must be carried out.

- A. Stop the current activity.
- B. Thoroughly clean the wound with soap and water.
- C. Flush mucous membranes with large amount of water.
- D. Report the occurrence immediately to faculty or preceptor so that evaluation of risk and need for treatment can occur promptly.

If a blood or body fluid exposure occurs at RMC or the Brookside campus, RMC will assume the cost of the source blood testing. If baseline or follow up testing is required, students should contact their personal health care provider within 72 hours of the event. The emergency room should be used only when the source patient is known HIV positive or active Hepatitis B as prophylaxis should begin within hours of exposure.

If a blood or body fluid exposure occurs at a facility other than Research Medical Center or the Brookside campus, the student should follow the policy of that agency.

The student is responsible for the cost of all follow up testing and/or treatment.

For a full listing of all policies and procedures, please see the Guide to Student Life.

CLINICAL RESPONSIBILITIES

Student Responsibilities

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 to provide professional documentation (e.g. licensure, resume, proof of immunizations, CPR certification etc).
3. Negotiate goals/objectives for fulfilling the clinical requirements with the preceptor.
4. Provide written documentation of educational and clinical experiences that meet goals and objectives 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.
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.
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.

Preceptor Responsibilities

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.
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.

Faculty Responsibilities

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 visit 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.

EVALUATION PROCESS

The Clinical Performance Observation Tool will be used by preceptors to evaluate the student's performance, by the clinical faculty to evaluate the student's performance during a site visit and by the student to perform a self-evaluation. The Clinical Performance Observation Tool is available in the on-line course and in the Preceptor Packet.

At the end of each semester, the student evaluates the course, the faculty and the preceptor. The evaluation instruments are located in the on-line course and titled "Evaluation: Course, Faculty and Agency". This evaluative information is used by the Assessment Committee in the college to evaluate the quality of instruction. Feedback provided by students is meaningful to faculty. Frequently, course changes are made in response to student feedback. It is greatly appreciated.