

COLUMBUS STATE UNIVERSITY SCHOOL OF
NURSING 2019-2020

**FAMILY NURSE
PRACTITIONER
HANDBOOK**

Table of Contents

Program Outcomes	3
Family Nurse Practitioner Competencies	4
Clinical Course Expectations	5
General Clinical Information	6
Clinical Hour Expectations	6
Pre-Clinical Requirements	6
Clinical Area Illness or Injury	7
Completion of Hours	7
Clinical Site Selection	8
Clinical Site State Authorization	8
Preceptor Selection	8
Suggestions for securing a Clinical Site and Preceptor	8
Preceptorship Planning for FNP Columbus State University School of Nursing	9
Google Drive Instructions	10
Information for the Preceptor	11
Example of the email sent to Preceptor(s)	13
Clinical Experience Expectations	14
Student behavior	14
Dress	14
Active Learning	14
Communication	15
Clinical Role	15
Maintain Satisfactory Clinical Standing	15
Clinical Documentation System – Typhon™	16
Billing for Services	16
Columbus State University Family Nurse Practitioner Program Clinical Standing/Probation/Progression	17
Clinical Standing/Clinical Performance Evaluations	17
Clinical Probation	18
Progression - FNP Program	21
Appendix A	22
Appendix B	27

Family Nurse Practitioner (FNP) graduates are ready to lead in the advanced practice nurse roles in health related service to diverse populations. The focus of the FNP is the management of common acute and chronic healthcare problems across the lifespan in a variety of primary care settings. The FNP provides care to people across the lifespan that specializes in health promotion and disease prevention.

Program Outcomes

The FNP Program prepares the graduate to:

- Implement the selected advanced nurse role: leader, educator, informaticist, or nurse practitioner within health care.
- Develop and nurture interprofessional collaborations by communicating and consulting with other appropriate healthcare professionals and community leaders.
- Evaluate the influence of ethical principles on personal and organizational decision-making.
- Utilize nursing research for the promotion of quality nursing education, safe client centered health care, and evidence based practice.
- Employ critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
- Exemplify cultural competence and sensitivity to diversity in dynamic academic and healthcare environments.
- Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective client-centered health care and the advancement of nursing practice.
- Utilize informatics to improve client outcomes and to promote the health and safety of individuals, groups and communities.

Family Nurse Practitioner Competencies

http://c.ymcdn.com/sites/www.nonpf.org/resource/resmgr/competencies/2017_NP_CoreComps_with_Curric.pdf

These are entry level competencies for the family nurse practitioner that supplement the core competencies for all nurse practitioners. The population in primary care family practice includes newborns, infants, children, adolescents, adults, pregnant and postpartum women, and older adults. Primary/Family nurse practitioners practice primarily in ambulatory care settings. Students graduating from a primary care nurse practitioner program will sit for the Family Nurse Practitioner certification exam.

Clinical Course Expectations

- Assure there is an up-to-date legal contract in place with the clinical site prior to performing any clinical rotations. If you do not have a contract in place before classes begin, you will not be registered for the course.
- Arrive on-time to all clinical rotation experiences; be well-rested and prepared.
- Use of illicit substances is prohibited in any nursing program at Columbus State University. If at any time it appears that a student may be impaired, you will be asked to submit to a drug screen and will be unable to return to clinical until you have been cleared.
- Properly identify yourself to all patients and other health care providers as a Family Nurse Practitioner student from Columbus State University. Follow the dress code and wear a clean pressed lab coat with school identification badge in clear view.
- Participate in clinical practice as a family nurse practitioner student only under the supervision and direction of an approved preceptor and Columbus State University (CSU) faculty members.
- Seek active learning experiences guided by the approved preceptor.
- Students may not precept with the same preceptor on more than three occasions.
- Students may not precept with a family member or significant other.
- Students may not complete clinicals in their current work unit.
- Perform only approved procedures that fall within the scope of practice of a
- Family Nurse Practitioner (FNP) as described in this manual, and only under the direct supervision of an approved preceptor.
- Notify your clinical instructor and/or the course coordinator immediately for any problems, issues, or concerns which arise in the clinical area.
- Demonstrate behavior that is both ethical and professional at all times.
- Demonstrate safety at all times in clinical practice.

General Clinical Information

Clinical Hour Expectations

Columbus State University requires family nurse practitioner students to complete 765 clinical hours in their program of study. These hours are divided into specialties as described in each clinical course syllabus. Students are responsible for finding an acceptable site and preceptor for their clinical experiences.

Clinical hours are defined by the National Task Force (NTF) Criteria (2016) as "hours in which direct clinical care is provided to individuals, families, and populations in population-focused areas of FNP practice; clinical hours do not include skill lab hours, physical assessment practice sessions, or a community project, if it does not include provision of direct care. Clinical experiences and time spent in each experience should be varied and distributed in a way that prepares the student to provide care to the populations served" (p. 12).

<http://c.ymcdn.com/sites/www.nonpf.org/resource/resmgr/Docs/EvalCriteria2016Final.pdf>

Pre-Clinical Requirements

1. Unencumbered RN license - The student must maintain an active unencumbered RN license in all states in which clinical rotations will be performed. A CSU Nurse Practitioner faculty member must be notified immediately if the RN licensure status changes in any way and if the student is planning a move to another state.
2. Maintenance of Basic Life Support (BLS) certification is required throughout the program. Advanced life support is also highly recommended. A copy of the BLS/ACLS certification card(s) and all RN licensures must be provided.
3. HIPAA/OSHA - Student compliance with HIPAA (Health Insurance Portability and Accountability act) and OSHA (Occupational Safety and Health Administration) guidelines are required.
4. Clinical approval - Every clinical site and preceptor must have a current, signed agreement in place with Columbus State University BEFORE the semester begins. If the student has not received approval and clearance from the Clinical Coordinator for a site and/or preceptor, the students hours will not count and may be dropped from classes and or placed on probation. The approval process for preceptors and clinical sites is described in detail in this manual.
5. A drug screen and background check through Castle Branch is required for all students prior to beginning any clinical rotation in the FNP program. Appropriate actions will be taken for non-negative findings.
6. Professional liability insurance through Mercer (1-800-503-9230) for clinical practice is required for all graduate students. Cost will vary based on the scope of your RN practice. FNP

students must carry a minimum of \$1,000,000/\$6,000,000 coverage.

7. Health Data and Immunization Requirements - Upon acceptance to the FNP Program, the student should submit all immunization requirements to CastleBranch. Annual physical assessments are also required.

- Mantoux Tuberculin skin titer or annual TB chest x-ray, completed within the last year. (QuantiFERON Gold Blood Test / T-SPOT TB tests are acceptable)
- Completed Hepatitis B Vaccination series (3) OR titer
- Varicella immunization evidence of Vaccination series (2) OR titer
- MMR Vaccinations (2) OR titer
- Tdap vaccine within last 10 years
- Current (yearly) flu immunization

Students of the CSU School of Nursing are responsible for keeping current all immunizations as stated in the contract with clinical agencies. The student shall submit all preclinical requirements to CastleBranch. The student shall keep original documentation for his/her personal records for future use. Some facilities require additional immunizations and/or testing. Students must comply with facility contract requirements.

Clinical Area Illness or Injury

Students who are injured or become ill while providing patient care **MUST**

1. Immediately notify assigned course lead and clinical faculty via CSU email and phone.
2. Follow the agency's policy and procedure for injury or illness, if appropriate.
3. **DO NOT** report to the clinical area when ill, experiencing an elevated temperature, nausea, vomiting, diarrhea or any other symptoms of illness.
4. Students are responsible for notifying the course and clinical faculty as well as preceptor of illness prior to the scheduled clinical experience as a professional courtesy to the facility.
5. Clinical agencies will not provide medical care free of charge for students who are injured or become ill during the clinical experience. Students are responsible for any expense incurred. Each student is required to carry personal health care coverage.

Completion of Hours

All clinical hours are to be completed during the semester in which students are enrolled. No clinical hours will be counted if they are completed before or after the semester.

Clinical Site Selection

Throughout the course of the FNP program, students are expected to spend time in clinical sites treating patients across the lifespan, from newborn to geriatrics. Clinical site selection is critical to the student's success in this program. The diagnoses, task-based proficiencies, and population focus of each clinical course should direct site selection. The student should have the clinical information form submitted to the appropriate faculty prior to the end of the semester before the next clinical course in order to provide enough time for contracts to be completed

*****Important:** Students should begin working on clinical placement as soon as possible. All students must have a clinical site in place and approved prior to the first day of a clinical course. Clinical Planning Forms are to be uploaded to the students' Google Drive shared folder. The completed document should be uploaded to the appropriate designated folder in PDF format. The uploaded document must be complete, single pages will not be accepted.

Clinical Site State Authorization In States Outside of Georgia

We are able to offer you the MSN Family Nurse Practitioner program if you are physically present in other states; however, please note that our ability to offer the MSN Family Nurse Practitioner program in your state does not guarantee admission into the program.

In addition, if you move to another state while attending the program, continuation within the program will depend on the ability to offer the program within the new state where you would be physically present. It would be the student's responsibility to notify the program of a change in physical presence. Failure to provide accurate physical location information to the MSN Family Nurse Practitioner program can negatively impact Columbus State University's ability to offer financial aid and/or impede the student's continuation in within the program. These restrictions extend to courses taken online and include programs containing clinicals or other forms of field experiences; encompassing circumstances in which the student leaves their state of licensure to conduct clinical outside of their licensed state.

It is important to note that:

- if you are located outside the state of Georgia or are considering moving while attending the MSN Family Nurse Practitioner program; we **MUST** have authorization to offer our program in other states and by other state's boards of nursing. Please contact the MSN Family Nurse Practitioner program immediately if you plan to move outside of the state you reported on your application.
- our FNP program is designed to fulfill Georgia nurse practitioner licensure requirements. Those standards may not necessarily satisfy the licensure requirements outside of Georgia.

It is always recommended that applicants contact the Board of Nursing in their state to ensure that they understand the BON requirements for licensure.

Preceptor Selection

The student should have a majority of clinical experiences with preceptors in the population-focused area of practice pertinent to the student's chosen education track. In the case of the Family Nurse Practitioner, students should focus their experience across the lifespan. Preceptors must have at least one year of clinical experience and a current unencumbered license in their area of practice. It is in the best interest of the student to have an experienced preceptor to guide the learning process in the clinical setting. To view Clinical Placement Settings and Experiences, please follow the link below:

https://docs.google.com/document/d/1udVRrwEHwc_PvacRqooiEg_Oc9c6uFCD9BHNg1GlaJE/edit?usp=sharing

Suggestions for securing a Clinical Site and Preceptor

- Start early!! Paperwork for the next semester is due prior to the end of the current semester. See dates posted on the resource page "PPW & Contract Deadlines."
- Students may precept with a physician, physician's assistant, or a nurse practitioner. Clinical planning forms are required for every preceptor you plan to complete hours with. If there is a change regarding your preceptor or site, contact the Clinical Coordinator immediately.
- Make sure that the selected clinical location is appropriate for the upcoming clinical Courses. Family Practice is required for most of your FNP clinical placement. Specialty clinical placement may be approved in the FNP Practicum course.
- Other avenues of identifying potential clinical sites and preceptors:
- Network through a local nurse practitioner association which accepts students as members
- Approach physicians at your place of employment for suggestions
- Ask friends or colleagues for suggestions o Three Rivers – AHEC Agency that may assist with placement

Preceptorship Planning for FNP Columbus State University School of Nursing

Note: All planning forms must be received prior to the published deadlines.

Failure to complete the form accurately and entirely can slow the contract process and may prevent the student from beginning the clinical experience.

This is not a contract. It is a planning form so that the contract can be processed between the agencies involved.

Time Frame for Planning Forms: Deadlines are published on the School of Nursing Website under the Resource tab. <https://nursing.columbusstate.edu/resources.php>

New contracts can be extremely time consuming. Start well in advance of your clinical course or you may not be able to complete your clinical requirements. If you fail to complete a clinical course successfully, you are considered out of progression and cannot continue in the program until that course has been completed.

Two forms are required prior to beginning clinical rotations and a clinical course: (1) the clinical planning form and (2) the clinical affiliation agreement. Both forms must be submitted by published deadline. Students must have an approved clinical affiliation agreement in place for every site the student has requested to perform clinical rotations. If a student is working with a preceptor at one site and the preceptor requests that the student accompany them to another site (i.e. office or hospital) the student will need a different clinical affiliation agreement in place for all locations where the preceptor will be working, if the location is a different entity from that which the requested affiliation agreement covers. If the student does not have an approved clinical site and preceptor in place by the first day of his or her clinical course the student will not be registered in the course. Students must work under their approved preceptor, not a designee.

1. The Clinical Planning Form is an agreement between the student and the preceptor. All students must submit a separate planning form for EVERY preceptor they plan to rotate with EACH semester. If an agreement is already in place, only the top portion of the planning form should be filled out. If an agreement is needed, the entire form must be completed. Failure to complete the form properly could delay approval of the student's preceptor site. All inquiries regarding the Clinical Planning Form should be sent to the course faculty.

2. The Clinical Affiliation Agreement is a legal binding agreement between Columbus State University and the Facility. An agreement MUST be in place before the student can begin their clinical rotations. Before a student initiates a new affiliation agreement the student may check the COLUMBUS STATE FAMILY NURSE PRACTITIONER PRECEPTORS document to verify that an agreement is not already in place with the facility with whom the student plans to perform their clinical rotation. If the site is NOT on the list (meaning there is no active agreement in place), the student will need to complete an Affiliation Agreement.

3. Please use the following instructions to upload your Clinical Planning Forms, Preceptors' CVs and Affiliation Agreements in Google Drive for all of your FNP classes. Your Clinical Planning Forms, Preceptors' CVs and Affiliation Agreements **MUST** be separate file uploads into each classes' subfolder in Google Drive or these documents will not be processed. **DO NOT** upload all of these documents as one large file. Please name each separate file with your name and the type of document it is (example: Jane Doe Clinical Planning Form). When submitting your clinical paperwork, please upload as a PDF only. Image files and word documents will **NOT** be accepted. Please **DO NOT** upload individual pages, it must be a complete document. Emailed submissions will **NOT** be accepted.

Google Drive Instructions

1. Open your Google Drive
2. Open your shared folder (the folder is named after you)
3. In your shared folder, you will find subfolders for all of your FNP classes
4. Open the subfolder for the class you wish to upload files into
5. In your class folder, you will see three folders. One for your clinical planning forms, affiliation agreement and preceptor's CV/resume
6. To upload a file into the desired folder, drag and drop the file from your computer into this folder **OR** use the "NEW" button in the upper lefthand corner. Then, select "file upload." This option will allow you to browse your computer for the file you wish to upload

Information for the Preceptor

CSU SCHOOL OF NURSING NURSE PRACTITIONER STUDENT

The purpose of the experience is to provide the nurse practitioner student with an opportunity to participate in: 1) health assessment of patients, 2) counseling and guidance in accordance with identified needs, and 3) management of the care of patients in consultation with the preceptor.

The student is expected to consult with the preceptor regarding each patient and to record the visits in the format appropriate to the clinic's standards. At all times, the student will function under the supervision of the preceptor.

Additional considerations to guide you in your decision to precept:

A. You agree to accept responsibility for a nurse practitioner student for a specified time.

B. Generally, the development of a learning environment for the student would include:

1. Sufficient exam rooms so the student may function at a novice pace.
2. Opportunities to do histories and physical examinations, make a tentative assessment, present orally to you, propose appropriate diagnoses and therapeutic plans, and write up the encounter as part of the permanent chart/record.
3. Preceptor follow-up with the patient in order to critique the proposed assessment and plan of care.
4. Opportunity for the student to observe or participate in the management of any patient who presents with a problem of general education interest.
5. Guidance in the performance of clinical procedures that are consistent with the student's learning objectives while under supervision of the preceptor.
6. A telephone conversation or a brief meeting at your clinic with the course faculty overseeing the student's work sometime during the semester for the purposes of determining student progress.

C. The clinic staff should understand that the nurse practitioner student will function as a health care provider.

D. The CSU School of Nursing faculty member for this student will make specified contact with the preceptor and student as follows:

1. A faculty member may visit your clinic or ask for a virtual conference during the time the student is with you. At this visit, the faculty member would like your permission to enter the patient's examination room with the student to observe the student's progress. The faculty member would like to hear the student present the case to you. Faculty will need a few minutes to confidentially discuss the student's progress.
2. Whenever possible, faculty will coordinate the visit with you and your staff to be limited for your convenience.
3. Should any problems arise concerning the student's conduct in the clinic, please, notify the faculty member so that prompt action can be taken.

E. At the conclusion of the rotation, the preceptor will complete an evaluation via Typhon providing feedback on the student's progress.

IF AT ANY TIME YOU HAVE QUESTIONS OR DETERMINE THAT THE STUDENT IS NOT A SAFE HEALTH CARE PROVIDER, PLEASE CONTACT Dr Aimee Vael, FNP Coordinator, at vael_aimee@columbusstate.edu You may ask the student to leave the clinical site if at any time you determine there is inappropriate or unsafe behavior.

Your participation as a preceptor for the nurse practitioner program is an essential component of the curriculum. Clinical practice rotations offer a unique opportunity for the graduate nursing student to observe and practice the management of patient care. Students develop their ability to safely perform clinical problem-solving through their participation in the clinical decision-making process and learn the value of collaboration among health care providers.

Example of the email sent to Preceptor(s)

Hello,

Thank you for agreeing to precept our online FNP student. The nurse practitioners and physicians who work with our Family Nurse Practitioner students are among the best in the nation. Our Preceptors care deeply about the quality of health care education. Without your help, programs such as ours could not exist.

This graduate student is CPR certified, has been vaccinated against Hepatitis B, and has been instructed regarding the prevention of transmission of bloodborne and other pathogens. The student is a registered nurse licensed to practice nursing and is covered by professional liability insurance program.

During the semester, the student's clinical faculty member may contact you either by telephone, email or in person. The faculty member will obtain information regarding the student's progress and if he/she is meeting the course objectives. Efforts will be made to keep any contact with you as brief as possible.

You will find the following attached:

- Family Nurse Practitioner Handbook (2018-2019)
- Nurse Practitioner Preceptor guidelines.
- **IF AT ANY TIME YOU HAVE QUESTIONS OR DETERMINE THAT THE STUDENT IS NOT A SAFE HEALTH CARE PROVIDER, PLEASE CONTACT CSU School of Nursing, (706) 507-8581.**

Your participation as a preceptor for the nurse practitioner program is an essential component of the curriculum. Clinical practice rotations offer a unique opportunity for the graduate nursing student to observe and practice the management of patient care. Students develop their ability to safely perform clinical problem-solving through their participation in the clinical decision-making process and learn the value of collaboration among health care providers.

Please mail your resume or CV to us if we do not have a recent copy (within the last 2 years). You may email a copy to PACE_MSNNFP@columbusstate.edu

You will receive an additional email from Typhon. Typhon is the reporting agency that Columbus State utilizes to track student clinical hours, case logs and evaluations. Thank you so much. If we can ever be of assistance to you or your staff, do not hesitate to contact us.

Sincerely,

Dr. Aimee Vael FNP Coordinator Columbus State University

Clinical Experience Expectations

Etiquette Students should provide the preceptor with:

- A schedule of planned clinical dates.
- The student's personal clinical goals, as well as course objectives.
- The student's contact information and the contact information for the student's clinical faculty.

It is appropriate for students to ask for a brief orientation on the first day of clinical and learn the names of the staff.

Student behavior

1. Students are expected to arrive to clinical on their pre-arranged days, be on time and not leave early. Students must notify the clinical faculty, preceptor and clinical site if they cannot attend clinic as scheduled, or will be late. It is inappropriate for students to arrive on days that have not been pre-scheduled and students may NOT be at the clinical site unless their preceptor is physically present.
- 2 Cell phones should be off or on vibrate, but should NOT make any noise in the clinic or exam rooms. Cell phone use during clinical hours are prohibited, except for medical resource. Students may use the cell phone for personal calls during lunch or established breaks, but should be in a private area away from patients and staff.
3. Students should show interest in each patient and/or procedure. It is understood that students will have varying interests, but each experience provides valuable information. It is expected that the student will NOT be just an observer, or appear disinterested, but voluntarily participate to the greatest extent that they are allowed. It is NOT appropriate to go to another area of the clinic to work on anything else. Students are to introduce themselves as a family nurse practitioner student to patients and everyone in the clinical setting.

Dress

- Students are to be professionally and appropriately dressed for all clinical experiences.
- Students may wear business casual, or clean, pressed scrubs if appropriate, but should not wear jeans.
- A lab coat with the student's name tag and CSU MSN Patch is required. Credentials other than RN, FNP student may not be displayed on a lab coat or name tag at clinical sites.
- The FNP student identification card is to be clearly visible at all times.
- Students should bring a stethoscope and other essential equipment to clinicals.

Active Learning

As active learners, students do not just "follow" preceptors. Students are not allowed to observe for more

than 2-3 days. Students are expected to actively participate in assessing, diagnosing, and managing the care of most of the patients seen in collaboration with the preceptor.

Communication

Students will have a designated clinical faculty member who is responsible for the evaluation of the student's performance in the clinical course. It is essential that students keep their designated clinical faculty member informed of any change in their clinical site, preceptor, or schedule, as well as any unanticipated events or problems that occur during the clinical experience. Students should notify the clinical instructor immediately of any problem during the clinical rotation.

Clinical Role

Students are learning the role and scope of practice of the FNP. All students must learn and abide by the applicable state nurse practice act and the national certifying body's regulations. Students are to adhere to the Nurse Practice Act associated with the Board of Nursing in the state in which they have an approved clinical site. It is the student's responsibility to read the applicable nurse practice act(s), understand the content, and abide by the act(s).

Maintain Satisfactory Clinical Standing

Preceptors participate in the ongoing clinical evaluation of students through contact with CSU FNP faculty members and evaluations. However, CSU FNP faculty members determine the student's clinical standing throughout the semester and the final

clinical and course grade. Expectations are outlined in the FNP clinical manual, and course outcomes provided in each course syllabus and will serve as the standards for student evaluation. CSU FNP faculty members evaluate student performance in a variety of ways, such as clinically related assignments, site visits, evaluation of students by preceptors, consultation with preceptors, and clinical documentation in Typhon™.

If students do not maintain satisfactory clinical standing at any time during the semester, the FNP Clinical Standing/Probation/Progression policy will be followed to determine the needed action. Students must receive a satisfactory evaluation from CSU FNP faculty to successfully pass any clinical course.

The FNP program can be completed in two academic years, or five semesters of full-time study (9 credit hours per semester). Part-time students are expected to complete their program of study within a seven (7) year period, but are encouraged to complete all courses in their selected track as quickly as their schedule allows. All requirements, including coursework at Georgia Southwestern State University and Columbus State University, transfer credit and transient credit coursework, must be completed within seven (7) calendar years from the date of initial enrollment in coursework, without regard to the initial admission status and without regard to credit hours earned. To remain in good academic standing, degree candidates must earn grades of B or higher in graduate course work.

Students pursuing a Master of Science in Nursing must adhere to the following standards:

- A cumulative GPA of 3.0 or better
- Student will be dismissed from the program after the second C is earned
- No course with a grade below a C will be applied toward a degree
- A “F” earned in a course results in dismissal from the program. Students, who are admitted on a provisional basis, are considered to be on probation. Provisional students may earn no grade below B, in their first 12 semester hours of study.

<https://academics.columbusstate.edu/catalogs/2018-2019/regulations/graduate/index.php#standing>

Clinical Documentation System – Typhon™

Students are required to use the Typhon™ management system for documenting clinical time and patient encounters. The system is web-based and may be accessed without downloading software. Data entered into the Typhon™ system are stored in a secure and HIPAA compliant server. Typhon™ will allow you to keep track of your clinical hours, type of patients, type of visit, medications, and ICD-10 codes.

Data must be entered within 7 days of each clinical experience and include the following information:

Billing for Services

Students need to learn about the billing process from the first day they enter clinical rotations. All patient procedures and services are coded using CPT (Current Procedural Terminology) codes by the provider at the end of the visit. Patients and their insurance companies are billed according to these codes; therefore, accurate CPT selection and documentation that supports their selection are important skills to be gained by FNP students. In addition, ICD-10 (International Classification of Diseases, 10th Revision) codes are used to (1) identify health problems (i.e., diagnosis, symptoms) and (2) establish medical necessity by indicating the severity and emergent nature of the problem. Establishing a diagnosis is also an important skill to be gained by FNP students. Students need to participate in the identification and designation of ICD-10 and CPT codes; however, students do not receive personal compensation for any patient services rendered

Columbus State University Family Nurse Practitioner Program Clinical Standing/Probation/Progression

Clinical Standing/Clinical Performance Evaluations

Preceptors participate in student clinical evaluations and provide ongoing clinical evaluation throughout each clinical course during the semester, as well as a summative evaluation at the completion of the clinical rotation. However, Family Nurse Practitioner (FNP) faculty members determine the student's clinical standing throughout the semester as well as the final clinical and course grade. Students are evaluated on a regular basis throughout their clinical rotations by their clinical faculty and must receive a minimum mean score of 80% on the preceptor evaluation to successfully pass all clinical courses. If the score is less than 80% the student must set up a conference call with the faculty and preceptor. CSU FNP faculty members evaluate student performance in a variety of ways, such as clinically related assignments, consultation with preceptors, and clinical documentation in Typhon™. Expectations outlined in the FNP manual as well as course and clinical objectives provided in each course syllabus will serve as the standards for student evaluation.

Students may receive a failing course grade or be administratively and permanently removed from the FNP program without first being placed on probation for offenses including, but not limited to:

- Practicing in an unethical or unprofessional manner (including communication)
- Compromising patient safety
- Committing a felony
- Testing non-negative on a drug screen
- Performing clinical rotations without written permission from the FNP Contract or Clinical Coordinator
- Providing false or inaccurate information related to a clinical preceptor or site
- Misrepresenting his/her clinical hours or providing any false documentation or other written or verbal inaccuracy related to clinical rotations and/or clinical hours
- Misrepresenting the role in which the student is functioning
- Performing or participating in any other action FNP faculty deem as an infraction or breach of program policy

If a CSU FNP faculty member determines that a student is not meeting course or clinical objectives or standards as outlined in the syllabus and FNP clinical manual, or if a clinical issue arises related to patient safety or professional practice, a conference will be held with the student to further explore the issue.

Preceptors and CSU FNP faculty maintain the right to ask the student to leave the clinical site until any issue of concern is resolved. After the conference, in consultation with the course coordinator, the FNP director, the student may incur any of the following:

- Receive a written warning to be placed in the student's file;
- Be placed on clinical probation;
- Be required to repeat completed clinical course hours in part or whole;
- Be administratively removed from the clinical site/preceptor and required to complete clinical hours at an alternate site or with an alternate preceptor;
- Receive an overall failing clinical course grade;
- Be permanently dismissed from the CSU FNP Program

If the student receives a written warning, a second offense will automatically result in a minimum of clinical probation. If the student is placed on clinical probation, a remedial action plan will be developed and a timeline for follow-up will be included in the action plan. If performance or conduct does not improve as outlined in the remedial action plan, the responsible course faculty will consult with the Coordinator of the FNP Program, and if needed, the SON Director and the Dean, and will make the judgment to assign a failing clinical course grade, or permanently dismiss the student from the CSU FNP Program.

Each student is entitled to, and will be given due process. Students should follow the complaint process as outlined in the current CSU Student Handbook.

Clinical Probation

Clinical Probation is a period designed to remediate and evaluate the clinical performance of a student who has not satisfactorily met the semester's clinical objectives or who has had a significant issue arise related to their clinical performance or conduct.

When the student is placed on clinical probation, a Probation Action Form-Part A will be completed, outlining the reasons for probation and the necessary actions to correct the stated problem(s). More specific criteria will be outlined in the remedial action plan that will measure the improvement in student clinical performance over a specified period of time. A probationary clinical site may be assigned or arranged by the course faculty member and the FNP Coordinator. Specific preceptors may be identified to work with and evaluate the student's performance. The student's clinical progress will also continually be monitored by the clinical and/or course instructor, course Coordinator of FNP track.

At the end of the probation period, the student's performance will be re-evaluated by the faculty and FNP Coordinator to determine if the objectives of the remedial action plan have been successfully achieved. A Probationary Action Form-Part B will be completed by the responsible faculty member(s) utilizing feedback received from the student's clinical preceptor(s). If a deficiency still exists, the student will receive a failing clinical grade and be required to repeat the course in order to progress. If a student receives two failing clinical/course grades, the student will not be allowed to repeat the course, and will be dismissed from the Columbus State University's FNP program.

Columbus State University Family Nurse Practitioner Program Probation Form Part A

Student Name: _____ Date: _____

Probationary Period: _____ to _____

Clinical Sites involved during probation: _____

REASON(S) FOR PROBATION:

REMEDIAL ACTION OBJECTIVES:

REMEDIAL ACTION PLAN:

_____ Student

_____ Course Lead

_____ Assistant Director, Graduate Programs

Columbus State University Family Nurse Practitioner Program Probation Removal Form Part B

Student Name: _____ Date: _____

Probationary Period: _____ to _____

Clinical Sites involved during probation: _____

1. Remedial action objectives achieved:
2. Remedial action objectives not achieved:
3. Recommendations following probation period:
4. Student Comments:

_____ Student

_____ Course Lead

_____ Assistant Director, Graduate Programs

Progression - FNP Program

In order to progress in the graduate program in the School of Nursing, the student must:

- Have a completed Health Data Record (with all required immunizations) updated annually and on file in Certified Background.
- Document and keep current the following requirements with Certified Background: o Personal health insurance o BLS certification
- Adhere to the Code of Ethical/Professional Conduct as specified in this manual.
- Possess a current unencumbered registered nursing license.
- Submit to drug testing and background check.
- The FNP program can be completed in two academic years, or five semesters of full-time study (9 credit hours per semester). Part-time students are expected to complete their program of study within a seven (7) year period, but are encouraged to complete all courses in their selected track as quickly as their schedule allows. All requirements, including coursework at Georgia Southwestern State University and Columbus State University, transfer credit and transient credit coursework, must be completed within seven (7) calendar years from the date of initial enrollment in coursework, without regard to the initial admission status and without regard to credit hours earned. To remain in good academic standing, degree candidates must earn grades of B or higher in graduate course work.
- **If a student has already failed a course clinically prior to the date to withdraw without academic penalty and the student chooses to withdraw, the grade received will be WF.**
- A student who withdraws, changes to audit status, or fails a nursing course can only re-enroll in the course dropped, audited, or failed the following semester if the course is being offered and if space is available. Permission to re-enroll will be based on progression and dismissal policies. Students repeating a course must repeat all didactic and clinical requirements within the semester they are re-enrolled.
- A grade of Incomplete makes the student ineligible to progress to the next nursing course.

Appendix A

New Agency _____ Continuing Agency _____

Family Nurse Practitioner Clinical Planning Form

CSU School of Nursing

Students are responsible for completion of these forms. You will need a form for each semester of your program where clinicals are required. **PLEASE NOTE: YOUR PRECEPTOR SHOULD ONLY BE ASKED TO REVIEW, SIGN, AND PROVIDE YOU WITH THEIR CV or RESUME.** Scan and Email your completed forms to your Google Drive shared folder. Only completed forms will be accepted. You will not be able to register for courses until completed forms are received.

PART A – STUDENT & PRECEPTOR INFORMATION

Student Name _____

Phone Contact Information (with area codes): _____

CSU Email Address _____

COURSE INFORMATION

Course Number: _____ Number of Clinical Hours: _____ Course Number: _____ Number
of Clinical Hours: _____ Term & Year: _____ (ex. Summer 2015)

PRECEPTOR INFORMATION (Must be completed in full)

Preceptor Name: (printed) _____

(First) (Middle) (Last)

Credentials (circle one): DO MD CRNP CNS CRNM RN Other

Specialty _____

License Number _____ State _____ Expiration Date _____

Certification Agency _____ Expiration Date _____

Years in current role _____ Best phone number to contact _____

Email address: _____

I agree to serve as preceptor for _____

(Student)

_____ Preceptor's Signature

Date

If your state requires collaboration and your preceptor is an PCNP or Nurse Midwife, WRITE-IN the
name of the Collaborating Physician _____ and his/her
Certification _____ Expiration Date _____ Certifying Agency

****All information is confidential and only available to school administrator.****

NOTE: At the end of each semester you will receive a letter from CSU with the number of hours you served as a preceptor. If you would like this letter sent to an alternate (home) address instead of the address on form C (agency) please provide that address here

Name: _____

Street Address:

City and zip code:

_____ FNP Student

Signature Date

For CSU office use only:

_____ CSU Faculty

Signature Date

PART B – PRECEPTOR’S PRACTICE INFORMATION

STUDENTS ARE RESPONSIBLE FOR COMPLETION OF THIS FORM

Student Name: _____ Phone: _____

Clinic/Agency/Hospital Preceptor's Information

Clinic/Agency/Hospital Name: _____

Preceptor's Name: _____

Clinic/Agency/Hospital Street Address: _____

Mailing Address (if different from street address):

_____ County _____

Telephone with area code _____ Fax Number _____

Office Manager: _____ Email Address _____

The Legal Name of the clinic, group or physician who owns the practice:

_____ (Note:

Legal name and clinic name may or may not be the same.)

Projected Effective Date of Contract: _____

(First date possible that student will be in this clinical setting.)

Circle Correct Descriptor of Agency: Rural Clinic Academic Medical Center Clinic Inner City Clinic
Public Health Department Clinic Specialty Clinic Private Practice Other

Person Legally Authorized to Sign Contracts

Name _____

Complete Mailing Address _____

Street or P.O. Box

_____ City State

Zip Code County

Telephone Number with area code _____

Fax Number with area code _____ Email _____

Appendix B

COLUMBUS STATE UNIVERSITY SCHOOL OF NURSING NURSE PRACTITIONER STUDENT PRECEPTOR INFORMATION

The purpose of the experience is to provide the nurse practitioner student with an opportunity to participate in: 1) health assessment of patients, 2) counseling and guidance in accordance with identified needs, and 3) management of the care of patients in consultation with the preceptor.

The student is expected to consult with the preceptor regarding each patient and to record the visits in the format appropriate to the clinic's standards. At all times, the student will function under the supervision of the preceptor.

Additional considerations to guide you in your decision to precept:

A. You agree to accept responsibility for a nurse practitioner student for a specified time.

B. Generally, the development of a learning environment for the student would include:

1. Sufficient exam rooms so the student may function at a novice pace.
2. Opportunities to do histories and physical examinations, make a tentative assessment, present orally to you, propose appropriate diagnoses and therapeutic plans, and write up the encounter as part of the permanent chart/record.
3. Preceptor follow-up with the patient in order to critique the proposed assessment and plan of care.
4. Opportunity for the student to observe or participate in the management of any patient who presents with a problem of general education interest.
5. Guidance in the performance of clinical procedures that are consistent with the student's learning objectives while under supervision of the preceptor.
6. A telephone conversation or a brief meeting at your clinic with the academic faculty overseeing the student's work sometime during the semester for the purposes of determining student progress.

C. The clinic staff should understand that the nurse practitioner student will function as a health care provider.

D. The CSU School of Nursing faculty member for this student will make specified contact with the preceptor and student as follows:

● A faculty member may visit your clinic during the time the student is with you. At this visit, the faculty member would like your permission to enter the patient's examination room with the student to observe the student's progress. The faculty member would like to hear the student present the care to you. Faculty will need a few minutes to confidentially discuss the student's progress.

● **In so far as possible, faculty will coordinate the visit with you and your staff to be limited for your convenience. Sometimes travel to an area distant from Georgia will require**

grouping of visits in that area and may not be as flexible in timing

- Should any problems arise concerning the student's conduct in the clinic, please notify the faculty member so that prompt action can be taken.

E. At the conclusion of the rotation, the preceptor will complete a form providing feedback on the student's progress.

Minimal Qualifications for NP Preceptor:

1. Interested in assisting with the student and enhancing the student's education.
2. Willing and desirous of serving as a preceptor. 3. Preparation at the appropriate level of current practice and preferably with a minimum of (2) two years' experience in current role.
4. Licensed by the state of practice as a MD (medical doctor), NP (nurse practitioner), or PA (physician assistant).

IF AT ANY TIME YOU HAVE QUESTIONS OR DETERMINE THAT THE STUDENT IS NOT A SAFE HEALTH CARE PROVIDER, PLEASE CONTACT our office at 706-507-8581 or Dr. Aimee Vael via email : Vael_Aimee@ColumbusState.edu

You may ask the student to leave the clinical site if at any time you determine there is inappropriate or unsafe behavior.

Your participation as a preceptor for the nurse practitioner program is an essential component of the curriculum. Clinical practice rotations offer a unique opportunity for the graduate nursing student to observe and practice the management of patient care. Students develop their ability to safely perform clinical problem-solving through their participation in the clinical decision-making process and learn the value of collaboration among health care providers.