



GRADUATE NURSING PRECEPTOR HANDBOOK

Master of Science in Nursing

Nursing Division

2017

Revised Fall 2019

TABLE OF CONTENTS	
Introduction	4
Mission Statement of the University	4
Master of Science in Nursing Program Mission	4
Master of Science in Nursing Program Goals	4
Program Learning Outcomes	5
Qualifications of Practicum Sites	5
Family Nurse Practitioner Concentration- Practicum Site Criteria	7
Practicum Site Description	8
Qualifications of Preceptors	9
Preceptor Role	10
Preceptor Responsibilities	11
Student Responsibilities	12
Criminal Background Checks	15
Illegal Drug Use Screening	15
Clinical Coordinator	16
Practicum Faculty Evaluator- General Expectations	16
Practicum Visit Protocol	17
Nurse Educator	18
Nurse Leadership and Management	18
Family Nurse Practitioner	19
Evaluations	19
Practicum Guidelines	20
Clinical Documentation Experience	22
Preceptor Agreement	23
Midterm Preceptor Evaluation of Student Performance- Nurse Educator	24
Final Preceptor Evaluation of Student Performance- Nurse Educator	25
Midterm Preceptor Evaluation of Student Performance- Nurse Leadership and Management	26
Final Preceptor Evaluation of Student Performance- Nurse Leadership and Management	27
MSN Student Evaluation of Preceptor and Site	28
Midterm Preceptor Evaluation of Student Performance- Family Nurse Practitioner	29
Final Preceptor Evaluation of Student Performance- Family Nurse Practitioner	30
Practicum/ Preceptor Time Log	31
Family Nurse Practitioner Clinical Hours Record	32
Family Nurse Practitioner Clinical Placement Plan	33

Nurse Leadership & Management Clinical Hours Record	34
Midterm Practicum Evaluation	36
End of Term Practicum Evaluation	37
Graduate Nursing Program Confidentiality Agreement (HIPPA)	38
Graduate Nursing Preceptor Handbook Acknowledgement	39

Introduction

Welcome to Florida National University! Thank you for agreeing to be a preceptor for the Master of Science in Nursing. We hope this will be a rewarding experience for both you and the students.

Mission Statement of the University

The purpose of Florida National University is to contribute to the education of a population of diverse, presently predominantly Hispanic cultures. The university realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching.

The University strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.

Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student, the attainment of a quality university education according to the students' personal goals, and the advancement of modern technology

Furthermore, Florida National University provides educational and cultural programs intended to enrich the community it serves.

Master of Science in Nursing Program Mission

“The mission of the Master of Science in Nursing Program is: "to prepare graduates to meet the challenges of today’s complex health care system and disease management in our diverse and underserved community. In the spirit of the mission of FNU, the MSN program will strive to provide the community with graduates who will be at the forefront of changes occurring in our ever evolving health care delivery system while the focus is shifting to patient centered care”.

Master of Science in Nursing Program Goals are:

- 1- Graduates will be able to ethically apply the program disciplines to on-the-job success.
- 2- Graduates will possess the core knowledge and skills necessary for advancement in their careers.
- 3- Graduates will have acquired the skills needed to be successful in their chosen field.

The Program Learning Outcomes are:

Upon completion of the program, graduates will be able to:

- Integrate nursing theory, research, and advanced knowledge into practice settings to contribute to the development of the nursing discipline as a science and to function efficiently in the roles of Nurse Educator, Leader, and Practitioner.
- Appraise healthcare ethical issues as they affect individuals, communities, society and provide leadership in collaboration with other disciplines to improve clinical outcomes.
- Advocate for quality and cost effective care through comprehensive management and negotiation with various health care delivery systems.
- Use critical thinking to provide holistic nursing care across the lifespan in a variety of complex health care settings utilizing evidence-based practice knowledge to promote health, prevent disease, and maintain well-being for individuals, families, groups, communities, and populations.
- Apply concepts and skills of leadership, management, quality improvement, and patient safety in the delivery of high quality care while engaging in the promotion of health, prevention of disease, and maintenance of high function across the health-illness continuum.
- Incorporate the values of human diversity and dignity in their practice to deliver culturally and spiritually sensitive care to the community.

Qualifications of Practicum Sites:

- The demographics of clients and advanced nursing situations are adequate to fulfill course objectives and advanced practice nursing expectations.
- FNP students may not complete practicum hours in any acute care, hospital and/or inpatient settings.

- Nurse leadership/management students are encouraged to complete their practicum experiences in health care agencies that provide a rich learning experience above and beyond their places of employment.
- Nurse leadership/management students may accumulate practice hours within their employment agency for defined project work as approved by course faculty and/or clinical coordinator.
- The location of the site/agency/institution is accessible. Clinical placements for FNP students will be within the Miami-Dade and Broward county areas. Placements in other locations are at the discretion of the MSN Department and are dependent on availability of clinical instructors to make site visits.
- Cooperative agreements with each preceptor and/or practicum site are required by the university.
- Approval of a practicum site and preceptor for advanced nursing practice must come in consultation with clinical coordinator and/or course faculty.
- Students may complete practicum hours within their employment setting, but not within the RN role and practicum hours cannot be completed during scheduled work hours. Students must complete all hours within the function of FNP student, nurse leadership/management student or nurse educator role with the designated and approved preceptor.
- FNP students must adhere to practicum site criteria for all practicum semesters. Students must follow the clinical site recommendations as outlined in the following two pages:

Family Nurse Practitioner Concentration

Practicum Site Criteria

Course Name	Practicum Site Facilities	Other Specialties that may be Considered
<p>NGR 6610L: Advanced Primary Care of Family I Practicum</p> <p>Population: Adults/Geriatrics 180 Hours</p>	Family Practice preferred	<p>Internal Medicine, College Health Clinics*, Geriatrics, Long Term Care/SNF & Home Visits**</p> <p>*College health clinics allowed only for [50 hours] of Adults/Geriatrics rotation</p> <p>**SNF/LTC/ Home Visits allowed only for [30hrs] of Adults/Geriatrics rotation</p>
<p>NGR 6616L: Advanced Primary Care of Family II Practicum</p> <p>Population: Women's Health (80)/Pediatrics (60) 140 Hours</p>	Family Practice preferred	<p>Pediatrics, Women's Health, Retail Clinic (may only be used for one practicum)</p> <p>Students may complete 30 extra hours for Pediatrics and 30 extra for Women's Health to count towards Practicum III.</p>
<p>NGR 6619L: Advanced Family Practicum III</p> <p>Population: All age groups across the lifespan 180 Hours</p> <p>Total Hours: 500</p>	Family Practice preferred	<p>Family Practice, Retail Clinic (if not previously used), Urgent Care (may only be used for this practicum)</p>

Student requests for clinical experiences and/or to complete any practicum hours within an inpatient hospital, ER/Fast Track, or other specialty practices (cardiology, dermatology, weight loss clinics, hospice, and correctional facilities) will not be considered, as they will not provide enough exposure to family practice populations.

Practicum Site Description

PRACTICUM SITE	DESCRIPTION
Family Practice	Continuing and comprehensive healthcare for the individual and family – care for all ages, sexes, each organ system and every disease entity; preferred site for all practicum courses
Retail Clinic	Primary care clinics located in a retail store that care for common illnesses and injuries; may only be used for one practicum course
Internal Medicine	Specialty dealing with the prevention, diagnosis, and treatment of adult diseases; may be used for up to two practicum courses provided you have adequate pediatric and women's health exposure in second practicum course
Geriatrics	Specialty dealing with the prevention, diagnosis and treatment of elderly patients with complex medical conditions and social problems in an outpatient, ambulatory setting; may be used for one practicum course
College Health Clinic	Specialty dealing with the prevention, diagnosis, and treatment of acute and chronic illnesses of college students to promote, improve and advance the collective health of students; may only be used for partial hours (50 hours) of Adults/Geriatrics practicum course
Skilled Nursing Facility/Long Term Care/ Home Visits	Specialty dealing with the diagnosis, treatment and management of elderly patients with complex medical conditions and social problems who are homebound, living in an extended care facility and/or nursing facility; may only be used for partial hours (30 hours) of Adults/Geriatrics practicum course
Pediatrics	Specialty dealing with the health and medical care of infants, children, and adolescents from birth up to the age of 18; may only be used for one practicum course
Women's Health	Specialty that focuses on the treatment and diagnosis of diseases and conditions that affect a woman's physical and emotional well-being; may only be used for one practicum course
Urgent Care	Specialty that focuses on the immediate care and treatment of illnesses and injuries that do not appear to be life threatening; may only be used for one practicum course

Qualifications of Preceptors:

- A preceptor is an individual with expertise in a given area of interest that agrees to share knowledge and experience with someone in the student role. This learning experience may be accomplished by interaction, interview, and observation or by supervised or guided performance in a variety of educational and clinical settings.
- The preceptor is an expert in nursing leadership/management, nurse educator or nurse practitioner role who has an interest in teaching and mentoring.
- Preceptors for Nurse Leadership/Educator students may include master-prepared nurse educators, master-prepared nurse leaders and/or managers who possess specialized expertise in management and leadership and must hold maintain an active and unencumbered registered nurse license in the state of practice.
- Nurse educator preceptor must occupy a nurse faculty position as an instructor or director of a vocational, associate, or baccalaureate nursing education program.
- Nurse educator preceptor must have at least two years of experience as a nurse educator in a vocational, associate, or baccalaureate nursing education program.
- Nurse educator preceptor must have at least a master's degree in nursing with a functional focus in nursing education or a post-masters certificate in nursing education.
- Nurse leadership/management preceptor must have a minimum of a MSN and have minimum of a mid-level leadership role. Directors and service line administrators with responsibility for more than a single unit are preferred.
- Nurse leadership/management preceptor with other health-care related graduate degrees will be considered on a case by-case basis.
- Nurse leadership/management students are also encouraged to work with multidisciplinary health care professionals during their practicum experiences.
- Direct supervisors may not serve as nurse leadership/management preceptors.
- Preceptors for clinical specializations may include both advanced practice registered nurses and non-nurse practitioners (Physicians only, PAs-Physician Assistants may not serve as

preceptors). FNP students **must** complete at least 1 (one) of the three practicum rotations included in the curriculum with an advanced registered nurse practitioner.

- Preceptors for FNP students must maintain a current license to practice as an advanced practice nurse (ARNP, MD, or DO) in state of practice and must be board/nationally certified in the area of practice.
- Preceptors must have the appropriate experience for his/her supervisory responsibility.
- Newly prepared preceptors must have at least **one** year of practice experience in the specialization (concentration).
- The educational preparation and experience of the preceptors meets required criteria for the specific course.

Preceptor Role:

- Coordinates orientation of nurse educator student to theory and/or clinical course, including introduction to staff and students, making copies of course syllabus, and related course materials.
- Demonstrate expertise and facilitate integration of MSN students into the nurse educator role, nurse leadership role or family nurse practitioner role within the relevant professional nursing standards and guidelines.
- Coordinates orientation of nurse educator student to theory and/or clinical course, including introduction to staff and students, making copies of course syllabus, and related course materials.
- Meets with the nurse educator student to select appropriate teaching topics and/or clinical activities
- Stimulates the nurse leadership/management student to critically examine personal leadership practice and to expand both personal and professional horizons, preparing for future employment in nursing.
- Meets with nurse leadership/management student on a weekly basis to discuss learning activities and application to nursing leadership.

- Demonstrate expertise and facilitate the advanced assessment and management of patients across the lifespan in the primary care setting for family nurse practitioner student.
- Be able to teach by example, encourage critical thinking and utilization of sound clinical, pedagogical or business decision-making, direct student to appropriate resources, and provide objective assessment, critique and validation of the student learner's competencies.
- Be able to establish a trusting, confident relationship with student, treats student as a professional colleague.

Preceptor Responsibilities:

- Complete and sign a preceptor agreement provided by the student.
- Orient the student to the practicum environment and provide guidelines regarding agency/institution's policies and procedures.
- Facilitate student progress toward the attainment of course outcomes, always observing the student's knowledge base and skill capabilities through:
 - Direct supervision, observation, and teaching of students.
 - Discussion of and critique of written documentation as well as verbal presentation of cases.
- Provide an expanding scope of responsibility and accountability as the student progresses toward meeting and/or exceeding course objectives.
- Confer as needed with supervising faculty regarding course outcomes and student progress should there be any problems in meeting the course objectives during the semester.
- Provide immediate feedback to faculty when student has difficulty meeting course outcomes and expectations.
- Review and document the student's progress and provide written evaluation of student performance at the midpoint and end of the practicum experience.
- Identify experiences that will facilitate student transition to the advanced practice nurse educator role, nurse leadership and nurse practitioner role.

- Monitor, acknowledge and endorse the practicum hours performed on the documentation form.

Student Responsibilities:

- Students should begin their search for preceptors and/or practicum sites *at least 6 months prior* to the desired clinical date. You may not partner with a site or preceptor without the required approvals and documents on file prior to your practicum experience.
- Students will receive an email from the Clinical Coordinator 6 months before the start of their first practicum course with instructions on practicum requirements. Within one month of receiving the email, students must submit to the Clinical Coordinator the following documentation:
 - a. Signed Clinical Agency and Preceptor/Mentor Form-may be downloaded from <https://www.fnu.edu/current-students/publications/>
 - b. Copy of preceptor's RN license. (If preceptor is an APRN a copy of this license and national board certification, if appropriate); copy of national certification as it relates to the concentration, if applicable.
 - c. Copy of preceptor's curriculum vitae
- Students will not be enrolled in the clinical practicum course if the preceptor agreement and all required practicum documents are not on file **by Friday 5 PM EST** one week prior to the start of the practicum semester.
- Student who did not submit clinical request paperwork by the established deadline may put their ability to remain registered for the practicum semester in jeopardy.
- If forms are incomplete, incorrect, or hand-written (except for signatures), then the student will be emailed to submit corrected documents. The process for approval will not start until all clinical documents are received and completed appropriately.
- Students must meet all agency and school requirements related to the practicum experience (Typhon orientation, OSHA, HIPAA).

- Students should obtain faculty approval of practicum site and preceptor prior to start of practicum hours.
 - Student may not use family members (by blood or marriage) or close friends as preceptors.
 - Submit signed preceptor agreement form to faculty prior to entering any practicum site.
 - Nurse leadership/management students enhance rather than hinder the care delivery process in the host setting.
 - FNP students may only use the same preceptor for up to **two (2)** practicum semesters.
 - Coordinate the practicum schedule with the preceptor, the clinical coordinator and the practicum faculty to include all dates and times during which the student will be at the practicum site during the course of the semester.
 - The use of multiple preceptors across the practicum course is expected. However, students can only utilize a total of two preceptors per clinical rotation. In addition, students can only work with their approved preceptors. Any hours conducted with a preceptor other than the one on file will not be approved.
 - In accordance with the NTF criteria, a preceptor may supervise only one student at a time. A preceptor can supervise two students during the same semester only if each student practicum hours are scheduled on different days.
 - Students must upload their schedules on Typhon every Sunday. Students who fail to comply with this policy will not receive credits for any documentation uploaded during that week. The deadline to upload the schedule is Tuesday of every week by 11:59 pm.
 - Students must document all clinical encounters on a weekly basis from Sunday to Saturday 11:59 pm. Students must complete all documentation (SOAP notes, time/case logs by Saturday 11:59 pm of each week for approval. Any documentation submitted after Saturday 11:59 PM EST will not be approved for that week.
 - All practicum hours are to be scheduled at the convenience and availability of the preceptor.
- If the student cannot attend practicum on the scheduled day, the student must immediately notify their preceptor and practicum faculty prior to the start of the clinical day.

- The orientation to the setting is the responsibility of the student and is to be conducted before and/or during the first week of the semester. The student needs to provide the preceptor, a copy of their CV/resume, the course syllabus, and the advanced practice nursing evaluation tool.
- Students should expect to spend minimum 4 hours per day at a clinical site, although an 8-hour clinical day is the most typical scenario and may encompass a variety of clinical care, client rounds, procedures, home visits, chart reviews and other experiences.
- Identify and discuss a set of individualized practicum goals and student-specific clinical objectives with preceptor and faculty.
- Clinical objectives should be congruent with and complement the course objectives.
- Clinical objectives must be measurable and evaluated at the end of each clinical day. If objective is not met, it can be used in subsequent clinical day until it is met.
- Clinical objectives should reflect the level of competency and skill mastery the student would like to achieve at the end of the practicum, e.g., diagnostic reasoning/labeling, interventions and minimal competency, proficient.
- Specific clinical objectives should be sufficiently limited in number so that appropriate attention can be directed toward each. Typically, 2-3 objectives per clinical day are adequate.
- A method for evaluation of individual objectives should be planned and completed.
- Students are responsible to meet all clinical entry requirements by submitting updated health forms, immunization records, CPR certification, nursing licenses, criminal background checks and any other documents as specified by the MSN Program and/or required by practicum sites. **Students will not be allowed to participate in clinical experiences without completion of the appropriate paperwork.**
- FNP students must maintain current (Typhon) clinical logs as described in individual course syllabus. Students are advised to maintain a copy of their clinical logs for their own records.
- Periodic audits will be conducted by the faculty/clinical coordinator to ensure accuracy of practicum log documentation and to validate clinical hours.

Ethical Behavior:

- Students must arrive at the practicum site mentally, intellectually and physically prepared for learning.
- Discuss with the preceptor additional experiences that facilitate learning.
- Students should prepare for clinical by reading course texts and professional journals, and using other audiovisual and electronic learning aids as necessary. The preceptor may recommend additional materials and topics for review prior to the first clinical day.
- The student should review the common clinical problems relevant to the clinic's population.
- Maintain professional conduct and decorum at all times.
- Students are expected to report to practicum on time. Tardiness is considered unprofessional behavior.
- A university issued student ID and name badge must be exhibited as well as the university issued lab coat must be worn at all times when in practicum denoting status as a family nurse practitioner student, nurse leadership/management student and/or nurse educator student.
- Students are to discuss the appropriate dress attire for practicum site with their preceptor prior to the first clinical day.
- Provide personal contact information to the preceptor, and develop a plan for notifying the preceptor and faculty about an unplanned absence.
- The student must complete half of the required practicum hours for each semester by week 8 of that semester. Students who fail to meet that requirement will receive advisement from the faculty evaluator.
- Students **cannot** do clinical hours prior to the start of the semester nor during time between semesters due to professional liability and Workmen's Compensation requirements.
- Students must complete the required practicum hours by the last day of the semester.
- Maintain contact with the clinical coordinator or the practicum faculty regarding any concerns or incidents.

- Students must complete an evaluation of the advanced practice nursing site and preceptor at the end of the semester.
- All ethical standards per the ANA code must be maintained, including client confidentiality.

CRIMINAL BACKGROUND CHECKS

In compliance with Florida National University administrative policy, all students accepted to the Master of Science in Nursing Program will be required to undergo a criminal background check. This background check will be conducted by a third party company contracted to that effect by Florida National University. The background check will be performed upon payment of such by the student through the Bursar's office. The Master of Science in Nursing Program will obtain the necessary consent forms for the student.

In the event that the above protocol is not observed, or if the individual refuses to undergo the above identified procedure, the individual will no longer be considered a student enrolled in the program. Cost of the above procedure will be determined between Florida National University and the third party company contracted to that effect. All costs related to the above described processed will be incurred by the student.

In the event a student commits any criminal offense while enrolled and during the attendance of the program he/she must inform the program director about the incident and provide necessary documents related to the incident.

The Florida Board of Nursing (FBON) requires all nursing applicants to disclose and provide documentation related to any legal incident that occurred to the student as part of the application process.

Students must pay the required fee by the due date stipulated. Students will not be allowed in practicum without a completed background check.

ILLEGAL DRUG USE SCREENING

In compliance with Florida National University administrative policy, all students accepted to the Master of Science in Nursing Program will be required to undergo an illegal drug use screening. This illegal drug use screening will be conducted by a third party company contracted to that effect by Florida National University.

The illegal drug use screening will be performed upon payment of such by the student through the cashier's office. The Master of Science in Nursing Program will obtain the necessary consent forms for the student.

In the event the above protocol is not observed, or if the individual refuses to undergo the above identified procedure, the individual will no longer be considered a student enrolled in the program.

Cost of the above procedure will be determined between Florida National University and the third party company contracted to that effect. All costs related to the above described process will be incurred by the student.

Students must submit their payment for the drug screening by the due date. Students who do not pay and complete their drug test 48 hours after payment will not be allowed in practicum.

Clinical Coordinator:

- Assist the student in facilitating an advanced practice nursing placement at the beginning of the semester; maintain contact with the facility, preceptor, and administrators as appropriate. Ensure contract in place prior to students entering the site.
- Orient preceptors to course outcomes, student expectations and evaluation process.
- Discuss the expectations of the practicum experience with participating students, including total practicum hours and specifics about the agency.
- Conduct a minimum of one site visit per semester to evaluate student progress and confer with preceptor.
- Collaborate with the preceptor and student on the mid-point and end-of-semester practicum evaluation and as needed throughout the semester.
- Supervise students' clinical performances for the duration of the program for each clinical course assuring the attainment of course objectives.
- Monitor student practicum hours.

Practicum Faculty Evaluator:

General Expectations:

- Keep student mastery of nurse practitioner clinical skills as the focus of all interactions
- Display a positive, professional image of the University at all times
- Assist in developing standard operating procedures to streamline clinical placements
- Work collaboratively with all members of the faculty and program leadership team
- Exemplify all elements of Florida National University's mission and philosophy
- Be available to preceptor and student during times that student is in practicum setting.

- Conduct two site visits per semester to evaluate student progress, first during the midterm of semester, and at the end of term to review academic/clinical progress, set objectives for the remaining or upcoming semester, and provide constructive feedback.
- Ensure that students are only evaluated by the approved preceptor.
- The site visit facilitates the practicum faculty evaluator's understanding of student progress via direct observation of their APN skills, enables the student to demonstrate their expertise and to conference with their clinical faculty member, and allows the preceptor to share their experiences regarding the student's accomplishment and their precepting with the clinical faculty.

- Evaluate student, preceptor and site over the course of the semester.

- Communicate inter- and intra-departmentally to resolve student issues
- Performs other instructional support duties as assigned

Practicum Visit Protocol:

- At least two (2) site visits per semester will be conducted by practicum faculty to evaluate student progress, first at midterm of semester, and lastly at the end of term to review academic/clinical progress.
- Practicum faculty reserve the right to conduct unannounced or surprise site visits any time throughout the semester during the designated practicum hours as specified by student.
- **End of semester site visits will be arranged in advance with consideration to practicum faculty and preceptor schedules.**
- The student is responsible for coordinating the date of the site visit with practicum faculty.
- The student is responsible for introducing practicum faculty to the preceptor and support staff, providing “tour” of the facility and discussing how clients, management tasks, and/or educational tasks are selected for the student.
- The practicum faculty is responsible to observe student during up to two (2) clinical encounters, observing student communication and interaction with preceptor, support staff, and clients.
- The clinical coordinator or the practicum faculty will discuss general student progress with the preceptor in the presence of the student.
- The clinical coordinator or the faculty will discuss student progress toward completion of practicum assignments and attainment of course outcomes.

Nurse Educator:

- Clinical coordinator or faculty will review and discuss with the student personal outcomes, practicum experiences, and weekly logs.
- Clinical coordinator or faculty will observe and provide feedback as the student performs one oral presentation (class lecture) in the practicum setting.
- Clinical coordinator or faculty will discuss how the student is integrating class content and new knowledge into weekly outcomes, including but not limited to the following concepts:

principles of teaching and learning, learning styles, use of technology in nursing education, and interdisciplinary collaboration.

Nurse Leadership and Management:

- Clinical coordinator or faculty will review and discuss with the student: personal outcomes, practicum experiences, and weekly logs.
- Clinical coordinator or faculty will discuss how the student is integrating class materials and new knowledge into weekly objectives, including but not limited to the following concepts: collaboration, quality systems, outcome management, global influences, system integration, ethics, technology, power structure, and measures of system effectiveness, efficiency and efficacy.

Family Nurse Practitioner:

- Clinical coordinator or practicum faculty evaluator will review and discuss management/treatment procedures. (The preceptor should always approve these prior to implementation, except for life-threatening emergencies).
- Clinical coordinator or practicum faculty will review and discuss with the student: personal outcomes, practicum experiences, and weekly logs.
- Clinical coordinator or practicum faculty needs to ensure that the student is not the sole practitioner seeing a patient. An ARNP/FNP or physician should always see the patient prior to dismissal.
- Clinical Coordinator or practicum faculty will ensure that the student is aware of current CMS /HEDIS guidelines related to documentation by nurse practitioner students.
- Clinical coordinator or practicum faculty will observe and provide feedback on the students' clinical skills during a patient consultation.

Evaluations:

- The faculty evaluator will perform routine practicum evaluation to ensure that all students are progressing in the MSN specialty practicum course.

- Clinical hours should be completed weekly and at a minimum of 50% by the mid semester point. Mid semester evaluations for clinical courses will be completed at the mid semester point, which is between 6-8 weeks of the practicum semester. No more than 15 weeks will be granted to complete clinical hours. Failure to complete the required clinical hours by the 15th week of the semester will lead to receive an unsatisfactory evaluation therefore, failing the practicum course.
- Students having difficulty meeting the required hours are to notify the clinical course faculty as soon as the possibility is recognized.
- Students must complete a site and preceptor evaluation at the end of each practicum rotation.
- Preceptors will review, provide additional comments, sign the students' mid-point evaluation, and complete a final evaluation upon practicum completion.
- The Clinical coordinator or faculty evaluator will complete a site report before registering final grades in student's file.
- Final grades will be awarded to students only upon completion of their respective practicum hours after all preceptor evaluations are submitted.

Practicum Guidelines:

- To pass the specialty course practicums of the Master of Science in Nursing program, the student **must** complete the required number of hours, attain satisfactory performance and achievement of course outcomes, which is determined through the preceptor, the clinical coordinator or practicum evaluator assessments. Students who fail the lecture or clinical component of a practicum course must repeat both lecture and clinical.
- **A total of 120 practicum hours** is required for both Nurse Leadership/Management & Nurse Educator concentrations, hours to be completed in the final semester of the program.
- **A total of 500 practicum hours** is required for FNP concentration. The practicum hours are to be completed within the last three (3) semesters of the program. The schedule of practicum hours is as follows:
 - **Adult/Geriatrics– 180 hours**
 - **Women's Health (80)/ Pediatrics (60)– 140 hours**

- **Women's Health must be the first rotation of the practicum course.**
- **Family Practice – 180 hours**
- Students need to remember that they are guests at the practicum site and they must behave accordingly.
- Students are expected to be respectful to preceptors, faculty, staff, patients, and their families.
- Students should review the protocols for the practicum site and identify needs specific to the practicum site.
- Students cannot use personal, work cell phones or pagers at the practicum setting.
- Students should provide emergency contact to the preceptor in case of emergency while at the practicum site.
- Students will not conduct personal or work business at the practicum site.
- Any conduct problem or infraction may result in dismissal from the practicum site.
- Each practicum course is fifteen weeks in length. We encourage students to complete their **practicum hours within the first Fourteenth weeks of the course as the sixteenth week is reserved for only final exams** and hours need to be completed with the selected preceptor during that time. To best plan to complete the required hours, **students should strive to complete a minimum of 12 practicum hours per week.**
- Students are responsible for keeping track of their completed practicum hours by entering their time logs weekly onto Typhon for approval by the practicum faculty.
- Students are required to submit their anticipated or planned schedule of practicum days for the week via Typhon every Sunday by 11:59pm for faculty approval.
- All hours completed that are not previously scheduled on Typhon and/or approved by faculty will not be counted towards the course requirement.
- By the end of the semester, family nurse practitioner students are expected to care for a minimum of one (1) patient per hour while in practicum site and must document each patient visit via (Typhon) clinical logs. A minimum of eight to ten (8-10) clinical logs are expected per each full day (8 hours) of practicum. **All clinical logs must be co-signed by preceptors.**

SOAP Notes' Requirements/Guidelines/and Expectations:

Please refer to the course syllabus.

Attendance Requirements for Clinical:

- (All students are responsible for reviewing the Students' Handbook, Preceptor Handbook, and the School Catalog).
- Students in clinical/practicum courses must complete clinical practice hours and assignments as delineated in the syllabus. Students must attend practicum on a weekly basis and must start at least by the second week of each practicum semester.
- Students are responsible to contact the faculty evaluator and the clinical coordinator via email to report all absences. In the event that the student is unable to attend practicum on a specific week, the student must obtain approval from the clinical coordinator for an excused absence.
- Students who miss two practicum weeks consecutively without prior authorization from the clinical coordinator can be dropped from the course. In addition, the student must notify the preceptor and the practicum faculty within a timely manner prior to the absence. The same procedure applies to a change of schedule. All missed days of a practicum must be rescheduled. Incomplete clinical hours by week 15 of the semester will lead to receiving a failing grade on the clinical log and failing the course. Students who fail to complete the required practicum hours must repeat the clinical rotation.
- No more than three excused absences are allowed. Students need to immediately report absences to the preceptor, to the clinical coordinator or faculty evaluator prior to the start of a clinical day. Failure to notify preceptor and practicum faculty as negotiated prior to the start of the clinical day is unacceptable and may place the student and clinical placement in jeopardy. Note that NGR 6610L, NGR 6616L, and NGR 6619L are attendance-taking courses. Therefore, students are expected to present the preceptor and practicum faculty with a plan to complete all lost clinical time prior to the end of the semester.

- Students should contact the practicum faculty evaluator immediately if concerns arise about the clinical preceptorship experience or their ability to successfully adhere to the original agreements made with the preceptor.
- Students must adhere to the Florida Board of Nursing Standards of Practice and Protocol for Registered Nurses and/or ARNP during the course of their practicum.
- Students must maintain liability insurance coverage throughout their practicum.

Clinical Documentation Experience:

- Students are expected to keep a log of clinical activity. The intent of the log is to have a record of the types of patients, ages of patients and management plans for patients seen.
- The FNP student should strive to see 8-10 patients per 8-hour clinical day, by the end of the semester. The student should be able to perform, with supervision, both complete and problem specific histories and physicals.
- The faculty expects each student to develop “decision readiness” and accountability for the diagnostic management steps.
- Typhon is the electronic tracking system that is used by the MSN program for clinical log entries. Information about signing up for Typhon is included in the course syllabi for those classes requiring Typhon use.
- Students will log their clinical hours within Typhon, documenting diagnosis codes (ICD-10), treatments, medications ordered and briefly the overall plan of care.
- The documentation in the clinical log needs to include a brief note to include presenting symptoms, diagnosis, diagnostics, and plan of care.
- Demographic information will be requested by the system.
- In addition to the clinical log, Typhon is used to complete all SOAP notes by the student.
- Practicum hours are in addition to typical classroom expectations and students must complete all three practicums in the sequence specified under Practicum Guidelines, page 21 of this handbook.



Preceptor Agreement

Student Name: _____ Course #: _____

Faculty Name: _____ Semester/Year _____

Student Contact Information:

Cell Phone _____ E-Mail _____

Faculty Contact Information:

E-Mail _____ Office # _____

The purpose of this agreement is to permit students to participate in an internship/practicum within your agency/institution.

Conditions of Preceptorship:

1. I, the preceptor, will include _____ hours to be scheduled as follows:

2. I understand my role and responsibilities as explained in this handbook.

3. I have read and understand and agree with the duties required during this practicum.

Preceptor Information:

Name: _____ Degrees _____

License # _____ State: _____

Specialty: _____ Position: _____

Agency/Institution: _____

Address: _____

Telephone _____ Fax _____ E-Mail _____

Preceptor's Signature: _____ Date: _____



Midterm Preceptor Evaluation of Student Performance

Nurse Educator Concentration

Please evaluate the overall work and contribution of the student using the following scale:

- 5- excellent and/or exceeded expectations
- 4- good and/or as expected
- 3- average and/or moderate
- 2- limited and/or some
- 1- poor and/or minimal
- 0- no opportunity to assess

	5	4	3	2	1	0
The student's grasp of the theoretical framework for nursing education as preparation for the clinical internship experience was						
The student's ability to transfer theoretical understanding into practical application was						
The student's focus on learning during the internship to gain additional insight and understanding into the activities and processes found in the teaching environment was						
The student professionalism was						
The student's knowledge/use of teaching strategies, and other curricular activities was						
The student's knowledge of technology integration in the teaching environment was						
The student's ability to function as a viable member of the faculty/education team by the end of the practicum was						
The student's ability to communicate (written and oral) with others was						
The student's ability to apply education/learning theory to process was						
The student overall contribution to the organization's education team was						
The quality (content depth, scope & presentation) of performance was						
The degree that the student's learning objectives for the experience were met was						

Student's Name: _____ Course: _____

Preceptor: _____ Site: _____

Preceptor's Signature _____ Date: _____

Faculty Evaluator's Signature _____ Date: _____



Final Preceptor Evaluation of Student Performance

Nurse Educator Concentration

Please evaluate the overall work and contribution of the student using the following scale:

- 5- excellent and/or exceeded expectations
- 4- good and/or as expected
- 3- average and/or moderate
- 2- limited and/or some
- 2- poor and/or minimal
- 1- no opportunity to assess

	5	4	3	2	1	0
The student's grasp of the theoretical framework for nursing education as preparation for the clinical internship experience was						
The student's ability to transfer theoretical understanding into practical application was						
The student's focus on learning during the internship to gain additional insight and understanding into the activities and processes found in the teaching environment was						
The student professionalism was						
The student's knowledge/use of teaching strategies, and other curricular activities was						
The student's knowledge of technology integration in the teaching environment was						
The student's ability to function as a viable member of the faculty/education team by the end of the practicum was						
The student's ability to communicate (written and oral) with others was						
The student's ability to apply education/learning theory to process was						
The student overall contribution to the organization's education team was						
The quality (content depth, scope & presentation) of performance was						
The degree that the student's learning objectives for the experience were met was						

Student's Name: _____ Course: _____

Preceptor: _____ Site: _____

Preceptor's Signature _____ Date: _____

Faculty Evaluator's Signature _____ Date: _____



Midterm Preceptor Evaluation of Student Performance

Nurse Leadership and Management

Please evaluate the overall work and contribution of the student using the following scale:

- 5- excellent and/or exceeded expectations
- 4- good and/or as expected
- 3- average and/or moderate
- 2- limited and/or some
- 3- poor and/or minimal
- 2- no opportunity to assess

	5	4	3	2	1	0
The student's grasp of the theoretical framework for nursing management and leadership as preparation for the clinical internship experience was						
The student's ability to transfer theoretical understanding into practical application was						
The student's focus on learning during the internship to gain additional insight and understanding into the activities and processes found in the management environment was						
The student professionalism was						
The student's knowledge/use of management and leadership strategies, and other curricular activities was						
The student's knowledge of technology integration in the teaching environment was						
The student's ability to function as a viable member of the management team by the end of the practicum was						
The student's ability to communicate (written and oral) with others was						
The student's ability to apply management and leadership theories to process was						
The student overall contribution to the management team was						
The quality (content depth, scope & presentation) of performance was						
The degree that the student's learning objectives for the experience were met was						

Student's Name: _____ Course: _____

Preceptor: _____ Site: _____

Preceptor's Signature _____ Date: _____

Faculty Evaluator's Signature _____ Date: _____



Final Preceptor Evaluation of Student Performance

Nurse Leadership and Management

Please evaluate the overall work and contribution of the student using the following scale:

- 5- excellent and/or exceeded expectations
- 4- good and/or as expected
- 3- average and/or moderate
- 2- limited and/or some
- 1- poor and/or minimal
- 0- no opportunity to assess

	5	4	3	2	1	0
The student's grasp of the theoretical framework for nursing management and leadership as preparation for the clinical internship experience was						
The student's ability to transfer theoretical understanding into practical application was						
The student's focus on learning during the internship to gain additional insight and understanding into the activities and processes found in the management environment was						
The student professionalism was						
The student's knowledge/use of management and leadership strategies, and other curricular activities was						
The student's knowledge of technology integration in the teaching environment was						
The student's ability to function as a viable member of the management team by the end of the practicum was						
The student's ability to communicate (written and oral) with others was						
The student's ability to apply management and leadership theories to process was						
The student overall contribution to the management team was						
The quality (content depth, scope & presentation) of performance was						
The degree that the student's learning objectives for the experience were met was						

Student's Name: _____ Course: _____

Preceptor: _____ Site: _____

Preceptor's Signature _____ Date: _____

Faculty Evaluator's Signature _____ Date: _____



FLORIDA NATIONAL UNIVERSITY

MSN Student Evaluation of Preceptor and Site

Student's Name: _____ Course: _____

Preceptor's Name: _____ Site: _____

This form needs to be completed by the student for the preceptor and returned to the faculty evaluator per course instructions.

Please check the appropriate response as they apply to your particular preceptor experience

Preceptor	Excellent 5	Very Good 4	Good 3	Fair 2	Poor 1
Overall quality of preceptor as an instructor					
Enthusiasm of preceptor to teach and facilitate student learning.					
Preceptor treated me with respect					
Amount of time preceptor spent teaching/discussing issues					
Preceptor's knowledge of role and limitations					
Site					
The site provided appropriate technology tools					
The space was adequate and conducive for learning					
The organization was welcoming/accepting					

1. The practicum experience with this preceptor is worth continuing for other students Yes___ No ____
2. What did you enjoy the most and the least about your preceptor?
3. What are your recommendations or suggestions?

Comments:



Midterm Preceptor Evaluation of Student Performance

Family Nurse Practitioner

Student's Name: _____ Course: _____

Preceptor: _____ Site: _____

Preceptor's Signature _____ Date: _____

Faculty Evaluator's Signature _____ Date: _____

Key:

0= Not applicable

1= Omits tasks or procedures which are appropriate (*minimal competence with assistance*)

2= Below average skills (*requires extensive supervision/assistance even with simple patients*)

3= Performs with average skills (*safe with less than constant supervision; presentation skill improving*)

4= Performs with above average skills (*safe with little supervision on most patients; able to initiate exam and delineate treatment goals; demonstrates critical thinking with all patients*)

Scores may range from 1.0 to 4.0, for example a "2" or and X in the column or a "3.5" in the 3 column.

Objective	0	1	2	3	4	Comments
Skillful in obtaining histories and performing physical examinations in patients across the lifespan or in patients appropriate for setting						
Selects and performs appropriate physical exam techniques; recognizes abnormal findings						
Articulates patient problem and physical findings, verbally and in writing, using accurate and appropriate terminology						
Demonstrates ability to record data in concise, accurate and timely manner, using office/clinic format.						
Precisely articulates the appropriate plan of care.						
Selects and recommends appropriate diagnostic tests with attention to safety, cost, acceptability, and efficacy.						
Selects and recommends appropriate diagnostic pharmaceutical with attention to safety, cost, acceptability, and efficacy.						
Is aware and able to discuss ethical and legal implications of care provided to patients and families.						
Implements appropriate patient teaching, counseling, and health promotion strategies.						
Demonstrates self-motivation and use of current references.						
Cooperates and collaborates with members of the health care team.						
(POSSIBLE 44 POINTS) TOTAL						



Final Preceptor Evaluation of Student Performance

Family Nurse Practitioner

Student's Name: _____ Course: _____

Preceptor: _____ Site: _____

Preceptor's Signature _____ Date: _____

Faculty Evaluator's Signature _____ Date: _____

Key:

0= Not applicable

1= Omits tasks or procedures which are appropriate (*minimal competence with assistance*)

2= Below average skills (*requires extensive supervision/assistance even with simple patients*)

3= Performs with average skills (*safe with less than constant supervision; presentation skill improving*)

4= Performs with above average skills (*safe with little supervision on most patients; able to initiate exam and delineate treatment goals; demonstrates critical thinking with all patients*)

Scores may range from 1.0 to 4.0, for example a "2" or and X in the column or a "3.5" in the 3 column.

Objective	0	1	2	3	4	Comments
Skillful in obtaining histories and performing physical examinations in patients across the lifespan or in patients appropriate for setting						
Selects and performs appropriate physical exam techniques; recognizes abnormal findings						
Articulates patient problem and physical findings, verbally and in writing, using accurate and appropriate terminology						
Demonstrates ability to record data in concise, accurate and timely manner, using office/clinic format.						
Precisely articulates the appropriate plan of care.						
Selects and recommends appropriate diagnostic tests with attention to safety, cost, acceptability, and efficacy.						
Selects and recommends appropriate diagnostic pharmaceutical with attention to safety, cost, acceptability, and efficacy.						
Is aware and able to discuss ethical and legal implications of care provided to patients and families.						
Implements appropriate patient teaching, counseling, and health promotion strategies.						
Demonstrates self-motivation and use of current references.						
Cooperates and collaborates with members of the health care team.						
(POSSIBLE 44 POINTS)						
TOTAL						



Practicum/Preceptorship Time Log

Student's Name: _____ Course: _____

Preceptor: _____ Site: _____

Site Address: _____ Phone: _____

You must complete a time log for each site. Time cards need to be signed weekly by the preceptor.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total for week	Preceptor signature (required)

Total hours for the whole semester at this site _____ Total hours from all sites _____ (if applicable)

Student Signature: _____ Date: _____

Faculty Evaluator: _____ Date: _____

FORM MUST BE NEATLY PRINTED/TYPED



Family Nurse Practitioner Clinical Hours Record

Student Name: _____ Semester/Year: _____

Course Number and Title: _____ Faculty: _____

Preceptor Name: _____ Total Hours Needed: _____

Documentation of Hours

Date	Clinical Site (s)	Hours	# Patients seen	Types of patients seen (Elderly)	SOAP NOTES	

Preceptor Signature: _____ Date: _____

Faculty Evaluator Signature: _____ Date: _____



Family Nurse Practitioner Clinical Placement Plan

Student: _____ Academic Year: _____

Course	Preceptor	Agency/Clinical Facility	Agreement/Vita on file

Student Signature: _____ Date: _____



Nurse Leadership & Management

Clinical Hours Record

Student Name: _____ Semester/Year: _____

Course Number and Title: _____ Faculty: _____

Preceptor Name: _____ Total Hours Needed: _____

Documentation of Hours

Date(s)	Activities	Total Hours
Insert date	Provide a bulleted list of the tasks completed and in parenthesis, indicate the amount of time spent on that activity. <ul style="list-style-type: none"> • Task 1 (Amount of time) • Task 2 (Amount of time) 	Insert Hours for the Day
		Week 1 Total Hours
		Week 2 Total Hours
		Week 3 Total Hours
		Week 4 Total Hours
		Week 5 Total Hours

Date(s)	Activities	Total Hours
Insert date	Provide a bulleted list of the tasks completed and in parenthesis, indicate the amount of time spent on that activity. <ul style="list-style-type: none"> • Task 1 (Amount of time) • Task 2 (Amount of time) 	Insert Hours for the Day
		Week 6 Total Hours
		Week 7 Total Hours
		Week 8 Total Hours
		Week 9 Total Hours
		Week 10 Total Hours
		Week 11 Total Hours
		Week 12 Total Hours
		Week 13 Total Hours
		Week 14 Total Hours
		Week 15 Total Hours

Preceptor Signature: _____ Date: _____

Faculty Evaluator Signature: _____ Date: _____



Master of Science in Nursing Program

PRACTICUM EVALUATION

MIDTERM PROGRESS:

Student Name & ID: _____

Satisfactory _____

Needs Improvement _____

Total Practicum Hours Completed: _____

Practicum Evaluator comments:

Practicum Evaluator Signature _____

Date _____

Student Comments:

Student Signature _____

Date _____



Master of Science in Nursing Program

PRACTICUM EVALUATION

END OF TERM PROGRESS:

Student Name & ID: _____

Total Practicum Hours Completed: _____

Practicum Evaluator comments:

Practicum Evaluator Signature _____ Date

Student Comments:

Student Signature _____ Date

Final Practicum Grade: S _____ U _____

FLORIDA NATIONAL UNIVERSITY**Graduate Nursing Program****Confidentiality Agreement (HIPPA)**

Students enrolled in the Graduate Nursing Program recognize the importance of protection of confidential information about the students, employees, patients and their families of the facilities where they are placed for their practicum/clinical experiences. It is the obligation of every student to protect and maintain this confidentiality. All the subjects' information stored via paper or computer system is considered confidential. It is ethical and legal responsibility of all students to maintain and comply with all confidentiality requirements of the agencies used for clinical sites and/or the facilities used for their practicum.

As a student at Florida National University, I agree to the following:

1. I will protect the confidentiality of all students, employees, patients, family and clinical agency or other facility information.
2. I will not release unauthorized information to any source.
3. I will not access or attempt to access information other than that information which I have authorized access to and need to know in order to complete my assignment as a student.
4. I will report breaches of this confidentiality agreement by others to my instructor or faculty evaluator. I understand that failure to report breaches is an ethical violation and subjects me to disciplinary action.
5. I will not put student/employee/patient/family/clinical agency or other facility information on any written work completed for any assignment.
6. I will not put student/employee/patient/family/clinical agency or other facility identifying information on any stored information on my own personal computer or on any other public or private computer.

Student's Name: (print) _____

Signature: _____ Date: _____

This form will be placed in my student file; I was given a copy of this agreement for my records.

FLORIDA NATIONAL UNIVERSITY
MASTER OF SCIENCE IN NURSING PROGRAM

Graduate Nursing Preceptor Handbook Acknowledgement

Please sign and return this acknowledgement form directly to the MSN program representative before the start of your practicum.

TO: THE SCHOOL OF NURSING

This is to certify that I have a copy of the Graduate Nursing Preceptor Handbook. I understand that it is my responsibility to read and to become familiar with the policies, practices, rules, and regulations contained therein. I hereby agree to abide by all established policies and procedures while a student in the Florida National University's Master of Science in Nursing Program.

Student Name (Print)

Student Signature