



Family Nurse Practitioner (FNP) Option

Clinical Manual  
2009-2010

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## Introduction

Welcome to Montana State University College of Nursing Family Nurse Practitioner graduate option! 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 an 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

In order to prepare for the best clinical experiences, students are strongly encouraged to complete a clinical plan.

To facilitate the clinical placement and paperwork process, a current short form vitae form is required from each preceptor. Information on preceptors is updated yearly. Clinical experiences with preceptors that are observational such as radiology do not need vitae. The form is located online at:

<http://www.montana.edu/wwwnu/student/graduate.htm>

Clinical placements must be completed prior to the start of the semester. **Please limit preceptors to 1 or 2 per semester.**

**N561** -- In N561 Primary Care I students will need 2 preceptors. Two-thirds of the semester (approximately 9 weeks) is spent with a pediatric clinician or a family practice clinician who has a large pediatric practice. Examples of other appropriate clinical sites would be community health center, family practice, Indian Health Service, or rural health clinic. Students will spend 1/3 (6 weeks) of the semester with a clinician whose focus is care of women during pregnancy. Some examples of appropriate clinical sites would be an obstetrics/gynecology practice, Planned Parenthood, or family practice. Students complete a total of 135 hours in this clinical experience.

**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. In this experience students will complete 9 hours per week for a total of 135 hours working with midlife adults. Appropriate clinical sites would be family practice, internal medicine, urgent care, community health center, or rural health clinic.

**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. In this experience students will need 9 hours per week for a total of 135 hours working with older adults. Appropriate clinical sites would be family practice, internal medicine, community health center, rural health clinic, critical access hospital, extended care facility, or specialty practice such as cardiology, pulmonology, or neurology.

**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. In this experience students complete 18 hours per week in primary care for a total of 270 hours. Appropriate sites would be family medicine, internal medicine, community health center, rural health clinic, critical access hospital, and specialty practices such as orthopedics, dermatology, cardiology, neurology, endocrine, pediatrics, or women's health.

### **Who Can Act as a Preceptor?**

#### Nurse Practitioners -- Nurse Midwives – Physician Assistants

- Actively involved in clinical practice
- Nationally certified as an NP, CNM, 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 (USPHSC), etc]

#### Physicians

- Actively involved in clinical practice.
- Board certified preferred
- Licensed in Montana as MD, DO or recognized as MD/DO 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.
- Each Primary Care course requires **8 clinical hours per week except N571 Primary Care IV which requires 270 total clinical hours over 15 weeks or 18 hours per week.**

## 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 for Research and Graduate Education. Refer to College of Nursing (CON) Policy D-3 [Clinical Performance in Required Graduate Clinical Nursing Courses](#) Students should be dressed professionally (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 orientation, computer access, the procedure for co-signing 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 your educational experience.

### Placement Process

1. Meet with your assigned clinical faculty by mid-semester during the semester before taking the course. Review your goals, strengths and weaknesses. Discuss your ideas for clinical sites and potential preceptors. If needed, meet with your clinical faculty again for assistance.
2. Contact the potential preceptor by phone or letter of introduction. You will need to know:
  - a. when the course begins and ends
  - b. how many clinical hours you will be spending with the preceptor
  - c. days/hours that you are NOT available (e.g., class days, holidays, work)
3. When you have received verbal confirmation from a preceptor, obtain the preceptor's vita or resume and send to the FNP Program Coordinator by email ([dbabb@montana.edu](mailto:dbabb@montana.edu)) or fax (406 771-4449).
4. Kay Lawhon, Administrative Associate (406-771-4450; FAX 406-771-4449) on the Great Falls Campus, will prepare the preceptor packet and send it directly to the student. The preceptor packet contains an introductory preceptor letter, agency agreement (when applicable), course description/objectives and student evaluation form.
5. The student will be responsible to see that the preceptor packet is delivered to the agency and the agency agreement is signed and returned to the College of Nursing **BEFORE** beginning the clinical experience. Address to Kay Lawhon, MSU College of Nursing, 400 15<sup>th</sup> Ave South, Suite 106, Great Falls, MT 59405.

6. Students will not be allowed to attend clinical without a current compliance card from the Associate Dean for Research and Graduate Education. The card will expire on the earliest expiration date for the following items:
  - PPD
  - Professional CPR certification
  - Standard Precautions
  - HIPAA review form

This card should be with the student at all times during clinical.

### **IMPORTANT:**

1. **No student will be allowed to attend clinical until the Agency Agreement/ Contract and preceptor vita has been returned to the FNP Program Coordinator (as described above).**
2. **Students without a preceptor in place by the first week of classes for N561, N562, N563, & N571 will be asked to withdraw from the course.**

### **Agency Agreements or Contracts**

The College of Nursing has existing, ongoing contracts with most major hospitals and large clinical organizations such as Community Medical Center, Billings Clinic and VA. Check with the FNP Program Coordinator or Kay Lawhon to see if a contract is already in place.

### **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 preceptor's 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 at the beginning of each semester (see <http://www.montana.edu/wwwnu/student/graduate.htm> 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 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

See <http://www.montana.edu/wwwnu/student/graduate.htm> for various primary care forms including evaluations. A copy of the Clinical Hours Record, Clinical Skills and

Procedures Checklist, and the Clinical Faculty Reference Guide is included in this manual for your reference.

### **Montana Area Health Education Centers**

Montana State University was awarded a grant from the Health Resource Service Administration to establish a statewide system of regional Area Health Education Centers (AHEC). The Program Office is located on the Montana State University Campus, directed by Kristin Juliar. The purpose of the regional centers is to connect health professions education to rural and underserved communities. Programs developed at the center focus on creating a link between health professions students (such as WWAMI and nurse practitioner student) and clinical rotations in rural communities. For more information contact Kristin Juliar, (406) 994-6001, [kjuliar@montana.edu](mailto:kjuliar@montana.edu) or go to: <http://healthinfo.montana.edu/ahec.html>

### **Looking for a Clinical Site? Go Rural**

Rural health clinics, public health department clinics, critical access hospitals or hospital-affiliated primary care practices, managed care networks, prisons, U.S. Immigration, Customs & Enforcement, and Indian Health Clinics provide rich clinical experiences. Most of these sites are defined as Health Professional Shortage Areas and some offer housing for students traveling to clinical. Students are often employed in these areas after graduation and are eligible for loan repayment. For more information on the loan repayment plan go to: <http://nhsc.bhpr.hrsa.gov/loanrepayment/>

### **Certification Examinations**

Two certification examinations are available for family nurse practitioner graduates through American Academy of Nurse Practitioners (AANP) or American Nurses Credentialing Center (ANCC). 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 official transcripts be sent directly from the university to AANP or ANCC. Students can submit an official transcript with work to date if applying before program completion. Automatic notification of local state board of nursing can be requested for eligibility to sit for the examination and successful examination pass.

#### **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 practice 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.

### **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 located on their website at <http://www.aanp.org/Certification> . There is a deadline for application for each of the testing windows with an additional \$50 fee for late applications. Testing sites in Montana are located in Billings and Helena. For testing sites in other states consult the AANP website. Once a candidate is approved to sit for the examinations, the AANP will send the applicant an approval letter within 14 days with instructions on how to schedule the exam and candidate handbook. Applications may be delayed during June when AANP has their annual nurse practitioner convention.

#### AANP Testing Fees: Computer-Based Examination

AANP Members.....	\$240
Nonmembers.....	\$315

For more information see <http://aanp.org/AANPCMS2>

### **ANCC Certification**

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 also are fully accredited by NCCA, the National Commission for Certifying Agencies and are recognized by the National Council of State Boards of Nursing. The FNP Program Coordinator must complete an education validation form to be included with your application. It often takes up to 8 weeks to receive your admission ticket to sit for the examination. The website has study guides, sample questions, and an outline of the examination. Credential awarded is APRN, BC (Advanced Practice Registered Nurse, Board Certified)

ANCC Testing Fees

ANA Members .....	\$270
American College of Nurse Practitioners member .....	\$340
Non-member .....	\$390

For more information see <http://www.nursecredentialing.org/certification.aspx>

Manual adapted from: Dumas, M.A. Ed. (2000). Partners in NP Education: A Preceptor Manual for NP Programs, Faculty, Preceptors, & Students. Washington, DC: The National Organization of Nurse Practitioner Faculties.





**Graduate Clinical Placement Plan**

Student \_\_\_\_\_ Academic Year \_\_\_\_\_

<b>Course</b>	<b>Preceptor</b>	<b>Agency</b>	<b>Vita on file with MSU</b>
N561 Primary Care I			
N562 Primary Care II			
N563 Primary Care III			
N571 Final Clinical Preceptorship			

**MSU College of Nursing  
Confidentiality Agreement (HIPPA)**

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 UniversityB 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.

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Date

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Signature

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Print Name

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

## Clinical Faculty Reference Guide

### Clinical Faculty Responsibilities

- Meet with students to discuss clinical site selection.
- Meet with students at least twice monthly for N561 & N562 and least once monthly for N563 and N571 to review notes, discuss clinical and role issues.
- Maintain monthly contact with preceptor
- ½ day site visit (or more if needed)
- \_\_\_ Track student's clinical hours – signed by preceptor AND clinical faculty
- \_\_\_ Complete Clinical Faculty Evaluation of Student (Satisfactory/Unsatisfactory)
- \_\_\_ Receipt of ALL paperwork from student (see student's list)
- \_\_\_ Preceptor Evaluation (evaluation of preceptor at end of semester)

### Student Responsibilities

1. Preceptor packet is sent directly to student to take or send to preceptor.
2. Student to see that the Agency Agreement and preceptor vita has been returned to the FNP Program Coordinator before starting clinical.
3. Student to monitor clinical hours
4. Student to return ALL paperwork to clinical supervisor at end of the clinical experience. Paperwork to include:
  - \_\_\_ Log and/or SOAP notes as required by course instructor
  - \_\_\_ Clinical Hours Record – must be signed by preceptor AND clinical supervisor
  - \_\_\_ Clinical calendar (optional)
  - \_\_\_ Preceptor Evaluation of Student
  - \_\_\_ Preceptor Evaluation Tool (evaluation of preceptor)
  - \_\_\_ Copy of preceptor "thank you" letter sent by student

### FYI -- Preceptor Packet contains:

- Cover letter introducing student and clinical supervisor; preceptor responsibilities; duration of course and required clinical hours
- Student evaluation form
- Clinical faculty responsibilities
- Agency Agreement (if applicable)
- Vita short form & MSU employment information (for affiliate appointment, if desired)
- Specific course description
- Self addressed, stamped return envelope

Graduate Program forms available online at  
<http://www.montana.edu/wwwnu/student/graduate.htm>

**MSU-Bozeman College of Nursing Graduate Program  
FNP Clinical Skills and Procedures Checklist**

Student Name:	Competence Level							Preceptor Signature
Procedure	Confident & Independent	Minimal supervision needed	Moderate supervision needed	Performed once with supervision	Never performed or not applicable	Course Number	Date	Procedure & skill level to be signed off by preceptor when completed
Exam of eye for foreign body								
I & D of cyst								
Ingrown toenail removal								
Joint injection and aspiration								
Removal of foreign body from skin, foot								
Slide preparation and Wet Preps								
Speculum/Pap								
Splinting								
Suturing								
Use of microscope								

Can be continued after the student enters advanced practice to document newly acquired expertise.  
*Adapted from: Dumas, MAS (Ed) (2000). Partners in NP Education: A Preceptor Manual for NP Programs, Faculty, Preceptors & Students. Washington, DC: The National Organization of Nurse Practitioner Faculties.*