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Introduction

This manual will serve as a guide to the FNP graduate student to achieve a successful clinical experience. Within this manual are sections that will assist students in identifying their responsibilities for:

- Clinical preparation and placement
- Scheduling clinical hours
- Establishing clinical objectives
- Proper documentation

Goals of the Clinical Experience

1. Expand student’s exposure to clinical situations, strategies and variety of treatment modalities.
2. Provide the opportunity to apply theory.
3. Work with and learn from experienced clinician as a preceptor.
4. Develop and expand expertise in clinical skills.
5. Expand knowledge about the operation of clinical sites.
6. Develop knowledge of the financial aspects of primary health care practice.
7. Expand experience in the care of families in primary health care.
8. Provide opportunities for collaboration with other disciplines in the provisions of health care services.

Appropriate Clinical Sites

N561 -- In N561 Primary Care I you will need 2 preceptors. You will spend 2/3 of the semester with a pediatric clinician or a family practice clinician who has a large pediatric practice. You will spend 1/3 of the semester with a clinician whose focus is OB.

N562 -- The focus of N562 Primary Care II is the midlife family. The student will expand H&P skills and broaden the scope of diagnostic and treatment plans. Students begin to develop an understanding of the scope and complexity of the FNP role.

N563 -- N563 Primary Care III introduces the student to the complexities of elder care. The student will continue to expand H&P skills and develop treatment plans which involve diagnoses and recognition and use of poly-pharmacy.

N571 -- The goal of N571 Primary Care IV is to enable the student to progress from a novice to a more expert level of clinical skill and decision-making. Students frequently request clinical sites that are congruent with post graduation career goals.

Who Can Act as a Preceptor?

Nurse Practitioners ★ Nurse Midwives ★ Clinical Nurse Specialists ★ Physician Assistants

- Actively involved in clinical practice
- Nationally certified as an NP, CNM, CNS or PA
- Hold master’s degree with at least 1 year of clinical experience.
Recognized as an APRN in Montana with prescriptive authority OR recognized as APRN meeting federal guidelines (federal facility requirements as VA clinics, military, US Public Health Service Corps, etc).

★ Physicians
  - Actively involved in clinical practice.
  - Board certified preferred
  - Licensed in Montana as MD OR recognized as MD meeting federal guidelines.

**Preceptor Interview**

Some preceptors request an interview with the student. The interview
1. provides the preceptor with an understanding of the level, ability, and personality of the student; and
2. enables the preceptor to assess if the student would be a “good fit” for the clinical site and the population it serves. Remember you are a guest in the clinical practice. The preceptor has the right to make a decision about whether you are a good match for that particular practice.

**Scheduling of Clinical Hours**

Clinical practicum hours are to be scheduled at the convenience and availability of the preceptor.
- Students are not to ask preceptors to conform to a schedule that meets their personal and employment needs.
- The student’s personal and work schedules are expected to accommodate the required number of clinical hours prescribed by the clinical course.
- Prior to beginning the practicum experience, students and preceptors need to agree on the days and times that the student will be in the clinical agency.
- Primary Care I, II, and III **requires 135 total clinical hours per course.** 120 hours of clinical practicum - approximately 8 hours per week - plus class seminars.
- Primary Care IV **requires 225 total clinical hours.** 219 hours of clinical practicum - approximately 15 hours per week - plus class seminars.

**Attendance**

- It is the student’s responsibility to monitor the number of clinical hours.
- Extension of the clinical experience with the preceptor cannot be assumed. Unexpected illness of the student, family and/or preceptor should be discussed with clinical faculty and the parties involved.
- Failure to notify the preceptor as negotiated is unacceptable and may place the student and clinical placement in jeopardy.
- Absences resulting in lost clinical hours must be completed before the end of the semester and at the convenience of the preceptor.

**Professional Dress and Behavior**

- Students present themselves as ambassadors of the FNP program. Students are expected to be respectful to preceptors, faculty, staff, patients and their families.
• Reports of unprofessional behavior will result in the student being counseled and is subject to review by the College of Nursing Associate Dean. Refer to College of Nursing (CON) Policy D-3 Clinical Performance in Required Graduate Clinical Nursing Courses.

• Students should be professionally dressed (clinical site-specific attire) and wear a student nametag that meets State Board of Nursing requirements.

• Each student is required to send his or her preceptor/s a thank you note using CON letterhead (letterhead can be obtained from your campus administrative assistant). A copy of the letter must be given to the clinical faculty and will be included with the final course evaluation.

Clinical Placement

Preparation

1. Students are expected to have full knowledge of agency requirements for the clinical practicum (orientation, dress, location, schedule, etc.) before scheduling the first clinical day.

2. On the first clinical day discuss questions about computer access, the procedure for cosigning documents, communication with other disciplines, eating, parking arrangements, etc.

3. Learn something about the preceptor, when possible, in order to acknowledge the preceptor's background and broaden the student's educational experience.

Placement Process

1. Review your goals, strengths and weaknesses.

2. Meet with your assigned clinical faculty by mid-semester in the semester before taking the course. Discuss your ideas for clinical sites and potential preceptors. If needed, meet with your clinical faculty again for assistance. Note: the graduate program administrative assistant maintains a history of clinical preceptors affiliated with the FNP program.

3. Contact the potential preceptor by phone or letter of introduction. You will need to know when the course begins and ends, how many clinical hours you will be spending with the preceptor, and any days/hours that you are NOT available (e.g., class days, holidays).

4. When you have received verbal confirmation from a preceptor, send the preceptor’s complete name, credentials, agency name, address, and telephone number to the graduate administrative assistant, who will prepare the preceptor packet.

5. The preceptor packet will be sent directly to the student. The student is responsible to see that the packet is delivered to the preceptor and that the agency agreement is signed and returned, along with the preceptor’s vita, to the College of Nursing PRIOR TO BEGINNING THE CLINICAL EXPERIENCE.
NO STUDENT WILL BE ALLOWED TO ATTEND CLINICAL UNTIL THE AGENCY AGREEMENT AND VITA HAS BEEN RETURNED TO THE COLLEGE OF NURSING.

The preceptor packet contains an introductory preceptor letter, agency agreement (when applicable), short form vita, course description/objectives, and student evaluation form.

6. Students will not be allowed to attend clinical without the required clinical documentation:
   - Immunizations including Hepatitis B, Varicella, and yearly PPD
   - Professional CPR certification
   - Standard Precautions - yearly
   - HIPAA review form

Documentation

Clinical Hours

Documentation of clinical hours is required for:
   - Satisfactory completion of each clinical course
   - Certification as an advanced practice nurse
   - Preceptor recertification

It is the student's responsibility to maintain documentation of clinical hours and to obtain the preceptors signature at the appropriate time.

Clinical SOAP Notes

Each Primary Care course requires clinical SOAP notes including a complete history and physical. Each primary care course syllabus outlines:
   a) The data to be included, e.g. number and type of patients seen, clinical problems, etc.
   b) Frequency for submitting the SOAP notes or complete history and physical.
   c) The medium in which the documentation is to be provided (e.g. audio tape, e-mail, computerized log program, typewritten, e-mail.)
   d) When clinical SOAP notes are due to the clinical faculty supervisor.

Skills List

Students are encouraged to keep track of new skills. A suggested skills list is included in this manual. This list may be used for documentation in job interviews after graduation.

Preceptor Evaluation of the Student

The preceptor provides the student with two types of evaluation: formative and summative.
1. **Formative evaluation** is the ongoing evaluation provided over the course of the semester. Formative evaluation is valuable to students because feedback can build the student’s confidence, as well as identify areas needing improvement.

2. **Summative evaluation** is the final evaluation of the student’s performance at the end of clinical practicum. The preceptor will document the summative evaluation on the form provided in the preceptor packet. It is important for students to review the evaluation form and the Clinical Performance Criteria the beginning of each semester (see [http://www.montana.edu/nursing/current/index.html](http://www.montana.edu/nursing/current/index.html) for evaluation forms and Clinical Performance Criteria). Course and individual student learning objectives could also be reviewed at this time, providing the student and preceptor with an opportunity to discuss expectations and responsibilities.

**Purposes of Preceptor Feedback/Evaluation**

- To improve and enhance performance.
- To enable the student to successfully complete course objectives.
- To mentor the student in role and professional development.
- To provide ongoing and final evaluation.
- To assist clinical faculty in evaluation of student performance.

**Student Evaluation of the Preceptor**

For the College’s accreditation and credentialing purposes, students are required to evaluate preceptors. Evaluations are completed at the end of the clinical practicum and returned to the clinical faculty.


**Primary Care Forms**

Various primary care forms, including evaluation forms, are available on the College’s web site at [http://www.montana.edu/nursing/current/index.html](http://www.montana.edu/nursing/current/index.html). A copy of the Clinical Hours Record, Clinical Skills and Procedures Checklist, FNP Clinical Check-List and Helpful Internet Resources are included in this manual for your reference.

**Additional Resources for Clinical Experiences**

**MONTANA SEARCH** is a program funded by the National Health Service Corps and administered by the Montana Primary Care Office in the Department of Public Health & Human Services. The program is designed to increase the recruitment and retention of health care professionals in underserved areas of our state by expanding the number of high-quality service-linked training opportunities available in these communities. MONTANA SEARCH is an opportunity for students to work with interdisciplinary teams in the fields of medicine, nursing, mental health, and dentistry. MONTANA SEARCH is built on a foundation of volunteer community practitioners that nurture the development of culturally competent community responsive primary care providers. Students may
receive lodging, travel expenses, and a stipend for clinical experiences. The Internet address for MONTANA SEARCH is: http://www.mtsearch.info/communities.htm.

FNP Certification Examinations

Two certification examinations are available for family nurse practitioner graduates. Both are recognized for licensure by the Montana Board of Nursing. Both are computerized and upon completion will give the candidate a “pass/fail” result. To save time in the application process, students should request to have official transcripts sent directly from the University to American Academy of Nurse Practitioners (AANP) or American Nurses Credentialing Center (ANCC). Students can submit an official transcript with completed course work to date if applying during the semester of program completion.

Basic eligibility requirements

1. Hold a current, active, unrestricted professional RN license in the United States or its territories.
2. Hold a master’s or higher degree in nursing.
3. Have successfully completed formal education and training in the same role and specialty area of practice in which you are applying for certification through either a master’s program or a formal post-graduate master’s program in nursing.
4. Have graduated from a program offered by an accredited institution granting graduate-level academic credit for all course work that includes both didactic and clinical components and a minimum of 500 hours of supervised clinical practicum in the specialty area and role and includes core content in:
   a. advanced health assessment
   b. pharmacology
   c. pathophysiology
   d. health promotion and disease prevention, and
   e. differential diagnosis and disease management.

American Academy of Nurse Practitioners (AANP) Certification

The American Academy of Nurse Practitioners (AANP) Certification Program is fully accredited by the National Commission for Certifying Agencies (NCCA) and is recognized by the National Council of State Boards of Nursing. The computerized exam is given during three 10-week windows in February through April, June through August and September through November. Applications are available on the AANP website. Each of the three testing windows has an application deadline including a $50 fee for late applications. Testing sites in Montana are located in Billings and Helena. For sites in other states consult the AANP website. Once a candidate is approved to sit for the examination, AANP will send the applicant an approval letter within 14 days and instructions on how to schedule the exam and candidate handbook. Applications may be delayed in June during the AANP annual nurse practitioner convention.
AANP Testing Fees –
Computer-Based Examination:
Members .................................................................................... $240
Nonmembers ............................................................................ $315
For more information see:  http://www.aanp.org/Certification/Certification.asp

American Nurses Credentialing Center (ANCC) Certification

American Nurses Credentialing Center (ANCC) is the largest nursing credentialing organization in the United States. Computer-based exams are available year-round at more than 300 test sites (testing sites in Montana include Billings and Helena). ANCC certification examinations are also fully accredited by the National Commission for Certifying Agencies (NCCA) and are recognized by the National Council of State Boards of Nursing. The MSU FNP Program Coordinator must complete an education validation form as part of the certification application; this may take up to 8 weeks to receive your admission ticket to sit for the examination. Study guides, sample questions, and an examination outline are available on the ANCC website. The awarded credential is APRN, BC (Advanced Practice Registered Nurse, Board Certified)

ANCC Testing Fees --
ANA Members .................................................................$230
Discount for members of partnering organizations ............$300
Non-member ......................................................................$370
For more information see: http://www.nursingworld.org/ancc/cert/eligibility/fnp.html
Montana State University - Bozeman
College of Nursing Graduate Program
Clinical Hours Record

Student Name: ___________________________________ Clinical Specialty: _________________

Course Number and Title: ___________________________ Semester/Year: _____________________

Preceptor Name: _________________________________ Faculty Name: ________________________

Total number of clinical hours needed: ______________ Total Clinical hours achieved: ___________

**Documentation of Hours**

<table>
<thead>
<tr>
<th>Date</th>
<th>Clinical Site(s)</th>
<th>Hours</th>
<th># of Clients seen</th>
<th>Types of Clients Seen (e.g., prenatal, postpartum, children, elderly)</th>
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Preceptor signature: ___________________________________ Date: ______________

Clinical Supervisor signature: ___________________________ Date: ______________
Students enrolled in the College of Nursing recognize the importance of protection of confidential information about patients and their families and of the operations of agencies where students are placed for clinical experiences. It is the obligation of every student to protect and maintain this confidentiality. All patient information stored via paper or computer system is considered confidential. It is the ethical and legal responsibility of all students to maintain and comply with all confidentiality requirements of the agencies used for clinical experiences.

As a student at Montana State University Bozeman College of Nursing, I agree to the following:

1. I will protect the confidentiality of all patients, family and clinical agency 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 clinical instructor and/or the course coordinator of N______. I understand that failure to report breaches is an ethical violation and subjects me to disciplinary action.
5. I will not put patient/family/clinical agency identifying information on any written work completed for any assignment.
6. I will not put patient/family/clinical agency identifying information on any stored information (disk or hard drive) on my own personal computer or on any other public or private computer.

Date

Signature

Print Name

This form will be placed in my academic file; I was given a copy of this agreement for my records.
FNP Clinical Check List

STUDENT

- Complete a **Confidentiality Agreement (HIPAA)** form for each Primary Care course. Send, fax, or email the completed HIPAA form to Lynn.
- Preceptor packets will be sent directly to the student. Student will deliver packet to preceptor.
- Student is responsible to see that the signed Letter of Agreement and preceptors’ vita are on file (returned) before permitted into the clinical setting.
- Student keeps track of all clinical hours.
- At end of the clinical experience, student to return ALL paperwork to clinical supervisor. Paperwork includes:
  - Log and/or SOAP notes as required by course instructor
  - Clinical Hours Record – must be signed by preceptor AND clinical supervisor
  - Preceptor Evaluation of Student
  - Student Evaluation of Preceptor
  - Copy of student “thank you” letter to preceptor
  - Clinical calendar (optional)

Specific to N571 Primary Care IV (and in addition to above)

- N571 Self Evaluation
- Student evaluation of clinical faculty
- Which agency (AANP or ANCC) and when you plan to sit for the FNP certification exam
- Current contact information (eg, personal email address) and employment plans (if any)

CLINICAL FACULTY

- Meet with students to discuss clinical site selection
- Meet with students a minimum of twice monthly for N561 & N562, once monthly for N563, to review notes, discuss clinical and role issues
- Maintain monthly contact with preceptor
- A minimum of ½ day site visit each semester (or more if needed)
  - Track student’s clinical hours (signed by preceptor AND clinical faculty)
- Complete Guidelines for Clinical Site Visits form
- Complete Clinical Supervisor Evaluation of Student
- Preceptor Evaluation (by clinical faculty)
- Complete Clinical Performance Criteria form
- Receipt of student’s paperwork (see above)

For your information ... the Preceptor Packet contains:

- Cover letter introducing student, clinical faculty, preceptor responsibilities, and required clinical hours.
- Course description.
- Student evaluation form
- Clinical faculty responsibilities (as a FYI)
- Agency Agreement (when applicable)
- Blank short form vita & Courtesy/Affiliate Appointment Request form
- Self addressed, stamped return envelope

Primary Care forms are available online at [http://www.montana.edu/nursing/current/index.html](http://www.montana.edu/nursing/current/index.html)
Helpful Internet Resources

American Academy of Nurse Practitioners
www.aanp.org

American Nurses Credentialing Center
http://www.nursingworld.org/ancc/

Advance for Nurse Practitioners
http://www.advancefornp.com/

National Association Clinical Nurse Specialists
www.nacns.org

Nurse Practitioner Resources
http://nurseweb.ucsf.edu/www/arwwebpg.htm

Medline
http://medline.cos.com/

Dermatomes

Palm resources
http://www.ncemi.org/cgi-ncemi/edlist.pl?f=edlinks/palm.txt

ePocrates
www.ePocrates.com

Medscape
www.Medscape.com

Montana State University College of Nursing website
http://www.montana.edu/nursing/

Montana State University College of Nursing Research
http://www.montana.edu/conors/

Montana Board of Nursing
http://www.discoveringmontana.com/dli/bsd/license/bsd_boards/nur_board/board_page.asp

Graduate/Primary Care forms
http://www.montana.edu/nursing/current/index.html
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<th>Procedure</th>
<th>Competence Level</th>
<th>Preceptor Signature</th>
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<tbody>
<tr>
<td>Exam of eye for foreign body</td>
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<tr>
<td>I &amp; D of cyst</td>
<td></td>
<td></td>
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<tr>
<td>Ingrown toenail removal</td>
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<tr>
<td>Joint injection and aspiration</td>
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<td></td>
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<tr>
<td>Removal of foreign body from skin, foot</td>
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<td></td>
</tr>
<tr>
<td>Slide preparation and Wet Preps</td>
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<td></td>
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<tr>
<td>Speculum/Pap</td>
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<td></td>
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<tr>
<td>Splinting</td>
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<tr>
<td>Suturing</td>
<td></td>
<td></td>
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<tr>
<td>Use of microscope</td>
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</tbody>
</table>

Can be continued after the student enters advanced practice to document newly acquired expertise.