School of Nursing

Preceptor and Clinical Supervising Faculty Guidelines for FNP Graduate Nursing Practicum

2016 - 2017
Thank-you from the Northern Arizona University School of Nursing

To our Preceptors!

Thank-you from the Northern Arizona University School of Nursing

Thank you for agreeing to be a preceptor! In serving as a preceptor to a family nurse practitioner student you have a unique opportunity to make a profound professional impact. Your advanced knowledge and skills provide a vital component to the development of competency in the professional nurse under your guidance.

As a preceptor you will mentor a student as he/she transitions into the role of an advanced practice nurse. An important responsibility of a preceptor is to facilitate application of the knowledge students learn in their course work with actual clinical experiences. In the clinical setting the student will work directly with you, and under your supervision, to plan, provide, and evaluate patient care. Along with the student you will decide what learning experiences are needed to meet the student’s goals and the outcomes of the particular course. While NAU nursing faculty is not present on-site, scheduled visits will be made with you and the student, and you may call upon a nursing faculty member at any time with questions or concerns.

As you read through these documents, please do not hesitate to call the School of Nursing during regular business hours with any questions. In addition, you and your student will be provided with contact information for the supervising clinical faculty prior to the student’s placement at the clinical site. This faculty member will be available to you at any time.

Although NAU provides no financial compensation for your service, the University acknowledges your participation in this program and graciously appreciates your endeavors in furthering the development of advanced practice nursing. If you are interested in pursuing adjunct faculty status at NAU we would be happy to discuss this with you. Again, we appreciate your willingness to promote the education of future family nurse practitioners. It is a valuable contribution that we hope will also be personally and professionally satisfying for you.

Thank you!

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Introduction

This document has been prepared as a resource for clinical site preceptors and Northern Arizona University (NAU) School of Nursing (SON) family nurse practitioner (FNP) clinical supervising faculty. The information contained herein describes the roles and responsibilities of preceptors, faculty, and students, as well as guidelines, policies, and procedures pertaining to the clinical practicum for FNP students. The policy elements of this document are adapted from recommendations established by the National Organization of Nurse Practitioner Faculties (NONPF) and published in *Partners in NP Education: A Preceptor Manual for NP Programs, Faculty, Preceptors, & Students* (2000). Preceptors, students, and faculty are encouraged to review these documents thoroughly, as it is important to be familiar with the contents.

The NAU SON operates under the legal authority of the Arizona State Board of Nursing (AZBON) and is fully accredited by the Commission on Collegiate Nursing Education (CCNE). The SON is an academic unit in the College of Health and Human Services (CHHS) at NAU.

In addition to the information provided in this document, NAU and SON policies regarding specific clinical issues can be found in the Graduate Student Handbook:

http://nau.edu/CHHS/Nursing/Student-Resources/Advising/

The School of Nursing adheres to all University mandates and guidelines developed to provide a safe and progressive learning environment. Detailed information is provided on the NAU website:

http://home.nau.edu/
School of Nursing Overview

Description
Northern Arizona University is a doctoral-research intensive university with its main campus in Flagstaff. NAU-Yuma shares a campus with Arizona Western College in Yuma, Arizona, and NAU Distance Learning serves more than 6,000 students at 30 other sites throughout Arizona.

Mission of Northern Arizona University
Provide an outstanding undergraduate residential education strengthened by important research, graduate, and professional programs and a responsive distance learning network delivering programs throughout Arizona.

Mission of School of Nursing
The mission of Northern Arizona University’s School of Nursing is to provide outstanding education to students at the undergraduate, master’s and doctoral level who can provide high quality health care services to individuals and diverse communities in an environment of constant change and emerging health care trends.

Philosophy
The philosophy of the SON at NAU is based on an ethic of caring that embraces students, faculty, staff, and the university and global communities where we live and work. We also believe that caring is a conscious intentional discipline that is part of nursing’s unique body of knowledge and is practiced in interdisciplinary contexts. Caring includes the creation and nurturing of an environment that recognizes that students, staff, and faculty have unique ways of viewing the world. This philosophy promotes excellence for nursing education and practice in an environment of constant change and emerging healthcare trends.

The faculty believes the transition to the role of competent professional nurse is a major developmental achievement. We believe that nursing is an art and science that is an integral component of healthcare. Applying the discipline of nursing to practice depends on a foundation of natural and human sciences, humanities and arts, application of research, and the diverse backgrounds of learners. Societal influences in the evolving healthcare system challenge all involved in nursing education.

Education is a dynamic, life-long collaborative process by which an individual pursues life goals, broadens human potential, develops thinking, and clarifies values. The faculty believes that learning is the intentional acquisition, application, and integration of knowledge, skills, and attitudes. Learning is shaped by the environment and developmental level of the learner, and is ultimately the responsibility of the learner. Faculty plan, guide, and facilitate learning while supporting the learning needs of a diverse community of students. We believe that learning-centered experiences with rigorous expectations and actively engaged students result in higher-level thinkers and graduates prepared for real world practice. We value incorporating rural and global healthcare into a variety of educational experiences. Thus, education not only expands the thinking of the learner, but also increases opportunities for application.

Graduate Education
The faculty believes that education is a life-long active process. Education provides a mechanism by which an individual pursues life goals, broadens human potentials and opportunities, develops creative thinking, and clarifies values.

Learning and teaching is a collaborative process between faculty and students. The process involves developing and achieving the behavioral changes that are specified in the program and course outcomes. Nursing at the graduate level at NAU is based on undergraduate preparation as a generalist. Master’s level nursing involves analysis, synthesis, evaluation, and application of knowledge and skills relevant to rural health nursing.
The dynamic interaction between the educational program and the learner facilitates progressive levels of master of the nursing process. Graduate education has as its ultimate purpose the scholarly pursuit of knowledge about people in their quest for health and recovery from illness and the consequences of nursing care provided to them.

Research is an integral part of education at the Master’s level. An attitude of scientific inquiry is fostered as an essential component of practice. Research at this level emphasizes evidence-based practice and the utilization of research.

**Organizing Framework**
The SON faculty developed an organizing framework that serves as a guide and provides direction for faculty to organize its programs of education and to focus research, scholarship, clinical practice, and community service. The aim of this framework is to prepare nursing professionals for effective professional and civic engagement. The framework represents a systematic organization of concepts that are the essential components of baccalaureate and graduate education.

**Curricular Model**
Curriculum includes the planned and unplanned learning that occurs in the process of advancing education in the discipline of nursing. Building on prior life, educational, and professional experiences, the structure of the nursing curriculum moves the learner along a continuum from novice to more expert levels of nursing practice. Embracing the essential need for lifelong learning in the discipline, the faculty develops curriculum to provide educational advancement from the baccalaureate through doctoral levels of nursing practice.

The graduate curriculum is based on baccalaureate achievement. The goal of this curricular approach is to integrate and evaluate the concepts depicted in the organizing framework to promote advanced professional nursing. The graduate nursing curriculum integrates professional standards set forth by the National Organization of Nurse Practitioner Faculties (NONPF), the American Association of Colleges of Nursing (AACN), and the American Nurses Association (ANA) Social Policy Statement and Code of Ethics.
Authority and Accreditation

The NAU SON operates under the legal authority of the Arizona State Board of Nursing (AZBON) and is fully accredited by the Commission on Collegiate Nursing Education (CCNE). According to the Rules of the Arizona State Board of Nursing: R4-19-502: Requirements for Advanced Practice Registered Nursing Program (AZBON, 2009, p. 33-58), the parent institution of an advanced practice nursing program shall ensure that a preceptor supervising a student in clinical practice:

1. Holds an unencumbered active license or multistate privilege to practice as a registered nurse or physician in the state in which the preceptor practices or, if employed by the federal government, holds an unencumbered active RN or physician license in the United States;
2. Has at least one year clinical experience as a physician or an advanced practice nurse, and
3. For nurse preceptors, has at least one of the following:
   a. National certification in the advanced practice category in which the student is enrolled;
   b. Current Board certification in the advanced practice category in which the student is enrolled; or
   c. If an advanced practice preceptor cannot be found who meets the requirements of (3)(a) or (b), has educational and experiential qualifications that will enable the preceptor to precept students in the program, as determined by the nursing program and verified by the Board.

In addition to the Rules of the AZBON, the NAU SON FNP program of study conforms to the following:

The Essentials of Master’s Education in Nursing
American Association of Colleges of Nursing (2011)⁵.

Criteria for Evaluation of Nurse Practitioner Programs
Definitions

**Program Coordinator**
The Program Coordinator is an NAU faculty member designated by the Dean of the SON to be responsible for the FNP program. The Coordinator supervises didactic and clinical faculty and FNP students.

**Supervising Clinical Faculty**
Supervising Clinical Faculty may be NAU Assistant, Associate, Professor, Clinical, or Adjunct faculty who are responsible for teaching and overseeing the clinical component(s) of the FNP courses.

**Clinical Site**
NAU’s FNP track is a rural-focused program. Our students are prepared to provide primary health care across the lifespan in rural and underserved communities. The clinical sites utilized for clinical experiences are generally rural primary care practices. Depending on student needs for clinical experiences, certain specialty rotations may be utilized in other types of communities.

**Affiliation Agreements**
The SON must have a completed Affiliation Agreement with all agencies/clinical sites in which students will be placed for clinical experiences. This applies to all clinical experiences for any schedule during the academic year. Students may not be permitted to begin any clinical experience with an agency/clinical site with which the SON does not have an Affiliation Agreement.

**Preceptor**
A preceptor is a qualified advanced practice nurse or physician who works one-on-one with an FNP student at a clinical site to facilitate attainment of the family primary care learning outcomes. The preceptor guides the student’s learning experience while acting as a clinical supervisor, role model, and mentor. The clinical practitioner-preceptor-educator promotes NP role socialization, facilitates student autonomy and promotes self-confidence that leads to clinical competency.
Northern Arizona University School of Nursing  
Master’s of Nursing Program Outcomes

Clinical Practice and Prevention  
• Design patient-centered and culturally responsive strategies in the delivery of clinical prevention and health promotion interventions and/or services to individuals, families, communities, and aggregates/clinical populations.

Communication  
• Develop and collaborate within interprofessional teams and partnerships by using effective communication strategies.

• Advance patient education, enhance accessibility of care, analyze practice patterns, and improve health care and nurse sensitive outcomes by using information and communication technologies.

Critical reasoning  
• Integrate theory, evidence, clinical judgment, research, and interprofessional perspectives using translational processes to improve practice and associated health outcomes for patient aggregates.

Leadership  
• Analyze how policies influence the structure and financing of health care, practice, and health outcomes.

• Examine the effect of legal and regulatory processes on nursing practice, healthcare delivery, and outcomes.

Professionalism and Professional Values  
• Advocate for patients, families, caregivers, communities, and members of the healthcare team.

• Incorporate core scientific and ethical principles in identifying potential and actual ethical issues arising from practice, and assist patients and other healthcare providers to address such issues.

Global Health  
• Transform health care systems to address health equity and social justice thus reducing health disparities in vulnerable populations.

  o Global Engagement

  o Diversity Education

  o Sustainability

Diversity Education  
• Assume leadership and/or research roles in developing, implementing, and evaluating culturally reinforcing nursing and other health care services from local to global perspectives.

• Prioritize social and cultural factors that affect health in designing and delivering care across multiple contexts.

Environmental Sustainability  
• Create partnerships that promote sustainable environmental health policies and conditions.

• Analyze and promotes social, political, and economic policies that influence sustainable environments and reduce human health exposures in a global society.
FNP Course Descriptions and Outcomes (page 1 of 3)

NUR 660 FAMILY PRIMARY HEALTH CARE I (3 credits)
This course provides the family nurse practitioner student with advanced theoretical knowledge in the assessment and management of health promotion, health maintenance and disease prevention activities throughout the lifespan.

Clinical Practice and Prevention
• Identify knowledge and theory related to the prevention, diagnosis, and management of selected uncomplicated common acute and chronic health problems for individuals across the lifespan.
• Select diagnostic plans based on holistic health assessment data for selected uncomplicated common acute and chronic illnesses.

Communication
• Discuss collaborative processes of the interdisciplinary health care team in facilitating the individual and family progress toward maximum functional health.

Clinical Reasoning
• Describe management plans for the prevention and treatment of selected uncomplicated common acute and chronic health problems.
• Identify expected clinical outcomes necessary to evaluate the effectiveness of prevention, health promotion, and management plans incorporating rural and family theory.

Professionalism and Professional Values
• Review ethical and legal issues related to advanced nursing practice across the lifespan.

NUR 661 FAMILY PRIMARY HEALTH CARE PRACTICUM I (3 credits, 180 clinical hours)
This is the first primary care practicum in a series of three in the FNP program. The student will be expected to demonstrate beginning proficiency in assessment and management of common health/illness conditions throughout the lifespan.

Clinical Practice and Prevention
• Develop differential diagnoses and accurate plans of care for individuals and families with uncomplicated common acute and chronic health problems across the lifespan.
• Practice health promotion/disease prevention services for individuals and families in rural and medically underserved communities.
• Apply knowledge of family theory, cultural diversity, spirituality, and primary care assessment data and plans of care for individuals and families.

Communication
• Collaborate with physicians and other primary care providers in facilitating the individual and family progress toward maximum functional health.

Critical Reasoning
• Identify appropriate research and evidence-based findings to support clinical decisions for uncomplicated common acute and chronic illnesses.

Leadership
• Identify legal issues related to all nurse-patient relationships.

Professionalism and Professional Values
• Explore professional issues and role development in the primary care setting. Demonstrate caring behaviors in the clinical setting.
NUR 662 FAMILY PRIMARY HEALTH CARE II (3 credits)
The course provides the graduate student with advanced theoretical knowledge in the continued assessment and management of selected common acute and chronic health conditions across the life-span.

Clinical Practice and Prevention
- Apply knowledge and theory related to the prevention, diagnosis, and management of selected uncomplicated common acute and chronic health problems for individuals across the lifespan.
- Analyze diagnostic plans based on holistic health assessment data for selected uncomplicated common acute and chronic illnesses.

Critical Reasoning
- Differentiate management plans for the prevention and treatment of selected common acute and chronic health problems.
- Identify expected clinical outcomes necessary to evaluate the effectiveness of prevention, health promotion, and management plans incorporating rural and family theory.

Communication
- Examine collaborative processes of the interdisciplinary health care team in facilitating the individual and family progress toward maximum functional health.

Professionalism and Professional Values
- Apply ethical and legal issues related to advanced nursing practice across the lifespan.

NUR 663 FAMILY PRIMARY HEALTH CARE PRACTICUM II (5 credits, 300 hours clinical hours)
This is the second primary care practicum in a series of three in the FNP program. The student applies knowledge for comprehensive assessment and management of health promotion/disease prevention activities and selected acute and chronic health conditions throughout the life-span.

Clinical Practice and Prevention
- Demonstrate accurate assessment of patients presenting with acute and chronic health conditions across the lifespan.
- Develop differential diagnoses and plans of care based on a holistic health assessment including medical and social history presenting symptoms, physical findings, and diagnostic information.

Critical Reasoning
- Develop appropriate diagnostic and therapeutic interventions for patients with emphasis on safety, cost, and efficacy.
- Use treatment plans for disease prevention, health promotion, and health problem management based on current research, evidence-based standards of care and practice guidelines with the assistance of a preceptor.
- Evaluate the effectiveness of health promotion and disease treatment plans based on patient expected outcomes.

Professionalism and Professional Values
- Use cultural reinforcement in advanced practice nursing care in rural acute and/or outpatient settings.
- Collaborate with preceptor and interdisciplinary health care team in facilitating patient progress toward maximum functional health.

Communication
- Demonstrate effective professional oral and written communication skills.
**NUR 664 FAMILY PRIMARY HEALTH CARE III** (3 credits)
This course provides the graduate student with advanced theoretical knowledge in the assessment and management of selected acute, chronic and complex health conditions across the life span.

**Clinical Practice and Prevention**
- Synthesize knowledge necessary to assess, manage and evaluate selected acute, chronic and complex health conditions across the life span.
- Evaluate common health and illness problems or crises related to individuals and families with selected primary care conditions across the lifespan, with special attention to chronic and complex health conditions.
- Use knowledge of family theory, cultural diversity and health assessment in specifying the data to be collected, as well as the assessment and management of acute, chronic and complex health conditions for individuals and families.
- Integrate expert knowledge and expert caring to collaboratively develop positive outcomes in complex health situations.

**Communication**
- Discuss methods and demonstrate the ability to establish mutual goals with the individual and family which meets their issues and concerns around acute, chronic and complex health conditions.

**Critical Reasoning**
- Integrate appropriate research and evidence-based findings for acute, chronic and complex health conditions in primary care practice.
- Evaluate knowledge from natural and behavioral sciences along with nursing science and clinical knowledge as a foundation for the diagnosis and management of acute and episodic health care conditions.

**Leadership**
- Utilize leadership, legal, and ethical skills necessary for the nurse practitioner in rural primary health care settings.

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**NUR 665 FAMILY PRIMARY HEALTH CARE PRACTICUM III** (5 credits, 300 clinical hours)
This is the final primary care course emphasizes crisis intervention, chronic illness, and complex health conditions for the family unit across the life span.

**Clinical Practice and Prevention**
- Use knowledge of crisis intervention with families as appropriate.
- Demonstrate accurate assessment, diagnosis, treatment and evaluation for individuals with acute self-limiting, emergency, chronic illness and complex health conditions.
- Use knowledge of family theory and primary care assessment in collecting data and developing plans of care for the family and/or family member with selected acute, chronic and emergency conditions.

**Communication**
- Collaborate interdisciplinary health care team in facilitating patient progress toward maximum functional health, with minimal assistance from preceptor.

**Critical Reasoning**
- Formulate treatment plans based on the pathophysiology underlying identified disease process, based on appropriate research and evidence-based findings.
- With minimal assistance from the preceptor, evaluate the effectiveness of the care provided to individuals and families.
- Determine methods of providing disease prevention, detection, and management of common illness conditions throughout the life cycle.

**Professionalism and Professional Values**
- Analyze professional issues and role development in the primary care setting.
FNP Clinical Practicum Policies and Procedures

General Policy Statement
All students in the NAU SON FNP Program are subject to the rules and regulations of the University, Graduate College, College of Health and Human Services, the School of Nursing, the Arizona State Board of Nursing, the ANA Code of Ethics, and the clinical site in which they practice. The NAU SON is committed to producing nurse practitioners of high moral, ethical, academic, and professional caliber. To ensure the integrity of the profession and the University, as well as the safety of all patients, students must comply with all professional and academic standards. Some of these policies are specifically included in course syllabi and the Graduate Student Handbook.

A student who violates policy is subject to disciplinary proceedings up to and including dismissal from the FNP Program. All students must sign a ‘Student Responsibility Statement’ form, which documents his/her receipt of, understanding, and willingness to adhere to all rules, regulations, policies, and procedures set forth.

Resources
ANA Code of Ethics: http://www.nursingworld.org/codeofethics
Arizona State Board of Nursing: https://www.azbn.gov/
NAU SON Graduate Handbook: http://nau.edu/CHHS/Nursing/Student-Resources/Advising/

Academic Standards and Student Evaluation Criteria
Preceptors and clinical supervising faculty should review the course syllabus and progressive expectations prior to contacting or meeting with the student to ensure academic and professional standards are understood before engaging in clinical supervision and practice. The Program Coordinator will provide the preceptor with evaluation criteria that describes student performance standards required to pass a clinical course, and those that indicate when a student is at risk for failing. Additional academic policies are described in the SON Graduate Student Handbook that can be found online at the Graduate College website.
http://nau.edu/GradCol/Policies-and-Forms/

Identifying Clinical Objectives
This handbook provides course and clinical practicum objectives, which are located in the appendices.

Interview with the Preceptor
When/if a student identifies a potential clinical site or preceptor, the Program Coordinator will contact the clinician and clinical site and initiate the process for a clinical site agreement. Student-preceptor interviews are not required for clinical placement, but in some instances may be arranged.

Scheduling Clinical Hours
The student should schedule clinical practicum hours that are in keeping with the preceptor’s schedule and availability - not the student's schedule or convenience. Prior to beginning the clinical practicum students and preceptors need to agree on the days and times that the student will be in the clinical agency. The student's personal and work schedules are expected to accommodate participation in the required number of clinical hours specified by the clinical course. Students may not begin clinical practicum hours before the first official day of the semester that the course begins. All required supervised practice hours must be complete by the end of the semester unless the program coordinator authorizes an extension.
Number of Clinical Hours Required
FNP students must complete a total of 780 clinical hours. 180 hours are completed in the summer semester, and 300 hours in the fall and spring semesters. This information is also discussed in the course syllabus, which is sent to preceptors by the Program Coordinator prior to the start of the academic semester. The student will notify the clinical supervising faculty regarding how clinical time will be scheduled, e.g. twelve-hour shifts, one day per week, or blocks of time, following discussion with the preceptor. **Students are not permitted to be in the clinical site during weekends, holidays, or other times when the university is not in session, without written approval of the program coordinator at least 2 weeks in advance of the scheduled time.**

Student Attendance on Scheduled Clinical Days
The student must attend the number of clinical practicum hours consistent with the program requirements regardless of when they reach the minimum required hours for the semester (begin the first week of classes and complete no later than reading week), the NAU policies on academic standards, and the clinical schedule the preceptor and student agreed upon.

Students should not assume that should they fail to complete the required number of clinical hours for the term that they will be permitted to make up clinical hours with their preceptor. Approval for extending clinical hours beyond the semester in which the course is taken must be approved by the Program Coordinator. If a student cannot complete the required hours due to an unforeseen event, the student must notify the clinical supervising faculty immediately to determine if the situation warrants an extension of the clinical practicum and under what conditions this will occur.

If a student is to be absent for a scheduled clinical day (due to illness or an emergency), the student should notify the preceptor prior to the beginning of the clinical day. On the first clinical day, students should identify the procedure for contacting the preceptor in case of absence. Additionally, it is the student’s responsibility to notify the clinical supervising faculty and course instructor of the absence and negotiate make-up clinical time with the preceptor. If the student is not attending clinical days/hours as scheduled, the preceptor should notify the clinical supervising faculty and the course instructor promptly.

Preceptor Absence
In the event of a planned absence of the preceptor, he/she will make arrangements for a qualified back-up preceptor. The clinical placement coordinator will determine credentialing needs for back-up preceptor.

Professional dress and behavior
Students are expected to dress appropriately and behave in a professional manner at all times consistent with Occupational Safety and Health Administration (OSHA) standards and the School of Nursing expectations. The clinical site may specify the dress code in accordance with OSHA and state law considerations, or facility preference. FNP students are required to wear a NAU SON nametag identifying them as a FNP student. Lab coats, if required by the clinical site, are purchased at the student’s own expense.

Preparation
The student should prepare for the clinical practicum as recommended by the preceptor, course instructor, clinical supervising faculty, and the Program Coordinator. This preparation includes understanding and meeting course learning objectives, conferring with faculty on areas of weakness that need to be refined, and seeking independent learning experiences that will promote self-confidence and competence. It is further recommended that prior to starting the practicum the preceptor will discuss with the student and supervising clinical faculty the patient population and most common health problems the student can expect to encounter at the clinical site. The student is expected to prepare for the clinical practicum by reviewing reference materials that are relevant to the patient population and anticipated health problems.
On the first day of the clinical practicum, the preceptor will orient the student to the clinical practice setting, facility policies and procedures, and required safety and learning modules.

**Patient Care Responsibility and Medical Record Documentation**
After adequate instruction, the student is expected to document in the patient medical records (paper or electronic) and sign all entries with their first and last name followed by *FNP student*. Since the preceptor maintains the legal responsibility to examine the patient, establish the diagnosis, and determine the treatment and evaluation plan, he/she must also sign the medical record and all billing documentation.

**Clinical Documentation**
*Patient Encounters and Clinical Hours*
Students are required to document all patient encounters and clinical hours throughout their FNP practicum. Students will maintain a clinical log in an electronic format (see Appendix A). For this purpose, the SON utilizes *Exxat*. The use of *Exxat* enables students to track the number and type of patient encounters, level of responsibility, procedures, diagnoses and ICD codes, diagnostic testing ordered, and medications prescribed. Students enter their clinical data into EXXAT following each patient encounter or at the end of their clinical day. *Data must be entered correctly and in a timely manner*. It is the responsibility of the clinical supervising faculty to evaluate and approve *Exxat* entries at least weekly. Patient confidentiality, consistent with the Health Insurance Portability and Accountability Act (HIPAA) must be observed. Specifically, the information in *Exxat* will disclose no patient identifiers.

*Verification Log*
Attendance and clinical hours are documented on the paper Verification Log (see Appendix B). It is the responsibility of the student to have this available and the preceptor must sign it at the end of each clinical day. Clinical supervising faculty will review this during the site visit. It is submitted in the course at the end of the semester.

*Minimum Requirements*
Minimum clinical requirements are recommended for the program (see Appendix C). Students should review their *Exxat* entries regularly to ensure these requirements are met.

**Evaluations**
- **Preceptor evaluation of the student**
  Preceptors will complete a written evaluation of the student at mid-term and end of term (see Appendix H). The evaluations will be made available to the preceptors via e-mail.
- **Clinical supervising faculty evaluation of the student – Site Visit**
  Clinical supervising faculty will complete a written evaluation of the student’s performance during the site visit(s). The evaluation will be completed following observation of a patient encounter(s) (see Appendix I).
- **Student evaluation of the preceptor and clinical Site**
  At the end of each semester the student will evaluate their learning experience with the preceptor and the clinical site. Students will complete an evaluation of the preceptor and clinical site (see Appendix J). This evaluation will be available and completed in *Exxat*. 
Student Health Requirements for Clinical Practicum

The student’s personal, health, and immunization records are maintained in the School of Nursing Student Services. All required health documentation must be on file in the SON Student Services department and uploaded in EXXAT prior to the beginning of clinical practicum courses. Failure to comply may result in the student being withdrawn from the course. Students not in compliance will be refused entry to the clinical site and absences during this time will be considered unexcused.

Mandatory health related requirements

- Proof of Health Insurance
- Current CPR
- Physical Exam
- Tuberculin skin test, chest x-ray, or annual screening
- Tetanus – one time dose of Tdap
- Hepatitis B – Immunization or laboratory confirmation
- Varicella – Immunization or laboratory confirmation
- MMR – Immunization or laboratory confirmation

Additional clinical site requirements

A clinical agency may require the student to have additional diagnostic tests or immunizations. In this event it is the responsibility of the clinical site to make this known to the program coordinator prior to placing the student.

*It is the responsibility of the student to assure their documents are current and uploaded.*

A description of each requirement is available in the SON Graduate Handbook and in EXXAT. Mandatory health requirement documentation is available to the clinical agencies if requested.

Other mandatory requirements

- Fingerprint Clearance Card
- Professional liability insurance is provided by the State of Arizona in accordance with Arizona Revised Statutes §46-621 and §46-622. However, FNP Student Professional Liability Insurance is strongly recommended.
- Photo ID (e.g., NAU ID, driver’s license, passport)

*These requirements are subject to change based on Centers for Disease Control (CDC) and regulatory agency requirements for healthcare provider immunizations.*

Student Health/Pregnancy

1. It is the intention of the School of Nursing not to unfairly prejudice the interest of students who are pregnant. A student may choose to continue with her program during pregnancy with the understanding that she is expected to satisfactorily meet the same standards of clinical and classroom performance as other students enrolled in the program.

2. If at any time during pregnancy, the student’s ability to meet the SON performance standards is in question, the student may be required to submit a statement from her private health care provider. This statement shall indicate that the student is able to satisfactorily perform in clinical and classroom activities without undue detriment to herself and/or the unborn fetus or baby.

3. Without such medical assurances, the student may be required to discontinue her program until such medical assurances have been received and accepted.

4. The above policies do not mitigate the student’s responsibility for maintaining her own health, as well as that of responsible behavior with respect to the fetus or baby. If at any time the student believes she
is medically unable to continue with classroom or clinical responsibilities, the student must notify her clinical preceptor and the Program Coordinator.

5. Other resources for questions or concerns about this policy include NAU Affirmative Action, student services, and the student’s graduate faculty advisor.

Student Health: Illness/Injury During Clinical
1. In the event of a medical emergency, hazardous materials exposure, needle stick or sharp object injury, or other clinical-related injury as defined by the clinical preceptor, the student should be seen in the agency's emergency room, or if that is not available, sent to the nearest emergency room. The student will be responsible for any bills incurred for these events. The preceptor and student will immediately notify the course instructor and clinical supervising faculty of any such events.
2. In non-emergency situations, the student may verbally tell the course instructor and clinical supervising faculty that they elect to seek care from a private health care provider/clinic. Any costs incurred will be the responsibility of the student. The student and/or preceptor will notify the course instructor and clinical supervising faculty of these events as soon as possible.
3. Documentation of an injury requires the completion of the Student Injury and Incident Report (see Appendix K). The student is responsible for completing the form and obtaining comments from the preceptor or agency representative. The student is responsible for forwarding the completed form to the clinical supervising faculty as soon as possible following the incident. The course instructor and program coordinator will review the information and make appropriate recommendations. The document will be filed in the student's personal file in Student Services.

Impaired Student Policy: Perception of Impairment
Should the preceptor, nursing faculty, or other individuals perceive that a student is mentally or physically impaired, immediate action must be taken to relieve the student of his/her duties and place the student in a safe area away from the clinical setting. The immediate goal is to provide for the safety of patients, the public, other students, and the student who is suspected of being impaired.

If the student is perceived to have the odor of alcohol, or marijuana, or observed behaviors such as, but not limited to, slurred speech, unsteady gait, confusion, sharp mood swings/behavior especially after an absence from clinical experience, lack of manual dexterity, excessive health problems, increased absenteeism, tardiness or irritability, severe weight loss, needle track marks especially in the inner elbow, carelessness in appearance and hygiene, or euphoria, which cause the preceptor to suspect the student may be impaired by a substance, the preceptor will immediately inform the student as to why actions are being taken to relieve the student of his/her duties and then notify the NAU Faculty for further action. The preceptor will not send the student home or permit him/her to leave the building. The SON course instructor and program coordinator must be contacted immediately for instructions. The incident will be documented on the Student Injury and Incident report, which will be completed by the preceptor and supervising faculty (see Appendix K).
Program Coordinator Responsibilities

1. Ensures that the clinical affiliation agreement between the NAU SON and the clinical agency is in place.
2. Assumes responsibility for the over-all coordination of the student's clinical experience to meet the family primary care clinical course learning outcomes.
3. Assures that preceptors meet the SON and AZBON qualifications for the preceptor role.
4. Assures that the student has demonstrated competencies for the level of progression in the FNP program.
5. Provides assistance in the orientation of preceptors. Orientation will include review of the following:
   a. Mission, goals, and curricular outline of the program.
   b. Clinical and didactic course syllabi including objectives, outline, and outcomes.
   c. Roles and responsibilities of the program coordinator, clinical supervising faculty, preceptor, and student.
   d. Performance expectations of the student.
   e. Evaluation responsibilities.
   f. Avenues of communication.
   g. Student assignments.
   h. Expected initial level of knowledge, skills and abilities of the student.
6. Ensures that students have all the required health documentation for the assigned healthcare agency.
7. Ensures (in cooperation with the clinical site) that students have knowledge of the safety requirements for the assigned healthcare agency.
8. Establishes communication and maintains availability with the clinical preceptor and the student.
9. Meets with the student, supervising clinical faculty, and preceptor as needed to discuss the student’s progress and exchange ideas and/or counseling/suggestions to better achieve outcomes. These meetings may occur in person, by phone, or by e-mail.
10. Assists the supervising clinical faculty to incorporate data from discussions with the student, preceptor, and clinical supervising faculty, and written evaluations from the preceptor, to provide the final student evaluation and assignment grade.
11. Provides the student with the opportunity to evaluate the preceptor, clinical experience, and the clinical agency and discusses with the preceptor any information from the student concerning ways to improve the clinical experience for future students.
12. Provides FNP students with the NAU SON Clinical/Internship Education Student Responsibility Statement form prior to the beginning of their first clinical practicum course (see Appendix D).
Clinical Supervising Faculty Responsibilities

Overall Responsibility
The clinical supervising faculty maintains the ultimate responsibility for the student’s clinical experience in a specific course. Responsibilities for faculty who are providing either direct or indirect supervision of students in the clinical setting will vary by course. The course syllabus details specific requirements and evaluation criteria for successful student performance. In addition, courses may have specific guidelines describing clinical faculty responsibilities for a particular course and faculty is expected to comply with those guidelines.

Student and Preceptor Contact
Frequent contact with the student and preceptor in the clinical setting is necessary for the supervising faculty to understand how the student is performing. Frequent contact also facilitates early intervention when a student’s performance is not at the level expected for that course. In the end, supervising clinical faculty evaluate the student using their own assessment data and input from the preceptors. Contact with the preceptor should be documented.
- Initial contact should be documented within the first 2 weeks of the clinical rotation.
- Written or verbal communication should be documented at least once every 2 weeks during the course of the clinical rotation.

Site Visits
The purposes of a site visit include observation and evaluation of the student in an actual patient care situation and observation of the student's interaction with preceptors and staff. In addition, it provides the clinical supervising faculty, the preceptor, and the student with an opportunity to discuss the student's progress. Generally, the SON recommends that site visits be completed between weeks 5 and 8 of the semester. This will permit sufficient time for remediation and additional site visits if needed. Clinical supervising faculty will make one to two site visits per term and not more than three, unless circumstances warrant additional visits. The date and time of the visits are confirmed in advance with the student, and it is the student's responsibility to inform the preceptor of the impending visit.

During the site visit, the clinical faculty will:
- Evaluate the student’s progress in meeting the course requirements and progressive expectations.
- Observe the student during 2-3 patient visits and listen to student give report to the preceptor. Provide verbal feedback to the student and preceptor.
- Complete a written evaluation of the site visit using the standardized evaluation form (see Appendix I). The evaluation is signed by the student at the conclusion of the visit and forwarded to the Program Coordinator.
- Review the student’s learning contract and objectives and offer guidance and suggestions.
- Review the student’s handwritten clinical log.
- Evaluate the clinical site and preceptor.
- Discuss the progress of the student’s capstone project.

Availability
The clinical supervising faculty will maintain contact with the student and preceptor at times other than the site visit and will be available by phone on the days students are in the clinical site. Should a scheduling conflict or emergency arise it is the responsibility of the supervising clinical faculty to make arrangements with another faculty member for coverage and to notify the Program Coordinator of the change.

Supervising Clinical Faculty will also:
1. Attend and participate in skills workshops, intensives, and the final clinical competency assessment.
2. Evaluate, score, and offer feedback on SOAP notes.
3. Collaborate with the Program Coordinator regarding student assignments for required specialty clinical experiences, including Master Capstone Project.
4. Collaborate with preceptors about specific student learning needs.
5. Collaborate with the FNP student and preceptor to develop specific learning goals for the clinical experience.
6. Ensure student clinical experiences commence as soon as feasible at the beginning of each semester so that students will be able to complete the required clinical hours within the timeframe of the course.
7. Evaluate student competencies in the clinical setting to ensure students are providing optimal client care and are adhering to agency expectations, guidelines, and standards.
8. Meet with students outside the clinical setting, as necessary.
9. Facilitate faculty/student/preceptor problem solving as necessary, coordinating conferences as appropriate, developing plans for remediation when necessary, and communicating with the Program Coordinator.
10. Notify the Program Coordinator of student difficulties in meeting clinical objectives.
11. Ensure the preceptor has completed the mid-term and end of term student evaluations.
12. Inform the Program Coordinator of clinical agency issues that may affect student practice or clinical placement.
13. Attend FNP faculty meetings, workshops, and other on campus functions as applicable.
NAU Clinical Preceptor Responsibilities

Preceptor Qualifications
The SON of NAU’s Graduate Nursing Program defines preceptors as qualified advanced practice nurses or physicians who work one-on-one with FNP students at clinical sites to promote attainment of the family primary care learning outcomes. Specific preceptor guidelines are defined in the Rules of the Arizona State Board of Nursing.

The AZ Board of Nursing Nurse Practice Act can be found at: http://www.azbn.gov/NursePracticeAct.aspx

1. Preceptors for NAU FNP students (including Advanced Practice Nurses (APNs) utilized for selected specialty rotations) must be:
   - Currently licensed registered nurses. Will provide verification of licensure to the NAU SON each renewal term, and, Certified as an advanced practice nurse (APN) by the state in which they practice.
   - NAU FNP students may also be precepted by physicians. Physician preceptors must be currently licensed in the state where they practice.
   - Nurse Practitioners must be nationally certified to practice in their specialty. Will provide verification of certification to the NAU SON each renewal term.
2. Preceptors will have at least one year of experience in their advanced practice role.
3. In general FNP preceptors will have completed a master’s degree. However, highly experienced NP preceptors that have not completed a master’s degree may also serve as preceptors for NAU FNP students.
4. Preceptors are encouraged to work with one FNP student at a time. If the preceptor is working with two NP students concurrently, the NAU SON requirement is that the preceptor will not be responsible for seeing patients independent of the students.
5. Preceptors will provide a current curriculum vitae or resume to the NAU SON.
6. Preceptors will provide contact information for current practice site to the NAU SON, including a valid email address, as all evaluations will be conducted via email.
7. Preceptors will sign the Preceptor Acknowledgement Receipt and return to program coordinator (Appendix M).
8. Attend orientation and annual updates as required by the SON and its accrediting body.

Communication with Faculty
The SON will provide to the preceptor contact information for the supervising clinical faculty and for the program coordinator. Preceptors may also contact the SON any time during the period of student supervision at (928) 523-2671. The preceptor will provide contact information to the student and supervising clinical faculty.

The Preceptor Role in Directly Supervising the FNP Student
Clinical experiences are an essential component of the education of FNP students, and preceptors and clinical faculty play an indispensable role in the success of these experiences. Clinical instruction necessitates both supervisory and evaluative activities. Preceptors provide direct clinical supervision, while the clinical supervising faculty provides direct and/or indirect clinical supervision. FNP students are expected to participate in hands on care, shadowing is not permitted except in certain circumstances discussed in the course syllabi. Direct (faculty) supervision occurs when a faculty member is present at the clinical site and is supervising the student in that setting. Indirect (faculty) supervision occurs when a clinical preceptor is supervising the student while the faculty member retains responsibility for the overall clinical components of the course. As an indirect clinical supervisor the faculty provides oversight of the clinical learning experience and acts, on behalf of the SON, as a liaison to the clinical site.
Developing Clinically Specific Learning Goals
Preceptors will collaborate with FNP students and the clinical supervising faculty to develop specific learning goals for the clinical experience (see Appendix E)

Each semester:
1) Preceptors will review and discuss with the student the FNP Course Descriptions and Outcomes (see page 10).
2) Preceptors will review and discuss with the student the Course Progression Algorithm (see Appendix F).
3) Preceptors will review and discuss with the student the Minimum Clinical Requirements (see Appendix C).

Collaboration with Faculty on Problem/Conflict Management
When a conflict or problem related to the student is identified, the preceptor should collaborate with the clinical supervising faculty so that the proper procedure for management and resolution of the conflict or problem is followed. Any problems related to the faculty role in the preceptorship experience should also be discussed between the clinical supervising faculty and the preceptor. If the faculty and preceptor are unable to achieve resolution, a clear mechanism for further mediation, including referral to the Program Coordinator, should be made in the preceptorship agreement or other appropriate document.

Student Evaluation
Preceptors serve as role models, mentors, and directly supervise students in clinical sites and work closely with nursing faculty in facilitating student success. An important element of ensuring student success is evaluation of student progress. Preceptors and clinical supervising faculty will adhere to the SON policies regarding clinical supervising faculty and preceptor roles in the student evaluation process. Although NAU faculty retains responsibility for the final evaluation of the student, the preceptor provides information that is vital to the evaluation process.

Procedure for Evaluation of Students
Preceptors should meet with the student formally at the beginning of the clinical practicum to review the evaluation criteria to ensure expectations and responsibilities of the preceptor and student are understood. During the clinical experience, the preceptor should provide both formative and summative evaluation. Formative assessment can be provided during weekly or bi-weekly discussions between the preceptor and student related to clinical performance. Summative evaluation is required at mid-term and at the conclusion of the semester (see appendix H). These evaluations will be e-mailed to the preceptors 2 weeks prior to their due date.

Formative evaluation is an assessment by the preceptor in the form of feedback to the student regarding their performance during the clinical practicum. Feedback should be given to the student that is professionally appropriate and specific to the situation. Timely feedback is valuable to students and can facilitate precipitous learning. Evaluating the FNP student’s performance with positive and constructive feedback should occur frequently. Ongoing feedback provides the student with the opportunity to enhance their performance during the course of the clinical practicum. Role performance areas in which the student has achieved competence should be discussed with the student, as well as those areas that have been identified as weak and needing improvement. Specific recommendations from the preceptor on strategies for improving clinical performance will be helpful to the student and should be documented in anecdotal notes and midterm evaluation.

Summative evaluation is the assessment of the student’s performance at the mid-point and end of the clinical practicum. The summative evaluation describes the student’s performance, development, and improvement at the midpoint and conclusion of the clinical practicum. The summative evaluation of
performance is based on the criteria indicated on the clinical evaluation tool provided by the FNP Program Coordinator. Although students are often not able to meet the performance competencies immediately, they should be able to demonstrate progression of skills and competencies. Comments are valuable in assessing the student’s knowledge, skill level, and immersion in the course. Clarity of comments and specific examples of situations that illustrate the comments written on the evaluation form are important to student learning. Written comments are particularly valuable if the student needs remediation in a specific competency area or if faculty is asked for a recommendation of the student’s clinical ability. The preceptor should review the mid-term and final evaluations with the student.

Electronic Submission of Evaluations

Electronic links to the appropriate evaluation tools will be sent to the preceptors via e-mail. The student will notify the preceptor when the electronic link is sent and the preceptor should ensure it has been received. In addition to completing the mid-term and final evaluation of the student, the preceptor will be asked to complete the Preceptor Evaluation of the NAU Program at the conclusion of the semester. If needed, the preceptor should seek clarification about the evaluation process with the clinical supervising faculty.

Substandard Care, Unsafe Clinical Performance, and Professional Misconduct

The preceptor should notify any student in jeopardy of failure no later than at the mid-point of the clinical practicum. The preceptor must also immediately notify the clinical supervising faculty and program coordinator whenever student performance is substandard, or failing.

In the event of unsafe clinical performance by a student, the preceptor must remove the student immediately from the practice setting and notify the clinical supervising faculty and program coordinator.

The preceptor will document and report immediately to the clinical supervising faculty or program coordinator any unprofessional behavior or breach of contract by the student. In the event of professional misconduct, including suspected chemical impairment, NAU SON policies exist and outline appropriate actions to be taken. Such a situation will be immediately addressed once the preceptor or clinical agency contacts the SON nursing faculty. Personal safety for all members involved is paramount.

Any event involving unsafe clinical performance or professional misconduct requires the preceptor to complete the Student Injury and Incident Report (see Appendix K) and to contact the program coordinator immediately.

Burden of Responsibility

Preceptors are ultimately responsible for the actions of the student. Therefore, we encourage development and discussion of clear and specific learning plans addressing the aspects of care for which the preceptor will be responsible, and those for which the student will be held responsible. To ensure patient care is never compromised, it is imperative that preceptors communicate frequently with students regarding the delineation of responsibilities. In the preceptor role, the clinician must be able to direct and oversee the FNP student and manage his/her usual responsibilities to patients and other colleagues.

Legal Liability while Precepting Students

The preceptor must ensure that all care provided to patients, either care provided directly by the preceptor with the student observing, or care provided by the student under the supervision of the preceptor, must be the same standard of care to which the preceptor is obligated to provide under his/her status as a licensed professional. Preceptors are liable for the care provided to their patients during a preceptorship arrangement. Patients should be informed that the preceptor remains the primary care provider, is responsible for final decisions related to patient care, and will continue to provide follow-up care.
Preceptors have ultimate decision-making authority and responsibility for the details of patient care, including training activities and direct supervision of student learning experiences.

Students do not have authority or independent responsibility for patients and are not to be considered agents, independent health care providers, patient advocates, a preceptor’s employee or agent, or individuals practicing in an extended role while being precepted.

Legal and reimbursement guidelines require that preceptors validate findings on physical examination, review laboratory tests, and confirm final diagnosis and management plans with students prior to the discharge of the patient. Review by the preceptor must be documented in the record indicating that the preceptor has examined the patient, is in agreement with the findings and plan as written by the student, and is responsible for all care provided to the patient. It is customary that the preceptor co-signs all records in which the student has provided documentation. Third party payers, government, and insurance companies cannot reimburse for care provided by the student.

**Liability Insurance**

Accreditation requires preceptors to carry professional liability insurance.
FNP Student Clinical Responsibilities

http://nau.edu/uploadedFiles/Academic/CHHS/Nursing/Graduate_Handbook_Part_2.pdf

1. Sign the NAU SON Clinical/Internship Education Student Responsibility Statement form prior to the beginning of their first clinical practicum course (NUR 661).
2. Students are assigned to clinical sites by NAU SON FNP faculty after appropriateness of site and preceptor have been determined. NAU requires an affiliation agreement to be in place prior to student attendance at the clinical site. Preceptors are required to complete credentialing and preceptor statement of agreement with the SON for each student. Students are not permitted to attend clinical experiences in sites not approved by the FNP clinical coordinator faculty or program coordinator.
3. Clinical experiences are Monday through Friday during regular business hours. Evenings, weekends and holidays are not permitted unless prior arrangements have been made with the clinical supervising faculty, clinical coordinator faculty member, and program coordinator at least two weeks in advance.
4. Students are expected to begin clinical experiences in the first week of classes and attend all the way through reading week, unless otherwise notified by the faculty clinical coordinator. This may lead to more hours than required for the course and also provides some flexibility in case of student or preceptor illness, vacation, or unexpected days off.
5. Maintain patient confidentiality. Comply with HIPAA standards per clinical agency and course syllabi policy. Under no circumstance may records be removed from the agency.
6. Adhere to all clinical agency policies and procedures.
7. Complete the Introductory Portfolio and provide to preceptor (Requirements for each course are provided in course documentation).
8. Provide his/her own health care insurance. FNP students are strongly encouraged to purchase student professional liability insurance.
9. Adhere to all NAU SON policies and procedures and AZBON rules. Failure to exhibit integrity, ethical conduct, professional standards, or any violation of the responsibilities listed herein may result in a failing grade and/or dismissal from the nursing program and the University. Student conduct in the clinical setting must be in a manner that demonstrates safety, adherence to professional standards, and reflects positively upon the SON. Furthermore, the student will notify the supervising clinical faculty immediately of any unprofessional behavior or breach of contract by the preceptor.
10. Comply with all health documentation and other professional requirements of the clinical agency prior to the start of the clinical experience.
11. Be prepared to work the day(s) and hours of the preceptor, and as agreed upon between the student, the preceptor, and the nursing faculty. Students may have an occasional opportunity to work with an additional practitioner on site. The primary preceptor must be on site during this experience. All preceptors must be approved and credentialed by the SON prior to extended periods of supervision.
12. Maintain a clinical log per course syllabi. NAU SON uses TYPHON, an online system, for students to maintain their clinical logs. Entries are required within 24 hours of a clinical day.
13. Attend all scheduled clinical days, or notify the supervising clinical faculty and the clinical preceptor if an absence is necessary. Arrange for make-up time.
14. Collaborate with the clinical preceptor and clinical supervising faculty to develop specific learning goals for this clinical experience.
15. Demonstrate to the preceptor competence of specific skill(s) prior to performing them alone.
16. Maintain the student FNP role. At no time is the student to assume a fully independent role in seeing patients without appropriate collaboration and reporting to the preceptor per the course syllabi.
17. Arrange appointments, either in person or electronically, with the supervising clinical faculty to discuss progress toward goal achievement.
References


Appendix A

EXXAT Reference Information

http://www.exxat.com/

Clinical Practicum/client Contact Record Collaboration Scale

1) Observation
2) Collaborator reviews entire encounter (History, PE, Assessment and Plan)
3) Collaborator reviews and directs 50% of encounter (Portion of History and Physical, major portion of Assessment and Plan)
4) Collaborator reviews 25% of encounter (minimal portion of History and Physical, some input into Assessment and Plan)
5) Collaboration only, student takes major responsibility for care
Appendix B

Student Clinical Portfolio (page 1 of 3)

_Students will compose a portfolio with the following documents. The documents will be put in a binder and must be taken with the student to clinical._

1. Student Profile: This will completed in Exxat and will be sent electronically to preceptors and other clinic personnel as needed.
2. Minimum Clinical Encounter Recommendations
3. Skills Inventory
4. Learning Contract
5. Progressive Expectations
6. Hour Verification Record
Appendix C

Northern Arizona University
Family Nurse Practitioner Minimum Clinical Encounters
2016-17 Cohort

The following items represent recommendations for minimum encounters needed for completion of the NAU FNP program of study.

<table>
<thead>
<tr>
<th>Population</th>
<th>Clinical Hours</th>
<th>Minimum Number of Visits</th>
<th>Specific Procedures/Visits</th>
<th>Percent of Time</th>
<th>Course Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNP Intensive</td>
<td>25-40 hours</td>
<td></td>
<td></td>
<td>5%</td>
<td>NUR 661</td>
</tr>
<tr>
<td>Pediatric</td>
<td>100 hours</td>
<td>68 total</td>
<td>Routine new baby exams (can be done in simulation)</td>
<td>15%</td>
<td>NUR 661, 663 &amp; 665</td>
</tr>
<tr>
<td>Newborn (0-4 weeks) exams</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Well child (5 weeks – 5 years)</td>
<td>15</td>
<td>Episodic and well-child exams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School age (5-12 years)</td>
<td>20</td>
<td>Episodic, sports PE, and well-child exams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adolescents (13-19)</td>
<td>20</td>
<td>Episodic, sports PE, and well-child exams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>500 hours</td>
<td>300 total</td>
<td>150 episodic, acute, and wellness exams</td>
<td>55%</td>
<td>NUR 661; 663; 665</td>
</tr>
<tr>
<td>Ages 18-65 and Geriatric 66+</td>
<td></td>
<td></td>
<td>150 chronic care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men’s Health</td>
<td></td>
<td></td>
<td>3 prostate exams (can be done in simulation if needed)</td>
<td></td>
<td>NUR 663</td>
</tr>
<tr>
<td>Women’s Health</td>
<td>100 hours</td>
<td>50 visits</td>
<td>25 visits: Well woman exams with pelvic exam and pap testing.</td>
<td>15%</td>
<td>NUR 663; 665</td>
</tr>
<tr>
<td>Specialty</td>
<td>20-80 hours</td>
<td>See below for options.</td>
<td>25 visits: See below for options.</td>
<td>10%</td>
<td>NUR 665</td>
</tr>
</tbody>
</table>

Women’s Health visits may include dysmenorrhea, STD testing, DUB, pelvic pain, breast mass, menopause and menopause related problems, contraception, pregnancy, osteoporosis, and post partum. All specialty rotations must be approved by the program coordinator and are completed in NUR 665. All other minimum requirements should be met prior. Areas may include long-term care, dermatology, urgent care, pediatrics, women’s health, gerontology, or palliative care.
Appendix D

Clinical Skills Inventory

Please rate your competency with the following skills and procedures. Please circle your response.

0 = No previous experience, skill or competence
1 = Some experience, but still require supervision
2 = Much experience, require little or no supervision

<table>
<thead>
<tr>
<th>Interview</th>
<th>Examination (Lifecycle stage)</th>
<th>Examination (Components)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic interview</td>
<td>Prenatal</td>
<td>HEENT</td>
</tr>
<tr>
<td>Cross-cultural communication</td>
<td>Newborn</td>
<td>Heart</td>
</tr>
<tr>
<td>Developmental assessment</td>
<td>Postpartum</td>
<td>Lung</td>
</tr>
<tr>
<td>Family assessment</td>
<td>Infant</td>
<td>Chest</td>
</tr>
<tr>
<td>Occupational history</td>
<td>Child</td>
<td>Breast</td>
</tr>
<tr>
<td>Risk assessment</td>
<td>Adolescent</td>
<td>Abdomen</td>
</tr>
<tr>
<td>Sexual history</td>
<td>Adult</td>
<td>Back</td>
</tr>
<tr>
<td>STD/HIV screening</td>
<td>Geriatric</td>
<td>Genitourinary</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Extremities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Neurologic</td>
</tr>
</tbody>
</table>

| Procedures                                                                |                             | Developmental            |
| Abscess incision/drain                                                    |                             | Pediatric                |
| CPR                                                                       |                             | Functional               |
| Foreign body removal                                                      |                             | Adult                    |
| Gram stain, interpretation                                                |                             | Mental Status            |
| Growth chart                                                              |                             |                          |
| Hematocrit                                                                |                             |                          |
| Injection                                                                 |                             |                          |
| KOH, skin/vaginal                                                         |                             |                          |
| Laryngoscopy                                                              |                             |                          |
| Pap smear                                                                 |                             |                          |
| Rapid strep                                                               |                             |                          |
| Stool test, blood                                                        |                             |                          |
| Suturing                                                                  |                             |                          |
| Suture/staples removal                                                    |                             |                          |
| Telephone referral                                                        |                             |                          |
| Throat culture                                                            |                             |                          |
| Urinalysis                                                                |                             |                          |
| Venipuncture                                                              |                             |                          |
| X-ray interpretation, chest                                               |                             |                          |
| X-ray interpretation, extremities                                         |                             |                          |
| Wet mount, vaginal                                                       |                             |                          |
| Write referral                                                            |                             |                          |
| Write prescription                                                       |                             |                          |
| Other                                                                     |                             |                          |

Are there areas that you would like specific instruction? Please describe.
Appendix E
Learning Contract (page 1 of e)

<table>
<thead>
<tr>
<th>Student</th>
<th>Preceptor</th>
<th>Clinical site</th>
<th>Date initiated</th>
</tr>
</thead>
</table>

**Introduction**
Combining the interests and skills of students and preceptors working together in a community-based clinical experience can result in a rich learning experience. To make the best use of this opportunity, and to accommodate individual student needs and interests, the student and preceptor will negotiate a learning contract.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Student Responsibilities</th>
<th>Preceptor Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1: Writing the learning contract</strong></td>
<td>Complete student section of contract.</td>
<td>Complete preceptor section of contract.</td>
</tr>
<tr>
<td></td>
<td>Meet with preceptor to review and negotiate learning objectives.</td>
<td>Meet with student to review and negotiate learning objectives.</td>
</tr>
<tr>
<td></td>
<td>Write a summary statement of student and preceptor goals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sign contract and submit in course (submission 1).</td>
<td></td>
</tr>
<tr>
<td><strong>Mid Term: Assess learning needs</strong></td>
<td>Meet for a mid-term review to assess the clinical experience and learning contract goals.</td>
<td>Make any necessary clinical and/or educational adjustments.</td>
</tr>
<tr>
<td><strong>End of term: Evaluate progress</strong></td>
<td>Student and preceptor meet to review the clinical experience and evaluate progress on the learning contract. Sign contract and submit in course (submission 2).</td>
<td></td>
</tr>
</tbody>
</table>
Learning Contract (page 2 of 3)

**Student Goals:**
In column A list your most important learning objectives for your clinical experience. In column B list specific strategies to meet those goals.

<table>
<thead>
<tr>
<th>Goals</th>
<th>Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Preceptor Goals:**
In column A list the three most important areas of learning you think will be of most benefit during this semester. In column B list your strategies for addressing these areas.

<table>
<thead>
<tr>
<th>Goals</th>
<th>Strategies</th>
</tr>
</thead>
<tbody>
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</table>
Learning Contract (page 3 of 3)

Student Summary

Preceptor Mid-term Performance Summary

Preceptor End of Term Performance Summary

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Student</th>
<th>Preceptor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
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<tr>
<td>Mid-term</td>
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<tr>
<td>End-of-term</td>
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</tbody>
</table>
## Appendix F

### Progressive Expectations

*Attached as a separate document due to formatting. There are 23 items are evaluated in each of the clinical courses. Performance and decision-making progress towards independence.*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Completes facility orientation and reviews relevant policies and procedures.</td>
</tr>
<tr>
<td>2.</td>
<td>Communicates effectively with office staff, nurses, and other professionals.</td>
</tr>
<tr>
<td>3.</td>
<td>Maintains professional standards including dress, timeliness, and language.</td>
</tr>
<tr>
<td>4.</td>
<td>Demonstrates interest and takes initiative in learning.</td>
</tr>
<tr>
<td>5.</td>
<td>Has references and uses them effectively and efficiently in the clinical setting.</td>
</tr>
<tr>
<td>6.</td>
<td>Reviews chart prior to encounter.</td>
</tr>
<tr>
<td>7.</td>
<td>Demonstrates effective communication with patients and their families including ability to recognize cultural nuances and manage sensitive or emotional issues. Evaluates and incorporates communication challenges (vision and hearing deficits).</td>
</tr>
<tr>
<td>8.</td>
<td>Obtains subjective assessment date: history of present illness (HPI), review of systems (ROS), past medical history (PMH), medications, family history (FH), and relevant social history (SH) for patients presenting for complete physical examinations and episodic visits. Demonstrates logical systematic methodology in obtaining subjective patient data. Considers co-morbidities and chronic illness when obtaining data.</td>
</tr>
<tr>
<td>9. <strong>Student will see 10-12 adult, pediatric and geriatric patients in an 8-hour clinical day.</strong></td>
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<tr>
<td>10.</td>
<td>Performs appropriate and accurate physical examination on adult, pediatric, and geriatric patients (specific components) for the presenting problem using correct techniques and equipment.</td>
</tr>
<tr>
<td>11.</td>
<td>Identifies appropriate diagnostic testing as appropriate</td>
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<tr>
<td>12.</td>
<td>Formulates a list of differential diagnoses (considers at least three diagnoses for most patients).</td>
</tr>
<tr>
<td>13.</td>
<td>Arrives at correct diagnosis based on clinical data.</td>
</tr>
<tr>
<td>14.</td>
<td>Creates an evidence-based treatment plan that includes pharmacologic and non-pharmacologic treatments, lifestyle modifications, referrals, expected outcomes, and plan for follow-up care. Considers functional status and polypharmacy when developing treatment plan.</td>
</tr>
<tr>
<td>15.</td>
<td>Communicates detailed and clinically sound follow-up plan, including relevant and cardinal symptoms for which they should seek treatment.</td>
</tr>
<tr>
<td>16.</td>
<td>Provides anticipatory guidance, teaching, counseling, and specific information about the diagnosis. Provides written information to patients when appropriate.</td>
</tr>
<tr>
<td>17.</td>
<td>Chooses appropriate medication and therapeutic dosage.</td>
</tr>
<tr>
<td>18.</td>
<td>Determines health care maintenance and screening needs utilizing USPSTF recommendations.</td>
</tr>
<tr>
<td>19.</td>
<td>Documents patient visits using a SOAP format that demonstrates clarity, organization, and appropriate use of medical terminology.</td>
</tr>
<tr>
<td>20.</td>
<td>Presents patients to preceptor in a thorough, concise, and organized manner.</td>
</tr>
<tr>
<td>21.</td>
<td>Identifies patients whose health needs require urgent or emergent care.</td>
</tr>
<tr>
<td>22.</td>
<td>Completes patient encounter in a timely manner. New patient or complete exam (45 minutes); Chronic or complex visit (30-45 minutes); Acute episodic visit (15-30 minutes).</td>
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<tr>
<td>23.</td>
<td>Incorporates cost in decision-making.</td>
</tr>
<tr>
<td>24.</td>
<td>Correctly uses ICD coding for diagnosis documentation.</td>
</tr>
</tbody>
</table>

**Levels of independence**

(1) Observation only.

(2) Performance and decision-making done with preceptor present. *Requires detailed assistance

(3) Performance and decision-making done in collaboration with preceptor. *Requires moderate assistance

(4) Performance and decision-making is done with minimal assistance from preceptor. *Requires minimal assistance

(5) Performance and decision-making is done independent of preceptor. *Requires no assistance
Appendix G

Clinical Hour Verification Record

<table>
<thead>
<tr>
<th>Student Name:</th>
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</thead>
<tbody>
<tr>
<td>Course:</td>
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<td>Clinical Supervising Faculty:</td>
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<table>
<thead>
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</tbody>
</table>

35
Appendix H

Preceptor Evaluation of FNP Student (page 1 of 2)

Student Name: ________________________________  Preceptor Name: _________________
Practicum dates: ______________ to ______________  Course Number: ______________

The midterm and final evaluations are based on accepted nurse practitioner competencies and provide individualized feedback to students regarding strengths and areas for growth. The faculty has established expected competency levels for each domain that students should meet by the END of each clinical course:

Please evaluate the student's performance by scoring each element using the following criteria:
NA = Not applicable or not observed
1 = Omits element or achieves minimal competence even with assistance
2 = Needs a lot of direct supervision
3 = Needs some direct supervision
4 = Needs minimal direct supervision
5 = Mostly independent practice

### Competencies

<table>
<thead>
<tr>
<th>Competencies</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td><strong>DOMAIN I.A: ASSESSMENT OF HEALTH STATUS</strong></td>
<td></td>
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</tr>
<tr>
<td>1. Obtains and documents a health history and assesses the influence of family or psychosocial factors (e.g., developmental delays, reproductive health, substance abuse, and violence) on illness for patients of all ages.</td>
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<tr>
<td>2. Performs and documents complete or symptom-focused physical examinations on patients of all ages, including developmental, behavioral and mental health screening and physical system evaluations.</td>
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<tr>
<td>3. Demonstrates proficiency in family assessment, including identification of health and psychosocial risk factors of patients across the lifespan and families in all stages of the family life cycle.</td>
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<tr>
<td>4. Assesses specific family health needs and identifies and plans health promotion interventions for families at risk, within the context of community.</td>
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<td>5. Assesses the impact of acute and/or chronic illness or common injuries on the family.</td>
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<tr>
<td>Comments:</td>
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<tr>
<th>Competencies</th>
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<th>2</th>
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<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td><strong>DOMAIN I.B: DIAGNOSIS OF HEALTH STATUS</strong></td>
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<tr>
<td>1. Identifies signs and symptoms of acute or chronic physical and mental illnesses across the lifespan.</td>
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<tr>
<td>2. Manages diagnostic testing through the ordering and interpretation of age-, gender-, and condition-specific tests and screening procedures.</td>
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</tbody>
</table>
3. Applies theoretical knowledge and current research findings in **analyzing and synthesizing data to make clinical judgments and decisions**, individualizing care for individuals and families.

4. **Formulates differential diagnoses** and prioritizes health problems, considering epidemiology, life stage development and environmental and community characteristics.

Comments:

**DOMAIN I.C:**
**PLAN OF CARE AND IMPLEMENTATION OF TREATMENT**

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Using family theory <strong>provides health protection, health promotion and disease prevention</strong> to improve or maintain optimum health for all family members.</td>
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<tr>
<td>2</td>
<td>Treats common physical and/or mental illnesses across the lifespan, to minimize complications and promote function and quality of living, including women’s reproductive health, perinatal care and end of life issues.</td>
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<tr>
<td>3</td>
<td>Prescribes medications understanding altered pharmacodynamics and pharmacokinetics with special populations, such as infants and children, pregnant and lactating women and older adults.</td>
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<td>4</td>
<td>Manages individual and family responses to the plan of care through evaluation, modification and documentation that includes response to therapies and changes in condition.</td>
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<tr>
<td>5</td>
<td>Evaluates coping and support systems, lifestyle adaptations and resources for patients and families, facilitates transition and coordination of care between and within health care settings and the community and <strong>initiates appropriate referrals</strong> to other healthcare professionals.</td>
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Comments:

**DOMAIN II:**
**NURSE PRACTITIONER-PATIENT RELATIONSHIP & DOMA.IN III:**
**TEACHING COACHING FUNCTION**

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</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintains a sustainable partnership with individuals and families and communicates effectively with the individual and the family, provides anticipatory guidance and facilitates decision-making.</td>
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<tr>
<td>2</td>
<td>Functions as a <strong>patient advocate</strong>, while teaching individuals to advocate for self-regarding illness or health among family members, age-related transitions and ethical issues.</td>
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<tr>
<td>3</td>
<td>Develops <strong>educational interventions</strong> appropriate to individual and/or family needs, values, and cognitive level; reinforces positive health behaviors and incorporates self-care activities.</td>
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<tr>
<td>4</td>
<td>Demonstrates knowledge and skill in <strong>addressing sensitive issues</strong>, such as sexuality, finances, mental health, terminal illness and substance abuse and provides anticipatory guidance, teaching, counseling and education for self-care.</td>
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Comments:

**DOMAIN V:**
**MANAGING / NEGOTIATING HEALTHCARE DELIVERY SYSTEMS & DOMA.IN VII:**
**CULTURAL COMPETENCE**

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</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintains current knowledge regarding state and federal regulations and programs for family healthcare.</td>
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</tr>
<tr>
<td>2</td>
<td>Utilizes research findings and knowledge of cultural diversity in caring for all individuals.</td>
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</tbody>
</table>

Comments:
Appendix I

Faculty Evaluation of Student Site Visit (page 1 of 4)

<table>
<thead>
<tr>
<th>Student Name</th>
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</thead>
<tbody>
<tr>
<td>Clinical Site</td>
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</tr>
<tr>
<td>Preceptor</td>
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<tr>
<td>Date</td>
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<tr>
<td>Supervising Faculty</td>
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Grading Rubric for Clinical Site Visits
Grading is based on Progressive Expectations

<table>
<thead>
<tr>
<th>Clinical Practice and Prevention</th>
<th>Above Average</th>
<th>Average</th>
<th>Needs Improvement</th>
<th>Below Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No assistance</td>
<td>Minimal</td>
<td>Moderate assistance</td>
<td>Detailed assistance</td>
</tr>
<tr>
<td></td>
<td>required</td>
<td>required</td>
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<td>required</td>
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</tbody>
</table>

| Reviews chart prior to encounter                 |                |          |                    |                 |
| Obtains subjective assessment data (CC, HPI, ROS, PMH, medications, FH, and SH for patients presenting for complete physical examinations and episodic visits. Demonstrates logical systematic methodology in obtaining subjective data. |                |          |                    |                 |
| Performs appropriate and accurate physical examination on the adult patient (specific components) for the presenting problem using correct techniques and equipment. |                |          |                    |                 |
| Identifies appropriate diagnostic testing as indicated. |                |          |                    |                 |
| Creates an evidence-based treatment plan that includes pharmacologic and non-pharmacologic treatments, lifestyle modifications, referrals, expected outcomes, and plan for follow-up care. |                |          |                    |                 |
| Determines health care maintenance and screening needs utilizing USPSTF recommendations. |                |          |                    |                 |

38
<table>
<thead>
<tr>
<th></th>
<th>Above Average</th>
<th>Average</th>
<th>Needs Improvement</th>
<th>Below Standards</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No assistance required</td>
<td>Minimal assistance required</td>
<td>Moderate assistance required</td>
<td>Detailed assistance required</td>
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</tbody>
</table>

Communicates detailed and clinically sound follow-up plan, including relevant and cardinal symptoms for which they should seek treatment.

**Clinical Practice and Prevention**

Documents patient visits using a SOAP format that demonstrates clarity, organization, and appropriate use of medical terminology.

Documents ICD 10 code and Evaluation and Management codes accurately.

Completes the patient encounter in a timely manner.
- New patient or complete PE – 90 minutes
- Chronic or complex visit – 60 minutes
- Acute episodic visit – 45 minutes

**Communication**

Communicates effectively with office staff, nurses, and other professionals.

Demonstrates effective communication with patients and their families including ability to recognize cultural nuances and manage sensitive emotional issues.

Provides anticipatory guidance, teaching, counseling, and specific information about the diagnosis. Provides written information to patients when appropriate.

Presents patients to preceptor in a thorough, concise, and organized manner.
<table>
<thead>
<tr>
<th></th>
<th>Above Average No assistance required</th>
<th>Average Minimal assistance required</th>
<th>Needs Improvement Moderate assistance required</th>
<th>Below Standards Detailed assistance required</th>
<th>Comments</th>
</tr>
</thead>
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<tr>
<td><strong>Critical Reasoning</strong></td>
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<tr>
<td>Has references and uses them effectively and efficiently in the clinical setting.</td>
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<tr>
<td>Formulates a list of differential diagnoses (considers at least three diagnoses for most patients).</td>
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<td><strong>Critical Reasoning (continued)</strong></td>
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<td>Arrives at correct diagnosis based on clinical data.</td>
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<td>Chooses appropriate medication and therapeutic dosage.</td>
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<td>Identify patients whose health needs require urgent or emergent care.</td>
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<td><strong>Leadership</strong></td>
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<td>Demonstrates interest and takes initiative in learning.</td>
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<td>Professionalism and Professional Values</td>
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<tr>
<td>Maintains professional standards including dress, timeliness, and language.</td>
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<tr>
<td>Incorporates cost in decision-making.</td>
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</table>
### Criteria for Evaluation

1. **Communication** – politeness, clarity, appropriate terminology
2. **Cultural** – awareness and sensitivity
3. **Review of chart** – completeness
4. **History** – thorough, accurate, relevant
5. **Physical exam** – complete, correct techniques, no errors or omissions
6. **Diagnostic labs and tests** – appropriate, no errors or omissions
7. **Medication and therapeutic dosage** – appropriate and accurate
8. **Differential diagnosis** – at least three complete and correct
9. **Correct diagnosis** – accurate, based on clinical data
10. **Evidence-based treatment plan** – incorporates all factors
11. **Education** – anticipatory guidance, teaching, counseling, and specific information (oral and written)
12. **Follow up plan** – relevant and cardinal symptoms for which they should seek treatment
13. **Documentation** – reflects history, physical exam, treatment plan, and in congruent, organized, and complete
14. **References** – has resources and uses them effectively and efficiently in clinical setting
15. **Preceptor report** – presents patient in thorough, concise, and organized manner
16. **Patient statue** – able to recognize, identify, and initiate treatment when urgent or critical
17. **Encounter** – completes in a timely manner
18. **Professional standards** – dress, timeliness, and language
19. **Learning** – demonstrates interest and takes initiative

### Strengths:

### Areas for Improvement:

*Address specifics of any area with ratings that fall below those noted in the progressive expectations for a student at this level.*

### Additional Comments:

---

**Signature:**

*Supervising Clinical Faculty*
<table>
<thead>
<tr>
<th>Above Average</th>
<th>Average</th>
<th>Needs Improvement</th>
<th>Below Standards</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>No assistance required</td>
<td>Minimal assistance required</td>
<td>Moderate assistance required</td>
<td>Detailed assistance required</td>
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</table>

Signature:
Student

Date of Evaluation:

Please forward to Penny when completed and upload a copy into the course.
A signed copy is placed in the student’s file.
Appendix J

Student and Faculty Evaluation of the Clinical Site and Practicum Experience

<table>
<thead>
<tr>
<th>Date</th>
<th>Course name and number</th>
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<table>
<thead>
<tr>
<th>Name of student or faculty completing the evaluation</th>
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<table>
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<table>
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</tbody>
</table>

Please respond to the following questions by checking the appropriate box.  
4= Excellent  
3= Above Average  
2= Average  
1=Below Average  
N/A= Not Applicable

I. Clinical Practicum
1. Practicum provided a balance of learning experiences
   1☐  2☐  3 ☐  4☐  N/A☐  
2. Practicum allowed for an opportunity to demonstrate advanced practice care
   1☐  2☐  3 ☐  4☐  N/A☐  
3. Clinical learning objectives were accomplished
   1☐  2☐  3 ☐  4☐  N/A☐  
4. Practicum provided the opportunity to apply course content, theory, and research to clinical practice
   1☐  2☐  3 ☐  4☐  N/A☐  
5. Overall organization of clinical practicum
   1☐  2☐  3 ☐  4☐  N/A☐  

II. Clinical Site
6. Orientation of the site included a tour of the unit/facility and an introduction to key people
   1☐  2☐  3 ☐  4☐  N/A☐  
7. Physical facilities were adequate and student was given adequate space to sit, chart, and access information
   1☐  2☐  3 ☐  4☐  N/A☐  
8. The acuity, variety, and volume of patients at this site were sufficient to attain learning objectives
   1☐  2☐  3 ☐  4☐  N/A☐  
9. Collaborative efforts between the physicians, nurse practitioners, staff, and students facilitated the achievement of learning objectives
   1☐  2☐  3 ☐  4☐  N/A☐  
10. The practicum site is receptive to student participation in patient care
    1☐  2☐  3 ☐  4☐  N/A☐  
11. Do you recommend this site for future use?
    a. Yes ☐
       No ☐
III. Preceptor

12. Demonstrated clinical expertise and knowledge of field/specialty
   1☐  2☐  3☐  4☐  N/A☐

13. Overall teaching effectiveness
   1☐  2☐  3☐  4☐  N/A☐

14. Allowed opportunities to assume increasing responsibility, see, assess and manage patients while considering limits according to student’s level of training
   1☐  2☐  3☐  4☐  N/A☐

15. Provided direct observation of student’s assessment of patient history and exam
   1☐  2☐  3☐  4☐  N/A☐

16. Encouraged student to ask questions
   1☐  2☐  3☐  4☐  N/A☐

17. Challenged student to explain findings and treatment plans
   1☐  2☐  3☐  4☐  N/A☐

18. Provided individual feedback on student skill level
   1☐  2☐  3☐  4☐  N/A☐

19. Preceptor was sensitive to student’s learning needs
   1☐  2☐  3☐  4☐  N/A☐

20. Preceptor was available for consultation
   1☐  2☐  3☐  4☐  N/A☐

21. Implemented evidence-based practice and applied continuous quality improvement in delivery of care
   1☐  2☐  3☐  4☐  N/A☐

22. Collaborated and consulted other members of the health care team when needed
   1☐  2☐  3☐  4☐  N/A☐

23. Do you recommend this preceptor for future use?
   a. Yes ☐
   b. No ☐

IV. Comments

1. What was the most challenging part of the clinical practicum?

2. Are issues, concerns, or positive aspects of this clinical experience present that faculty needs to be aware of?

3. Please provide additional comments about the clinical experience, site, and/or preceptor. Anything else you would like faculty to know?
Appendix K

Student Injury and Incident Report

<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester:</td>
<td>Course:</td>
</tr>
</tbody>
</table>

Student’s account of Incident. Please use a separate sheet of paper if needed.

<table>
<thead>
<tr>
<th>Signature of Student:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Report:</th>
</tr>
</thead>
</table>

Comments by Clinical Instructor or Preceptor:

<table>
<thead>
<tr>
<th>Signature and Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name</td>
</tr>
<tr>
<td>Agency Address &amp;</td>
</tr>
<tr>
<td>Agency Phone</td>
</tr>
<tr>
<td>Date of Report</td>
</tr>
</tbody>
</table>
Appendix H

Student Responsibility Statement

School of Nursing

Clinical/Internship Education - Student Responsibility Statement

In order to meet the requirements of Section II, H, of the Agreement for Clinical Practicum and/or Internship/Externship Educations, STUDENTS shall read the following and indicate their understanding by signing below. The Student Responsibility Statement is in addition to the course syllabus, and the student is responsible for being familiar with the content of both documents.

In consideration of the opportunity to enter into a clinical education/internship educational program, I agree to:

A. Complete and be responsible for the cost of providing all health forms and certificates requested by the FACILITY.
B. Provide the PROGRAM and FACILITY with written confirmation of professional liability coverage for the term of the clinical/internship education assignment.
C. Secure my own housing, but welcome FACILITY housing and/or assistance in obtaining private housing during my clinical/internship education assignment.
D. Follow the policies, rules and regulation or the FACILITY, including those regarding confidentiality of protected health information or other confidential information pertaining to the patient and patient record.
E. At all times conduct myself, both at the FACILITY and outside normal business hours, in a personally and professionally ethical manner.
F. Conform in my attire and appearance to the accepted standard of the FACILITY, and procure the appropriate and necessary attire required, if any, but not provided by the FACILITY.
G. Provide my own transportation to and from the FACILITY and any reasonable special assignment by the faculty or FACILITY. I will never transport patients.
H. Conform to the work schedule of the FACILITY, and make up time and work missed during unavoidable illness, in consultation with my academic coordinator and clinical instructor.
I. Notify the FACILITY and PROGRAM Clinical Education Coordinators if I learn I am pregnant before or during the clinical practicum and/or internship/externship education assignment so that appropriate personal safety precautions can be implemented.
J. Obtain prior written approval from PROGRAM and FACILITY before publishing or presenting any material related to the clinical experience outside normal educational settings of the PROGRAM.

Student Name (please print or type): ______________________________________________________
Student Signature: ___________________________________________________________________
Date: ___________________________________________________________________________
Appendix M

Preceptor Acknowledgement Receipt

Preceptor name:

Clinical site name and address:

I acknowledge that I have read and understand the preceptor handbook and will abide by the laws of the state of Arizona regarding precepting nurse practitioner students, and the policies and procedures of the Northern Arizona University School of Nursing.

Print name:

Signature:

Date:

Please fax this form within 7 business days to 928-523-7171 or scan and email to penny.walior@nau.edu

Thank-you