FLORIDA STATE UNIVERSITY

COLLEGE OF NURSING

Executive Health Systems Leadership
Program Guidelines
**These program guidelines are supplemental to the Graduate Student Handbook
for students and clinical faculty**

2025-2026

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Executive Health Systems Leadership DNP
A total of <u>45</u> semester hours and up to <u>510</u> clinical hours

The Doctor of Nursing Practice (DNP) degree is designed to prepare nurses for the highest level of clinical practice in the profession of nursing. The Executive Health Systems Leadership (EHSL) DNP program includes a total of **45 credit hours** of post-master's study and varied clinical hours of DNP study depending on transfer clinical hours from previous program(s). The EHSL program is designed in accordance with the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice, and with the American Organization for Nursing Leadership (AONL) Nurse Executive Competencies. Upon completion of the Executive Health Systems Leadership program, students will be awarded the Doctor of Nursing Practice degree with a focus in executive leadership.

Post-Master's Executive Health Systems Leadership MS-DNP
(Fall Admission Part-Time)
Doctor of Nursing Practice (DNP)

Plan of Study Post-Master's to DNP Program: Executive Health Systems Leadership- Fall 2026

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Three-Quarter Time Plan of Study

Plan of Study Post-Master's to DNP Program: Executive Health Systems Leadership- Fall 2026

	Credit Hours	Clinical Hours
Fall 1 (Aug. – Dec.) - Semester 1		
NGR 7769 DNP Roles & Leadership within Complex HC Environments	3	
NGR 6702 Influencing Change in Healthcare Quality and Safety	3	
LAW 6725 Medical Malpractice Law (co-listed with COL)	3	
(**students interested in COL certificate can apply)-Total Semester Hours	9	
Spring 1 (Jan. – May)-Semester 2		
NGR 5846 Biostatistics (course can be waived with prior, comparable course)	3	
NGR 6826 Methods of Program Evaluation & Quality Improvement	2	
NGR 6733 Executive Leadership for Complex Health Systems	2	
(**students interested in COL certificate can apply)-Total Semester Hours	7	
Summer 1 (May – Aug.) - Semester 3		
NGR 6811 Theory and Evidence-Based Practice Scholarship	3	
LAW 6548 Employment Law (co-listed with COL)	3	
NGR 6944L EHSL Practicum	3	180
Total Semester Hours	9	
Fall 2 (Aug. – Dec.) - Semester 4		
NGR 6853 Translation of Evidence for Practice	3	
NGR 6723L* Executive Health Systems Leadership Practicum II	3	*180
Total Semester Hours	6	
Spring 2 (Jan. – May) - Semester 5		
NGR 6895 Policy, Legal and Ethical Complexities in Healthcare	3	
NGR 6722 Finance & Business Acumen for Nurse Executives	3	
NGR 6931C DNP Project Planning & Application	3	60
Total Semester Hours	9	
Summer 2 (May – Aug.) - Semester 6		
NGR6935C DNP Project Implementation, Evaluation & Dissemination	3	60
NGR 6949 EHSL Immersion Practicum	2	*120
Total Semester Hours	5	
Total Program Credit Hours	45	
Total Program Clinical Hours	600	

ALL STUDENTS MUST FOLLOW THIS PLAN   (*Plan of study may change at the discretion of the Graduate Program)
Per the American Association of Colleges of Nursing (AACN), all DNP students must complete a minimum of 1,000 post-baccalaureate clinical hours for degree conferral (AACN, 2006; 2021); the Commission on Collegiate Nursing Education (CCNE) upholds this requirement as part of its accreditation standards. Validated clinical hours completed at another accredited institution will be considered toward this total and will determine a student's final Plan of Study.

**Students interested in pursuing the dual COL certificate must apply BEFORE completing the second COL class in this curriculum. Please email your track coordinator for questions.

ALL STUDENTS MUST FOLLOW THIS PLAN   (Plan of study may change at the discretion of the Graduate Program) Per the American Association of Colleges of Nursing (AACN), all DNP students must complete a minimum of 1,000 post-baccalaureate clinical hours for degree conferral (AACN, 2006; 2021); the Commission on Collegiate Nursing Education (CCNE) upholds this requirement as part of its accreditation standards. Validated clinical hours completed at another accredited institution will be considered toward this total and will determine a student's final Plan of Study.

Practicum Hours for MS- DNP		
Course		Clinical Hours
		Direct
NGR 6944L *	EHSL Practicum I	180 * (60 min)
NGR 6723L*	EHSL Practicum II	180 *
NGR 6943L*	DNP Practicum	*(1-5) credits
NGR 6949L	EHSL Immersion Practicum	120 *
		Indirect
NGR 6931C	DNP Project Planning and Application for the APN	60
NGR 6935C	DNP Project Implementation, Evaluation & Dissemination for the APN	60
Total Hours		600 */1000

All MS-DNP students are required to submit a letter signed by their school if they wish to transfer practicum hours up to 490hours. If a letter is their file then they meet the requirements and only need to complete the 600. For those students who do not bring over 490 hours, these will be made up in any of the practicums above working with the program advisor to determine what is best for that students schedule.

Executive Health Systems Leadership BSN to DNP

This major is designed to academically and clinically prepare the nurse to become an Executive Health Systems Leadership Nurse Practitioner. This major includes a total of 74 credit hours of post-baccalaureate study and 1000 clinical hours.

Post-Bachelor's Executive Health Systems Leadership BSN - DNP

(Fall Admission Full-time)

Plan of Study BSN to DNP Program: Executive Health Systems Leadership- Fall 2026

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Full-time Plan of Study

Plan of Study BSN to DNP Program: Executive Health Systems Leadership- Fall 2026

	Credit Hours	Clinical Hours
Fall 1 (Aug. – Dec.) - Semester 1		
NGR 7769 DNP Roles & Leadership within Complex HC Environments	3	
NGR 5706 Transformational Leadership in Nursing: Leading Self and Teams	3	
NGR 5730 Leadership in Clinical Microsystems	3	
Total Semester Hours	9	
Spring 1 (Jan. – May)-Semester 2		
NGR 5846 Biostatistics	3	
NGR 5700C Nursing Leadership and Resource Management	3	40
NGR 6826 Methods of Program Evaluation & Quality Improvement	2	
Total Semester Hours	8	
Summer 1 (May – Aug.) - Semester 3		
NGR 6811 Theory and Evidence-Based Practice Scholarship	3	
NGR 5722 Financial Essentials for Nurse Leaders	3	
NGR 6944L EHSL Leadership Practicum I	3	180
Total Semester Hours	9	
Fall 2 (Aug. – Dec.) - Semester 4		
NGR 6853 Translation of Evidence for Practice	3	
NGR 5140 Advanced Patho Concepts in Nursing Science	4	
NGR 6702 Influencing Change in Healthcare Quality and Safety	3	
Total Semester Hours	10	
Spring 2 (Jan. – May) - Semester 5		
NGR 6895 Policy, Legal and Ethical Complexities in Healthcare	3	
NGR 6931C DNP Project Planning & Application	3	60
NGR 6733 Executive Leadership for Complex Health Systems	2	
Total Semester Hours	11	
Summer 2 (May – Aug.) - Semester 6		
NGR6935C DNP Project Implementation, Evaluation & Dissemination	3	60
NGR 6943L Practicum V* Variable*	3	180
LAW 6548 Employment Law (co-listed with COL)	3	
Total Semester Hours	9	
Fall 3 (Aug. – Dec.) - Semester 7		
LAW 6725 Medical Malpractice Law (co-listed with COL)	3	
NGR 5172 Pharmacology for Advanced Practice	3	
NGR 6723L Executive Health Systems Leadership Practicum II*	4	240
Total Semester Hours	10	
Spring 3 (Jan. – May)- Semester 8		
NGR 5003 Advanced Health Assessment & Diagnostic Reasoning for the APN	4	
NGR 6722 Finance, Economic and Business Essentials for the Nurse Executive	3	
NGR 6949 EHSL Immersion Practicum*	4	240
Total Semester Hours	11	
Total Program Credit Hours	74	
Total Program Clinical Hours	1000	

ALL STUDENTS MUST FOLLOW THIS PLAN (*Plan of study may change at the discretion of the Graduate Program) Per the American Association of Colleges of Nursing (AACN), all DNP students must complete a minimum of 1,000 post-baccalaureate clinical hours for degree conferral (AACN, 2006; 2021); the Commission on Collegiate Nursing Education (CCNE) upholds this requirement as part of its accreditation standards. Validated clinical hours completed at another accredited institution will be considered toward this total and will determine a student's final Plan of Study.

Practicum Hours for BSN- DNP		Clinical Hours
Course		
		Direct
NGR 6944L *	EHSL Practicum I	180
NGR 5700C	Leadership and Resource Management	40
NGR 6723L*	EHSL Practicum II	240
NGR 6943L*	DNP Practicum	180
NGR 6949L	EHSL Immersion Practicum	240
		Indirect
NGR 6931C	DNP Project Planning and Application for the APN	60
NGR 6935C	DNP Project Implementation, Evaluation & Dissemination for the APN	60
Total Hours		1010

INFORMATION FOR PRECEPTORS OF EXECUTIVE HEALTH SYSTEMS LEADERSHIP STUDENTS

The purpose of the precepted clinical experience is to provide the EHSL student with an opportunity to participate with healthcare and leadership experts in the fields including, but not limited to, management, finance, human resources, policy, systems management, program evaluation, safety, and change management.

Students cannot complete a clinical rotation on any unit or clinic where they are employed or receive payment for services of any kind while obtaining clinical hour. Students may NOT provide care to patients in sites, agencies, or hospitals in which they do not have prior approval. However the can do their preceptorship at their place of employment if the activities and work are different than their job duties as an employee of that organization.

Preceptor Criteria and Field Sites for EHSL

Students are expected to secure preceptors throughout their enrollment with the help of the CON Clinical Coordinator or Track Coordinator before starting each semester. * See preceptor requirements below. All clinical forms must be uploaded to American DataBank, and clinical clearance obtained. Clinical sites and preceptor credentials are reviewed by the Clinical Coordinator and Program Coordinator, and an affiliation agreement is completed if required by the site.

Ideal field sites include but are not limited to:
- *Not-for-profit organizations*
- *For-profit healthcare organizations*
- *Acute care organizations*
- *Long-term care organizations*
- *Veterans Administration Offices*
- *Practice Settings*
- *Ambulatory clinics*
- *Long term care hospitals or organizations*

Places for your practicum must allow you the opportunity to gain the experiences that will allow you to meet your competencies and course objectives.

Students are not permitted to begin any leadership practicum experiences until they receive a signed Practicum Education Plan (PEP) from the preceptor and Clinical Coordinator confirming clearance, preceptor approval, and the establishment of the requisite practice contract at the clinical site.This also includes students submitting their preceptor resume and license into typhon under external documents*

For any questions related to preceptor forms or clinical site affiliation agreements, you can contact Katie Lambert at kel22g@fsu.edu.

For any questions related to preceptors or the Practicum Education Plan, please contact your Clinical Faculty or EHSL Program Coordinator, Dr. Allison McHugh, at amchugh@fsu.edu.

Preceptor FAQs

What is the minimum Criteria for EHSL preceptors?

Preceptor of record MUST be an RN- w/ a minimum MS/MSN,MBA (DNP or PhD preferred).

Ideally, years of experience more than preceptee

Ideally, leadership experience more than preceptee (in a role that offers executive expertise)

Can my preceptor recommend I spend time with other people to gain experience?

Yes, as long as the student captures these hours in Typhon under the conference log and is aligned with achieving identified objectives and goals.

Can I spend time with other non-nursing executives/leaders?

Absolutely. We want you to have a diverse range of experiences across disciplines. It is important that your primary preceptor of record be an RN so they can guide the experiences that align with a DNP nurse executive and the competencies required. The only ask is that you capture all activities in Typhon under conference logs and specify who you met with and what experiences you were able to participate in, that align with the AONL nurse executive competencies and goals determined in your PEP.

Can I have a different preceptor for practicum I and II?

Yes, as long as they are approved by the FSU process and meet min criteria. Students can have up to 2 preceptors per practicum. If more than 2 are required, prior approval from the track coordinator of the prospective program must be obtained.

Can I have virtual meetings as part of my practicum?

Yes, as long as they are approved by your preceptor, if the meetings are not with your preceptor . At times it may be that your preceptor can provide additional recommended expertise through offering other experiences for you to learn with other executives. As long as they are aware of these meetings it is ok. It is also encouraged that you work with your preceptor on certain work that you can do (above and beyond your current role) that you can apply to the development of core competencies you wish to gain.

* There may be times/ circumstances that it may be appropriate for the preceptor to be virtual* In these such circumstances, this must be approved by the Track Coordinator.

No more than 10% of each practicum hours should be webinars or conferences. This does not include the virtual meetings as it is assumed these virtual activities are live on teams/zoom and participatory.

Preceptor Guidelines

At the beginning of each Practicum semester, the student will provide each preceptor with a copy of the Practicum Education Plan (PEP). The PEP provides the course description, course objectives, the student's personal objectives, as well as the Clinical Instructor information. The preceptor will adhere to the PEP throughout the duration of the leadership rotation. **It is expected that the preceptor attend the preceptor orientation virtually and or watches the recording of the orientation to best support the goals of the student**. This can be located in the FSU College of Nursing CANVAS site. The preceptor is accountable for acknowledging and validating all hours the student participates in and captures in their typhon log as credit for this program. Each practicum will have directed activities and deliverables that the preceptor is expected to create learning opportunities for the student to achieve in addition to helping the student stretch and grow based on the specific learning education goals of each students identified on their PEP.

Course faculty will communicate with preceptors at least 2 times throughout the semester. These touch points include an initial email communication to introduce expectations. At midterm and final it is expected that preceptors complete the required forms in which they are acknowledging progression of student and progress to required practicum hours for that semester. If a student has not achieved their required hours by midterm, preceptors will be contacted by faculty to understand the students progress. It is the student's responsibility to communicate with the FSU faculty and preceptor and reasons for not being able to complete required hours.

<u>Information for Students and Faculty Regarding Preceptors</u>

This process was designed to provide guidance to preceptors, ensuring their understanding of expectations and roles in facilitating DNP students' development of the knowledge, skills, and attitudes necessary to deliver optimal care to patients and families.

Student's responsibility:

1. Complete the Practicum Education Plan (PEP) for *each rotation.*
2. Include your course syllabus and Practicum Education Plan.
3. Include your CV/resume in the packet for the preceptor.
4. Discuss the content with your preceptor prior to starting your clinical rotation.
5. Have the preceptor review and sign the Practicum Education Plan.
6. ***Prior to beginning any clinical experience*, email the PEP signed by yourself and your preceptor to the <u>Course Faculty FIRST</u>, then to the Clinical Coordinator for a signature and upload the document to the appropriate section in Canvas. This step is very important, for *clinical hours will not be accepted until this process is finalized.***
7. ***Enter hours weekly to capture all activities.***
8. ***All required hours must be entered in typhon before the end of the semester, due date in canvas course.***
9. Communicate with your preceptor to coordinate introductions and touch point expectations including the best method for communication with faculty.
10. The preceptors resume and license must be provided in advance so this can be uploaded to typhon.
11. Students will submit their final portfolio through NIFTY https://nifty.fsu.edu/

Clinical Faculty's Responsibility:

1. Account for the signed Practicum Education Plan Information for Preceptor form from your students within the first 3 weeks of classes (example will be to have a S/U in the gradebook and your course syllabus).
2. Review Typhon logs.
3. Ensure all clinical evaluations and assignments are uploaded to Canvas throughout the semester.
4. Faculty of record to connect with preceptors at midterm and final if there are concerns, to complete formative and summative evaluations.
5. Ensure student portfolios are comprehensive and completed each semester and are uploaded to NIFTY https://nifty.fsu.edu/

Leadership Practicum Rotation and Preceptor Request Process

- Each student is required to submit a signed Practicum Education Plan (PEP) to the Clinical Coordinator as outlined above.

- Additionally, each student must complete a clinical request using Qualtrics. This step is mandatory every semester, even if the student is rotating with the same preceptor as in the previous semester.
- Furthermore, each student must submit a preceptor request on Typhon and include the preceptor's curriculum vitae (CV) and license.

Practicum Guidelines

Completion of all assignments and practicum hours identified on your PEP is a requirement for successfully completing this course.

*Please note that students with varying hour requirements should consult with their faculty or Track Coordinator to ensure they meet the necessary clinical hours for successful course completion regardless of points earned on other assignments per syllabus.

Please note:

Requirements and Procedures for Clinical Placement:
- All contracts and prerequisite paperwork must be submitted before the initiation of clinicals. This is mandatory. Any hours performed without proper clearance will not be counted. We require all legal documents before any clinical hours commence.

2. **Communication of Schedule Changes**: *It's imperative that we are aware of any changes to your projected schedule.* Whether it's due to an unplanned absence by your preceptor or yourself, please **communicate with your faculty in real time.**

3. **Completion of Required Hours**: You must complete and clearly document the required minimum clinical hours in the role of an EHSL student in Typhon under the Conference Logs section. For each entry, the time spent with a preceptor must be aligned with one of the AONL Nurse Executive Competencies and Course Outcomes. When documenting and recording hours, be sure to designate which core competency was met during each clinical/preceptor experience.

4. **Students are not permitted to complete any clinical hours outside of the designated semester dates**.

5. Up to 10% of the required hours each semester can be webinars/conferences that align with their goals. The CE or proof of attendance should be uploaded to external documents in Typhon . *This does not include the virtual meetings as it is assumed these virtual activities are live on teams/zoom and participatory.*

6. *There may be times/ circumstances that it may be appropriate for the preceptor to be virtual* In these such circumstances, this must be approved by the Track Coordinator.*

7. **Professional Attire**: When attending clinicals, adhere to the College of Nursing policy regarding professional attire. Remember, you represent FSU CON, so dress accordingly.

Clinical Clearance

Per the FSU College of Nursing Graduate Student Handbook:

This process involves 4 steps:

Step 1: Qualtrics Request: Please use the provided link to initiate an evaluation for your clinical clearance. This request indicates your intention to participate in clinical rotations and request clearance. Failure to complete this request will result in a delay in the initiation of clearance, potentially affecting your ability to complete clinical hours on time. https://fsu.qualtrics.com/jfe/form/SV_56dpTSltoMU5cZn

Step 2: Typhon request: If your preceptor is not in Typhon, please follow the instructions provided to request approval for your preceptor to be added to the approved list. If your preceptor is already on Typhon, this step is not required.

Step 3: Complio (American Databank) Completion: See the information provided below.

For the health and safety of nursing students and the patients encountered in the nursing program, the FSU College of Nursing and participating agencies require current documentation of CPR, health status, immunizations, and health insurance. It is the responsibility of each student to upload documentation to American Databank (and keep current) for the following:
- Physical exam
- Immunizations (MMR, Varicella, Hep B)
- Influenza – renewed seasonally
- CPR
- TB/PPD – renewed annually
- Current unencumbered APRN License (for APRN students)
- Current unencumbered RN License
- Affidavit of Good Moral Character – renewed annually
- Personal Health Insurance
- Driver's License
- Authorization and Disclosure Form
- Essential Functions Form
- VECHS Waiver Agreement
- FDLE Background Screening – schedule through American Databank; renewed annually
- Drug Screening – schedule through American Databank; renewed annually

This documentation must be on file with American Databank for students to obtain Clinical Clearance. Clinical Clearance will be issued when all documentation is approved. For any questions, please contact the company or CON representative Katie Lambert (kel22g@fsu.edu).

American DataBank is available to assist you Monday-Friday 7am-6pm MST or you can contact them by email complio@americandatabank.com or by calling 1-800-200-0853.

It is important to note that even if your preceptor is a College of Nursing faculty member, you must still submit all required paperwork for your faculty preceptor.

Certain facilities or offices may necessitate an **affiliation agreement** with the College of Nursing. These contracts can take considerable time to finalize, sometimes up to 3 months. It is advised to initiate this process during the semester preceding the planned clinical experience. If the College of Nursing does not currently have a contract with a clinic or facility, the student must provide the Clinical Coordinator with a contact at the facility to initiate the agreement process. For information regarding your specific facility request or agreement on file, please contact Katie Lambert at kel22g@fsu.edu.

Step 4:   **PEP Completion**: See the information provided below.

Practicum Education Plan (PEP) Process Guidelines:

Faculty, Clinical Coordinator, and Student Responsibilities

- **New PEP for Each Rotation:** A new Practicum Education Plan (PEP) is required for every clinical rotation and for each preceptor. You can find a clean copy of the PEP on the CON Graduate Program Canvas site under "Forms" or by clicking on the following link: https://canvas.fsu.edu/courses/41659/pages/forms?module_item_id=2602708

- **Evaluation Tool:** The completed PEP serves as the primary tool to evaluate the student's clinical performance. Fulfilling objectives is a crucial aspect of the evaluation process, both by the Preceptor and the Clinical Faculty member.

- **Completion of PEP Form:**
    o   Student fills out student demographics, preceptor demographics, and faculty contact information on the PEP.
    o   Student adds specific course description and course objectives to the PEP. You can find a copy of the EHSL course descriptions and objectives on the CON Graduate Program Canvas site under "Forms" or by clicking on the following link: https://canvas.fsu.edu/courses/41659/pages/forms?module_item_id=2602708
    o   Student develops three- five specific, appropriate, and measurable goals for each course, showcasing gradual advancement towards achieving independent proficiency in the AONL nurse executive competencies and achievement of the course objectives. . If needed, the Clinical Faculty can assist with objectives.
    o   Please follow this link for helpful information on writing SMART Objectives: https://canvas.fsu.edu/courses/41659/pages/smart-goals?module_item_id=5307779
    o   Assistance with objectives is available from Clinical Faculty if needed.
    o   Student adds the number of clinical hours and dates for the clinical experience.

- *It is **critical** that your preceptors contact information be listed on this form, name, phone number, email and best method of communication.*

- **Signing and Submission Process:**
  - After reviewing the 3-5 objectives on the PEP, both the Student and Preceptor sign the PEP form.
  - The student sends the signed PEP to the Course Faculty as part of the Canvas course.
  - **Then student sends the signed approved form to the Clinical Coordinator to sign, after the preceptor, and student have signed. The clinical coordinator signature indicates that the student's clinical rotation is approved, and the student has clinical clearance to begin.**
  - The Clinical Coordinator sends the signed copy back to the student, clearing them to start clinicals. The student must upload the PEP to Canvas before beginning clinical.Faculty "sign off on the PEP in canvas by acknowledging completion.

- **Hours and goals on your PEP should be in alignment with both the AONL Nurse Executive Competencies and the course objectives**

All other DNP policies or university wide guidelines are to be referred to the main DNP Graduate Handbook.
https://nursing.fsu.edu/sites/g/files/upcbnu3861/files/Student%20Policies/DNP%202024_handbook_final%20-1.pdf

THE FLORIDA STATE UNIVERSITY

COLLEGE OF NURSING GRADUATE PROGRAM

PRACTICUM EDUCATION PLAN

Semester & year _____

Course Number and Course Name. _____

Student:

Address:

Telephone:

Primary Preceptor (**Please include credentials and specialty**)

Address:

Preceptor phone

Preceptor e mail

Preceptor preferred method of contact/communication

Clinical Faculty:

COURSE DESCRIPTION: Student copies and pastes Course Description

COURSE OBJECTIVES: Student copies and pastes Course Objectives

PERSONAL OBJECTIVES: **(List at least 3- 5, specific and measurable personal objectives for each clinical experience. These objectives should be reflected in the student's clinical log and the student should be prepared to discuss personal objective achievements/progress with the Clinical Faculty.)**

These goals must outline how you will meet the course outcomles and AONL nurse executive competencies, describe the deliverables you hope to achieve, and demonstrate the measurability of these goals.

By the end of this rotation, the student will:
1. Student formulates personal objectives
2. Etc……

Expected Clinical Experience Hours with this Preceptor:
BEGINNING DATE:_____   ENDING DATE: _____

Clinical Site Description

Practice Name:

Practice Address:

Description of the site:

Student's Anticipated Schedule

     Days of the week

     Amount of time per day

     Total amount of time for this clinical site:

_____   _____
Student   Date

_____   _____
Preceptor   Date

_____   _____
 Clinical Coordinator   Date

_____   _____
 Clinical Faculty   Date

Dear Preceptor,
If you are interested in receiving a tuition waiver or preceptor verification letter for being our preceptor, please follow the link and complete the survey. Be sure to complete this survey after EACH semester of service. Thanks so much for helping to educate the next generation!!
https://fsu.qualtrics.com/jfe/form/SV_b7WgswhgRdzuEv4

Documenting Clinical/Conference Hours Process

Typhon NPST™ Patient Records (<mark>EHSL students are not seeing patients , this is N/A</mark>)

Typhon NPST™ (pronounced "TY-fun") is a clinical data management system designed to enhance the student clinical experience and facilitate job searches after graduation. Students are required to pay a one-time registration fee for Typhon, which grants access throughout their clinical courses and for up to five years post-graduation.

Although EHSL students do not see patients, this is an executive leadership practicum. ALL executive practicum experiences are to be logged into TYPHON and your preceptor is expected to sign off and acknowledge verification of these hours per semester. Details will be provided in your course syllabus and in the canvas course accordingly. In order to successfully graduate, all clinical hours MUST be logged into typhon as per your POS.

Typhon serves multiple purposes, including:
- Logging leadership experiences electronically in the conference log
- Creating an electronic student portfolio
- Managing external documents such as preceptor resumes and licenses
- Generating detailed reports of leadership experiences

This electronic logging system becomes an integral part of the student's permanent file and supports the recommendation of the Dean of Graduate Studies and/or Clinical Major Coordinator when applying for certification upon graduation. It is important to note that a comprehensive listing of leadership hours and experiences may be required by the testing agency during Board Certification application, State certification application, and/or hospital credentialing processes.

Typhon NPST™ Instructions:

1. Upon receiving an email from the Typhon NPST™ system with your account information (unless previously set up), you must set up your account within 24 hours. *Use your FSU Email exclusively for this purpose.*

2. After account setup, you will need to purchase access to Typhon. Upon initial login, you will be directed to a credit card payment page to complete the payment process. Once payment is approved, your account will be automatically activated. Please change your password from the default and accept the end-user license agreement.

3. Students can access the Typhon website on their handheld devices at no additional charge.

4. For additional technical support, students can refer to the Student Frequently Asked Questions (FAQ) or submit an online support ticket through Typhon. Response time is typically one (1) business day.

5. Access the "Support Tickets" page on your main menu after logging into your online account. Select "Create New Ticket" and provide complete details regarding your issue and any troubleshooting steps you've already attempted.

6. Find helpful tutorials related to Typhon usage under the "Help" section on the main menu. We recommend reviewing these tutorials before beginning a clinical course. You may also review the Typhon and PEP informational video on the CON Graduate Program Canvas site or by clicking on the following link: https://canvas.fsu.edu/courses/41659/pages/typhon-and-pep-video?module_item_id=3743198

Requesting Preceptors and Clinical Site Additions to the Preceptor List

1. If your preceptor and/or clinical site is not already listed within Typhon, students should request additions to the preceptor list. Please note that the approval of a clinical preceptor and clinical site is at the discretion of each Specialty/Program Director and/or clinical/theory faculty member.
2. All requests must be approved by an FSU Typhon Administrator (or their designee) before the person becomes part of the official list.
3. Students can access the request area on their "Setup Default Choices" page by clicking "REQUEST ADDITION" next to the preceptor drop-down list.
4. Students are required to enter all preceptor/site information.
5. Once a student request has been made, the system will automatically notify the Typhon Administrator (or their designee) that a request is pending. Please allow at least 48-72 hours for this request to be reviewed.
6. Students will automatically be notified when action is taken on their request.
7. Incomplete or inaccurate data will result in the request being denied.
8. Students are required to enter the following information:
   - Specialty
   - Practice/Group Name
   - Preceptor LAST NAME, First Name (the last name entered in ALL CAPITAL LETTERS)
   - Credentials (RN with minimum MS, APRN, etc.)
   - E-Mail
   - Phone #
   - Alt. Phone #
   - Fax #
   - Address
   - City
   - State
   - Zip/Postal Code
   - Hospital Affiliation

Once a student request has been made, the system will automatically notify the FSU, CON Typhon Administrator (or their designee) that a request is pending. Please allow at least 48-72 hours for this request to be reviewed.

Adding Preceptor License and CV to Typhon:

1. If the preceptor is not visible on the list in Typhon, request the addition of the new preceptor (see instructions below). We have enabled features to allow you to provide more demographic information in this section.
2. On your main page, in section #3, Other Activities & Reports, you will find a section named External Documents. We would like you to upload the preceptor's CV and a copy of their license in this section.
3. The Preceptor Requests in Typhon are checked daily. Once a preceptor is approved, their name will appear as a choice in Typhon.

Setting:

At the beginning of the semester, please provide a description of your leadership setting(s) and the types of experiences typically encountered in this setting. Utilize the PEP form for this purpose and submit it under the appropriate assignment area to your clinical instructor.

Student Responsibility:

1. It is your responsibility to maintain an up-to-date conference log reflecting your hours.

2. Please review the course syllabus and consult with the course faculty to confirm the required documentation components in Typhon.

3. Aim to enter each day's conference logs on the same day. At a minimum, please enter your hours to reflect your weeks activities.

4. *The documented hours in Typhon should match the completed clinical hours listed during mid-term and final clinical evaluations each semester. Please make sure that your actual hours are entered as they are completed in real-time.*

Submission of a conference log for each preceptor encounter into the Typhon system is a mandatory expectation of all leadership experiences. Again, your work in Typhon will be a graded effort within your courses and is essential as part of the completion of this program. Each student is responsible for maintaining and keeping achieved records of his or her own experiences in the conference logs for class and personal use.

Student Access to the Preceptor List in Typhon NPST™
Students and faculty can view an electronic directory of the approved FSU graduate preceptor list.

Log Entries: ONLY USE CONFERENCE LOGS * for all entries

*Detailed instructions will also be in your syllabus and canvas courses for practicums. ***

The conference log will track the total time spent in clinical and should include the preceptor site, date, and AONL competency your experience is associated with, and a brief comment.

Ensure that you *select the correct course* when making your entries. For example, int the first semester, the student would select **NGR 6944L** for conference log entries.**.** Any entries logged into an incorrect area of Typhon must be corrected by the student before the end of the semester. This is the same manner you will be keeping track of your hours throughout the program.

Typhon Case Log Totals (Graphical):

Print/download the *Graphical* Typhon Case Log Totals reflecting your entire course leadership hours for the semester. Upload this document to the appropriate assignment tab in Canvas.

Class meetings

While the Graduate Nursing Program at FSU primarily operates in an asynchronous and synchronous online format, it is important to note that it is <u>not a correspondence program.</u> There will be times that some synchronous sessions will be offered and you will be notified in advance. Each session will be recorded and you will be expected to complete the assignments accordingly per the course syllabus. Each faculty member is expected to complete a midterm and final evaluation of each student.

Please review the syllabus for each course to determine mandatory meeting times. Information regarding scheduled meetings can be found in the "Zoom" app on the course site within Canvas.

Required Course Documents (*Forms available in CON Graduate Canvas site and each canvas practicum course)*

To ensure success in the course, the following **CRITICAL** course documents must be submitted to your course instructor:

1. **Practicum Education Plan with leadership site information** (submitted at the beginning of the course)
2. **Conference Log Sheet/Typhon summary sheet** (submitted at the end of the course)
3. **Evaluation of Student by Preceptor** (submitted at mid-term and end of course) also signed by faculty of record for practicum as well.
4. **Student Evaluation of Preceptor and Clinical Site** (submitted midterm and at the end of the course)
5. **Student Self-evaluation** (submitted at midterm and final)
6. **EHSL Typhon Conference Log** (end of each course)

7. Practicum attendance form (end of each course)
8. **Portfolio per course syllabus***

All of the above documents contribute to the partial completion of the student portfolio. Please refer to the rubric and expectations in each course syllabus.
The course instructor will submit the completed documents to the Clinical Coordinator to be reviewed and placed in the student's file in the Student Services Office.

<div align="center"><u>Evaluations</u></div>

Evaluation of Student By Preceptor: This rating of the student will become a part of their clinical evaluation. The Final Clinical grade is either Satisfactory or Unsatisfactory and will be based on the student's self-evaluation, the Preceptor's rating, and the Clinical Faculty's evaluation. **If the student's performance, as evaluated by the Preceptor or Faculty, is below satisfactory on ≥ 2 of the behavioral objectives, the student automatically receives a failing grade for clinical performance.** To assist students who are having difficulty in clinical settings, Preceptors and Clinical Faculty should meet immediately when they determine that a student will receive a less than satisfactory rating on ≥ 1 behavioral objective(s).

Evaluation of Preceptor and Clinical Site By Student: Form must be completed by the student at midterm and the end of each semester.

Self-Evaluation: Form must be completed by the student at midterm and final.

Formative/Summative Evaluation: Fa*culty teaching a clinical course should meet with students' preceptor via phone , email or in person about the student's progress at midterm if there are concerns about the students progress and inability to meet their expected hours. Otherwise the faculty of record will review the evaluation by the preceptor at midterm and final and sign off at mid term and at the end of the semester. It is the responsibility of the student and preceptor to communicate with the faculty well in advance if there are ANY concerns about the inability to complete the hours on the PEP.*

Annual Reviews: Students will receive an annual review with their track coordinator
(This will be review during orientation for the practicum and / or initial orientation)
*FSU College of Nursing Annual Doctoral Review)

<u>Portfolio</u>

Portfolio – The Portfolio is a professional requirement of the DNP program. It is a way for us to demonstrate your ability to meet the objectives of each of our practicums, including the final immersion and the track (EHSL) outcomes. The Immersion is a culmination of all of the courses in the program and a way to demonstrate the ability to meet the DNP program outcomes providing examples of your work.

The practicum portfolio is a comprehensive folder used to succinctly organize and document evidence of the activities involved in the leadership practicum experiences.

Each student is responsible for combining their files into a single PDF, creating one portfolio to submit for each practicum and upon graduation. Save each portfolio, as you will need them to create your final portfolio before graduating.

The portfolio must contain the following, including **but not limited to:**

1. **Title Page.**
2. **Table of Contents**.
3. **Introduction Section** (paragraph format describing the focus of the practicum experience, the setting(s), the goals, purpose, roles, and contents of the portfolio).
4. **Preceptor Information: PEP -each practicum**
5. **Practicum Log**. Demonstrate the student's ability to meet the required objectives, activities, and practicum hours for the Doctor of Nursing practice in nursing administration program.- a copy of this log must be uploaded, include all practicum hours, and DNP project I and I (150 hours indirect).
6. Preceptor Evaluation. We must have the signed original evaluations from your preceptors by the designated date. You may place a scanned copy in the assignment tab in Canvas as well as including them in your portfolio.

At Midterm and Final , your faculty will also read and sign off on this also validating successful completion of your hours and in typhon as outlined on your POS. This is part of your clinical grade.

7. Student's Self evaluation and Evaluation of preceptors and clinical sites- again, scanned copies should be placed into your portfolio. -Midterm and Final .
8. Conclusion-Student should reflect on the data as related to the course objectives. All course objectives must be addressed. Student should use specific examples how they address each objective.

**Additional details regarding the portfolio will be outlined in Canvas under assignments and modules for each practicum each semester.

Final student portfolios must be completed and uploaded to NIFTY https://nifty.fsu.edu/

Florida State University College of Nursing
Executive Health Systems Leadership DNP Program
Competency Progression Evaluation Tool
(Applicable to All EHSL Practicum Experiences)
*** Preceptor, Student and Faculty MUST sign at Midterm and Final***

Student Name:
Course Name/#:
Preceptor Name, Credentials and Location:
Semester/Year:
Type of Evaluation (check one): (   ) Mid-term   (   ) Final *Preceptor is to complete
Evaluator:
Total Number of Clinical Hours Completed During Rotation:

General Overview

This tool evaluates the student's clinical performance based on observable behaviors aligned with the **AACN Essentials (2021)** and **AONL Nurse Executive Competencies**. It supports competency-based progression, formative coaching, and reflective practice. Evaluation incorporates input from the student, preceptor, and faculty. *All students will take 3 practicums including the final immersion. BSN-DNP students will take an additional practicum 6943L*

Course	Rating	Descriptor (Readiness Skills)
Practicum 1	Novice level or above (Needs further development)	Beginning to apply with some prompting foundational knowledge for leading self and others (reflective practice, career development, professional accountability, initiative, etc.)
DNP Practicum V **(BSN-DNP only)**	Advanced Beginner level or above (Satisfactory)	Shows growing independence in leading self and others (e.g., emotional intelligence, collaboration, networking, relationship-building) with less oversight.
Practicum 2	Competent (Satisfactory or above)	Demonstrates independent leadership behaviors most of the time across EHSL competencies.
Practicum 3 **Final Immersion**	Proficient	Consistently demonstrates independent leadership behaviors in alignment with EHSL competencies.
Unsatisfactory/Poor		Rarely demonstrates independent behaviors; requires direct supervision without improvement.
N/O		No opportunity to observe this behavior during the evaluation period.

Evaluation Level Definitions-EHSL

- **Proficient (Graduation Standard):**
Consistently demonstrates independent doctoral-level leadership in health systems. Applies advanced skills in strategic management, negotiation, and systems thinking to influence outcomes.
Required by: Practicum 3* MS-DNP students only complete 3 practicum and will be expected to reach this level by their last practicum (Immersion) All

- **Competent:**
Functions independently most of the time, demonstrating leadership of self and others, collaboration, and the ability to apply systems-level strategies.
Required by: Practicum 2 (All)

- **Advanced Beginner:**
Applies foundational concepts with guidance. Demonstrates growing autonomy, confidence, and professional judgment.
Required by: Practicum 6943L (BSN-DNP students only) unless additional hours needed*

- **Novice:**
Relies on significant support. Performance is developing and variable but shows growth.
Acceptable for: Practicum 1 (All)

- **Unsatisfactory/Poor:**
Requires frequent direction; performance lacks consistency and improvement.

- **N/O – No Opportunity to Observe:**
This competency was not observed during the evaluation period.

Important Note

- This evaluation contributes to the student's final practicum grade. The final grade (Satisfactory/Unsatisfactory) is based on the preceptor's evaluation, faculty assessment, student self-evaluation, and documented completion of required hours.
- Any student rated below "Competent" (<3) on two or more competency statements will not be successful in this practicum course, regardless of the other work completed.
- Faculty and preceptors should meet immediately if a student is at risk of unsatisfactory performance (rating <3 on any item).

Each row below reflects expected EHSL graduation competencies. Students must demonstrate **Competent** or **Proficient** performance by completion of Practicum 4.

Strategic Leadership & Health Systems Thinking						
AACN Domain: 1, 2, 3, 4, 5, 6, 7 | 1. Knowledge of Practice, 2. Person-Centered Care, 3. Population Health, 4. Practice Scholarship and Translational Science, 5. Quality and Safety, 6. Interprofessional Collaboration in Practice, 7. Health Systems/ **AONL Competencies**: Leadership, Knowledge of the Healthcare Environment, Business Skills						
Competency Statement	**Novice (minimal)**	**Advanced Beginner (growing)**	**Competent (Majority of the time)**	**Proficient (rarely needs prompting)**	**Unsatisfactory/Poor**	**N/O**
Leads change initiatives to improve patient-centered care and safety across health systems, using strategic insight and stakeholder engagement						
Applies financial and operational principles (e.g., budgeting, staffing, cost-benefit analysis) to						

support quality and value-based outcomes						

Interprofessional Communication & Collaboration **AACN Domain:** 6, 7, 10 | Domain: 6. Interprofessional Collaboration in Practice, 7. Health Systems, 10. Personal and Professional Leadership/ **AONL Competencies**: Communication, Leadership, Professionalism						
Competency Statement	**Novice (minimal)**	**Advanced Beginner (growing)**	**Competent (majority of the time)**	**Proficient (rarely needs prompting)**	**Unsatisfactory/Poor**	**N/O**
Communicates clearly and respectfully with diverse stakeholders to support shared decision-making and system-level improvements						
Fosters interprofessional collaboration by building networks and facilitating stakeholder partnerships across organizational levels						

Evidence-Based Practice & Quality **AACN Domains**: 1, 2, 3, 4, 5, 7 | Domains: 1. Knowledge of Practice, 2. Person-Centered Care, 3. Population Health, 4. Practice Scholarship and Translational Science, 5. Quality and Safety, 7. Health Systems/ **AONL Competencies**: Business Skills, Knowledge of Healthcare Environment						
Competency Statement	**Novice (minimal)**	**Advanced Beginner (growing)**	**Competent (majority of the time)**	**Proficient (rarely needs prompting)**	**Unsatisfactory/Poor**	**N/O**

Leads or contributes to QI initiatives using models such as PDSA, FMEA, or DMAIC to improve system performance						
Applies relevant evidence and population-level data to inform system-wide interventions that improve outcomes and equity						

Professionalism, Ethics & Judgment						
AACN Domains: 1, 5, 9, 10|: 1. Knowledge of Practice, 5. Quality and Safety, 9. Professional Acumen, 10. Personal and Professional Leadership/ **AONL Competencies**: Professionalism, Leadership						
Competency Statement	**Novice (minimal)**	**Advanced Beginner (growing)**	**Competent (majority of the time)**	**Proficient (rarely needs prompting)**	**Unsatisfactory/Poor**	**N/O**
Demonstrates emotional intelligence, self-awareness, and sound judgment when leading and interacting with others						
Upholds ethical, legal, and professional standards, including						

confidentiality, accountability, and advocacy						
Accepts feedback constructively and integrates it into professional growth						

Informatics & Innovation						
AACN Domain: 8 | Technology and Information Literacy/ **AONL Competencies**: Knowledge of Healthcare Environment						
Competency Statement	**Novice (minimal)**	**Advanced Beginner (growing)**	**Competent (majority of the time)**	**Proficient (rarely needs prompting)**	**Unsatisfactory/Poor**	**N/O**
Leverages informatics tools (dashboards, data platforms, EHR) to assess system performance and support decision-making						
Uses improvement science tools (e.g., FMEA, RCA, PDSA) to lead or support system innovation projects						

Professionalism & Accountability						
AACN Domains: 5, 9, 10 | Domain: 5. Quality and Safety, 9. Professional Acumen, 10. Personal and Professional Leadership/ **AONL Competencies**: Professionalism, Leadership						
Competency Statement	**Novice (minimal)**	**Advanced Beginner**	**Competent (majority of the time)**	**Proficient (rarely needs prompting)**	**Unsatisfactory/Poor**	**N/O**

		(growing)				
Demonstrates initiative, meets responsibilities independently, and completes assigned work with reliability						
Demonstrates initiative, meets responsibilities independently, and completes assigned work with reliability						

We welcome your input! Please check any areas where the student demonstrated notable growth or contribution during this practicum. Feel free to include a brief example (1–2 sentences) if possible.

Contributions observed in this practicum (select all that apply):
- ☐ Led or co-led a meeting (e.g., stakeholder huddle, leadership team meeting)
- ☐ Participated in or presented a quality improvement initiative
- ☐ Developed or used a tool to support system-level care (e.g., dashboard, staffing plan, budget draft)
- ☐ Engaged in interprofessional collaboration or external partnerships
- ☐ Applied strategic thinking to address a system or workflow challenge
- ☐ Demonstrated strong emotional intelligence or team leadership
- ☐ Other (please describe): _____

Optional Example:
What is one specific moment or activity that stood out to you about the student's leadership or decision-making?

✏. _____
_____
_____
_____

Student Signature: Date:

Attention: The Preceptor's written evaluation is a critical component of this student's overall course evaluation. By signing this, you are attesting that the above comments are

accurate, and that the student performed and completed clinical hours with the preceptor for this semester.

Preceptor Signature: Date:

Faculty signs by reviewing this in canvas*

THE FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING GRADUATE PROGRAM

NGR (**place number for course here**)
(**Place name of course here**)

EVALUATION OF PRECEPTOR by **(place student name here)**

Preceptor: _____

Inclusive Dates: _____

Indicate the extent to which the preceptor(s) met the stated objectives by using the following scale:

_____1_____	____2____	____3____	____4____	____5_
Not very effective			*Very effective*	

_____ 1.   Facilitated the student in meeting clinical objectives.

_____ 2.   Acted as a role model and as a health care provider.

_____ 3.   Promoted optimal understanding of health problems and their management.

_____ 4.   Acted as a resource for clinical decision-making.

_____ 5.   Promoted independent clinical decision-making.

_____ 6.   Provided feedback to the student.

Comments:

Would you recommend this preceptor to other students? ____yes ____no

Clinical Site Evaluation:

Clinical site promoted learning:

Clinical staff was supportive of student and the learning process:

Clinical site was safe for the student and staff:

Other practitioners at the site were welcoming and encouraged a teaching environment:

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<u>SELF-EVALUATION - CLINICAL EXPERIENCE</u>

Student: _____   Date:_____

Course: _____

<u>Strengths:</u>

<u>Areas for Improvement:</u>

Total hours.   _____

Date Completed _____

Student signature _____ Date:

FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING
EHSL Practicum
Practicum Attendance Record- EXAMPLE

Student: Allison McHugh   Preceptor Name: JANE DOE

Course Number: NGR 6944L EHSL Practicum 1.0   Specialty:

Faculty Facilitator: Dr. McHugh   Preceptor Telephone Number: 850-XXX-XXXX

Semester/Year: Summer 2025   Preceptor E-mail Address: amchugh@fsu.edu

Date of Experience	Start Time	End Time	Total Hours	Preceptor's Signature	Date
5/25/25	See typhon log		20		
Leadership Assessment assignment			4		
6/15/25	See typhon log		20		
Values activity			2		
7/1 /25 AONL WEBINAR (4) ACHE Finance webinar (6)			10		
Leader as Coach assignment			4		
	7/15/25		60		

Total hours 120 * see typhon for details