FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING

Family Nurse Practitioner
Program Guidelines
**These program guidelines are supplemental to the Graduate Student Handbook
for students and clinical faculty**

2023-2024

Table of Contents

The **Family Nurse Practitioner Certificate** student must maintain a cumulative grade point of at least 3.0 in all graduate courses. No course hours with a grade below "B" will be credited for this certificate. All clinical practical labs must be completed with a grade of Satisfactory. The entering graduate student must have the following graduate level courses prior to starting the program: Advanced Health Assessment, Advanced Pathophysiology, and Advanced Pharmacology.

Family Nurse Practitioner Certificate Program of Study
A total of 25 credit hours and 750 clinical hours are required for the FNP Certificate

Fall Semester 22 8 credit hours	Spring Semester 23 6 credit hours	Summer Semester 23 6 credit hours
NGR 6348 Women's Health care for Family Adv Practice Nurses (3) **NGR 6304 Pediatrics** for Advance Practice (3) **NGR 5064C** Advanced Skills for the APN (2) (90 CH)	**NGR 6601** Advanced Management of the Family I (3) **NGR 6601L** FNP Practicum I (3) (180 CH)	**NGR 6602** Advanced Management of the Family II (3) **NGR 6602L** FNP Practicum II (3) (180 CH)

Fall Semester 23 5 credit hours	
NGR 6619L FNP Practicum III (5) (300 CH)	25 Credit hours and 750 clinical hours (required clinical hours will be based on formal gap analysis-must have 750 specific population hours) Students must Have 3 discrete courses in Advanced Patho, Advanced Health Assessment & Pharmacology across the lifespan *prior* to starting the program. A certificate student must maintain a cumulative grade point of at least 3.0 in all graduate courses. No course hours with a grade below "B" will be credited for this certificate. All clinical practical labs must be completed with a Satisfactory. (v7)

Doctor of Nursing Practice (DNP)

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 program is designed in accordance with the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Practice Nursing, National Organization of Nurse Practitioner Faculty (NONPF) Core competencies, and Population Focus Nurse Practitioner Competencies (2013).

Family Nurse Practitioner MSN to DNP

The MSN to DNP Program of Study is developed for each Master's prepared student on a case-by-case basis, following a review of the MSN transcript.

Doctor of Nursing Practice (DNP)
Family Nurse Practitioner BSN to DNP

This major is designed to academically and clinically prepare the nurse to become a Family Nurse Practitioner (FNP). **This major includes a total of 71 credit hours of post baccalaureate study and includes 1020 clinical hours**. Upon successful completion of this major, graduates will be eligible to sit for the national FNP certification exam and to be awarded the DNP degree.

DNP Family Nurse Practitioner Major Program of Study
(Fall Admission-Full Time)

Fall Semester 22 9 credit hours	Spring Semester 23 9 credit hours	Summer Semester 23 7 credit hours
NGR 5140 Advanced Patho Concepts in Nursing Science (3) NGR 5172 Pharmacology for Advanced Practice (3) NGR 7769 DNP Roles & Leadership within Complex HC Environments (3)	NGR XXXX Theoretical Constructs and Methods for Evidence-Based Practice (3) NGR XXXX Advanced Health Assessment & Diagnostic Reasoning for the APN (4) NGR XXXX Methods of Program Evaluation & Quality Improvement (2)	NGR XXX Skills of the APN (3) NGRXXXXL Advanced Health Assessment and Skills for the APN Practicum (1) (60 clinical hours) NGR 5846 Biostatistics (3)
Fall Semester 23 10 credit hours	**Spring Semester 24 9 credit hours**	**Summer Semester 24 8 credit hours**
NGR XXXX Appraisal & Translation of Evidence for Practice (2) NGR 6348 Women's Health care for Family Adv Practice Nurses (3) NGR 6304 Pediatrics for Advance Practice (3) NGR XXXX Health Equity & Social Determinants of Health (2)	NGR XXXX Genetics and the Environment (3) NGR 6601 Advanced Management of the Family I (3) NGR 6601L FNP Practicum I (3) (180 CH)	NGR 6602 Advanced Management of the Family II (3) NGR 6602L FNP Practicum II (3) (180 CH) NGR XXXXC DNP Project Planning & Application for the APN (2) (60 indirect clinical hours)
Fall Semester 24 9 credit hours	**Spring Semester 25 10 credit hours**	**71 Credit hours and 1020 clinical hours [900 population specific & 120 indirect hours]**
NGR XXXXC DNP Project Implementation, Evaluation & Dissemination for the APN (2) (60 indirect clinical hours)	NGR XXXX Policy& Legal and Ethical Complexities in Healthcare (3)	

NGR 6674 Population Health and Applied Epidemiology (3) NGR 6619L FNP Practicum III (4) (240 CH)	NGR 6893 Healthcare Finance, Economics, and Entrepreneurship (3) NGR 6942L FNP Practicum IV (4) (240 CH)	(v7)

Post-Master's FNP to DNP Family Nurse Practitioner
(Fall Admission-Part-time)

Fall Semester 6 credit hours	Spring Semester 5 credit hours	Summer Semester 3 credit hours
NGR 7769 DNP Roles & Leadership within Complex HC Environments (3) **NGR 6674** Population Health and Applied Epidemiology (3)	**NGR XXXX** Theoretical Constructs and Methods for Evidence-Based Practice (3) **NGR XXXX** Methods of Program Evaluation & Quality Improvement (2)	**NGR 5846** Biostatistics (3)
Fall Semester 4 credit hours	**Spring Semester 6 credit hours**	**Summer Semester 2 credit hours**
NGR XXXX Appraisal & Translation of Evidence for Practice (2) **NGR XXXX** Health Equity & Social Determinants of Health (2)	**NGR XXXX** Genetics and the Environment (3) **NGR 6893** Healthcare Finances, Economics, and Entrepreneurship (3)	**NGR XXXXC** DNP Project Planning & Application for the APN (2) (60 indirect clinical hours)
Fall Semester 7 credit hours	**Spring Semester 8 credit hours**	**41 Credit hours and 600 clinical hours (required clinical hours will be based on formal gap analysis)** (v7)

Total Clinical Hours for DNP/FNP Students

A total of 1020 clinical hours are required for this program (CCNE accreditation body requires a minimum of 1000 clinical hours for a DNP). Of these clinical hours, a minimum of 125 pediatric and a minimum of 125 women's hours are required. Additionally, ***a minimum of 225 clinical hours must take place in a family practice setting***. The distribution of clinical hours for the program is as follows:

Course		Clinical Hours
NGR XXXXL	Advanced Health Assessment and Skills for the APN	60
NGR 6601L	Advanced Management of the Family	180
NGR 6602L	FNP Practicum II	180
NGR 6619L	FNP Practicum III	240
NGR 6942L	DNP Practicum IV	240
NGR XXXX	DNP Project Planning and Application for the APN	60
NGR XXXX	DNP Project Implementation, Evaluation & Dissemination for the APN	60

FNP Appropriate Preceptors and Field Sites

Students are expected to secure preceptors throughout their enrollment and before starting each semester. 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. ***No clinical experiences are to begin until the student receives an approval letter indicating that clinical clearance and preceptor have been approved and the clinical site has the appropriate practice contract in place.***

Course (clinical hours)	Appropriate Preceptor	Appropriate Field Sites	NOT acceptable
			Hospital (including Hospitalist, ICU, ED)
NGR XXXXL Advanced Health Assessment and Skills for the APN (60 clinical hours)	Family Nurse Practitioner (FNP); PA, MD, DO who will permit the student **to focus only on assessment and clinical skills**, and upon completion, the student will be able to perform a complete health assessment including a medical history, and comprehensive physical exam and perform skill including suturing, EKG (basic and advanced), radiology, casting and splinting and dermatological procedures. Students are encouraged to discuss differential diagnoses and treatment plans (both diagnostic and pharmacotherapeutics) with the preceptor, but proficiency is not expected for this course.	Urgent Care; Emergency Department; Derm clinics; private practice/clinics that perform advanced skills procedures. Other sites will be determined on an individual basis.	Hospital (including Hospitalist, ICU, ED, or Urgent care)
NGR 6601L Advanced Mgmt of the Family I	Family Nurse Practitioner (FNP); PA, MD, DO) This course focuses on the care of patients with acute	Private practice, urgent care clinic, community clinic, hospitalist hospital or specialty care facility,	

(180 clinical hours)	illness. The earlier clinical didactic courses have covered care of patients with advanced skills, advanced health assessment, pathophysiology, and pharmacology.	or any other site where the FNP student has an opportunity to develop skills in caring for patients with acute illness to include physical assessment, advanced skills, and medication treatment plans. Other sites will be determined and approved on an individual basis.	
NGR 6602L Advanced Mgmt of the Family II (180 clinical hours)	Family Nurse Practitioner (FNP); PA, MD, DO This course focuses on the care of patients with chronic illness. The earlier clinical didactic courses have covered care of patients with acute illness, advanced skills, advanced health assessment, pathophysiology, and pharmacology.	Private practice, community clinic, or specialty care facility, or any other site where the FNP student has an opportunity to develop skills in caring for patients with chronic illness to include physical assessment, advanced skills, and medication treatment plans. Other sites will be determined and approved on an individual basis.	
NGR 6619L FNP Practicum III (240 clinical hours)	Family Nurse Practitioner (FNP); PA, MD, DO This practicum course focuses on the care of patients with chronic illnesses. The earlier clinical didactic courses have covered care of patients with acute illness, advanced skills, advanced health assessment, pathophysiology, and pharmacology.	Private practice, community clinic, hospital or specialty care facility, or any other site where the FNP student has the opportunity to develop and hone skills in caring for patients in all health care settings. The FNP student should be able to assess, diagnosis, and develop a treatment plan. Other sites will be determined and approved on an individual basis.	

NGR 66942L FNP Practicum IV (240 clinical hours	Family Nurse Practitioner (FNP); PA, MD, DO This course provides an intensive clinical experience that is intended to demonstrate the culmination of the students' advanced practice role. Each student will be required to submit individual objectives at the beginning of the semester to their faculty. Clinical experiences will be individually designed within the context of the focus of the students' program.	Private practice, community clinic, hospitalist hospital or specialty care facility, or any other site where the FNP student has an opportunity to see a full complement of patients depending on the clinical site. The student is expected to develop "decision readiness" and accountability for the diagnostic management steps. This can only be perfected through practice and repetition. Each treatment plan should include diagnostics and pharmacotherapeutics, as indicated, as these are areas of expected competencies.	

For any questions related to American DataBank you can contact them by email complio@americandatabank.com or by calling 1-800-200-0853.

For any questions related to preceptor forms and site affiliation agreements, you can contact Katie Lambert (kel22g@fsu.edu).

For any questions related to preceptors or Practicum Education Plan, please contact your Clinical Faculty or FNP Program Coordinator, Dr. Tara Hayes at thayes@fsu.edu

Information for Students and Faculty Regarding Preceptors

This process was developed to assist the preceptor in understanding the expectations and role of the preceptor to facilitate the DNP student in developing the knowledge, skills, and attitude needed to provide optimal care to patients and families.

Student's Responsibility:
1. Complete the Practicum Education Plan 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 in your clinical rotation
5. Have the preceptor review and sign the Practicum Education Plan
6. Email the signed verification form to your faculty and to the Clinical Coordinator and *prior to starting any clinical experience.* If this is not completed, then no clinical hours will be accepted until the process is complete.

Clinical Faculty's Responsibility:
1. Account for the signed Practicum Education Plan 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.
3.
4. Ensure student portfolios are completed each semester and are comprehensive (include documentation from previous semesters)

Additional Practicum Guidelines

1. Attendance at all practicum rotations is mandatory for the entire number of hours required.

Please note:
- Contracts and pre-requisite paperwork must be received ***before*** anyone can begin clinicals. This is mandatory. If any hours are performed without the proper clearance, the hours will not be counted. We must have all the legal documents before your starting any clinical hours.
- We must have your projected schedule in the appointed area on Canvas before you begin your clinical hours. Please list your name, location (with address), Preceptor's name, and a number where we can reach you. It is very important that we know where you are practicing at all times. If your schedule changes, please notify your faculty and also place a revised schedule in Canvas.
- You may submit projected schedules as you arrange them with each specialty. You are NOT required to know all dates at once. You will be able to submit more than one schedule in CANVAS for projected schedules over the period of the semester.

2. **WE MUST KNOW WHERE YOU ARE! Be sure to let us know if your posted schedule changes (i.e., your preceptor has an unplanned absence, or you do) and**

post the revised schedule. This will be important, so you do not miss the opportunity to complete your notes. **You must have your clinical notes completed within 14 days from the first day of your clinical rotation.** If this is not followed, a grade of "zero" will be assigned for that note unless your instructor grants you an extension.

3. <u>You must complete and clearly document the required minimum clinical hours in the role of a Family Nurse Practitioner student with qualified preceptors. Required hours must be spent in **direct patient care**</u>.

4. Be sure to dress professionally and in accordance with the CON policy when in clinicals. <u>Remember that you are a representative of FSU CON</u>.

Clinical Clearance

Per the FSU, College of Nursing Graduate Student Handbook:

This process involves 4 steps:

Step 1: Qualtrics Request: Please follow the link provided to initiate an evaluation of your clinical clearance. This request serves as notification by the student that he/she plans to do clinical rotations and would like clearance. Without this request, the clearance will not be initiated and will result in possible delays in completing clinical hours. 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: **PEP Completion**: See information provided.

Step 4: Complio (American Databank) Completion: See 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 ARNP License –
-
- 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.

No clinical experiences are to be conducted until all documentation is complete and the student has clinical clearance from the Clinical Coordinator. Unapproved hours will not be counted toward clinical hours for the course. Please note: even if your preceptor is a CON faculty, you still need to submit all the appropriate paperwork for your faculty preceptor.

Some facilities/offices require an affiliation agreement with CON. These contracts take time to complete (sometimes up to 3 months). Please begin this process the semester prior to the planned experience. If the CON does not have a current contract with a clinic or facility, the student must provide the Clinical Coordinator a contact at the facility in order to initiate the agreement. Please contact Katie Lambert (kel22g@fsu.edu) for information regarding your specific facility request/agreement on file.

Practicum Education Plan (PEP):

At the beginning of the semester, the student will upload their completed PEP to course canvas site prior to beginning any clinical time. This form must be signed and dated by the preceptor and student and then must be sent to Katie Lambert (kel22g@fsu.edu) for signature BEFORE IT IS UPLOADED TO THE COURSE. All information requested on the preceptor form must be provided and complete before submission. Scan and email to kel22g@fsu.edu (Katie Lambert) or upload and share using One Drive app. *The student may not attend clinical until receiving final clearance from Katie*. Incomplete forms will result in the student being unable to attend clinical in a timely manner.

Practicum Education Plan (PEP) Process Guidelines:

Faculty, Clinical Coordinator and Student responsibilities:
- A new PEP is required for each clinical rotation and for each preceptor.
- The completed PEP form is the tool that will be used to evaluate the student's clinical performance; completing objectives is a key portion of the evaluation process-both by the Preceptor and the Clinical Faculty member.
- Student fills out student demographics, preceptor demographics & faculty contact information on the PEP.
- Student adds specific course description and course objectives to the PEP.

- Student formulates 5 specific & measurable goals for the clinical experience. Clinical Faculty or the Program Coordinator can assist students with objectives, if needed.
- Student adds the number of clinical hours and dates for the clinical experience.
- After reviewing the 5 objectives on the PEP, the Student and Preceptor sign the PEP form.
- The student sends the PEP to the Clinical Coordinator.
- The Clinical Coordinator signs the PEP form, after the preceptor and student, indicating that the student's clinical rotation is deemed suitable, and the student has clinical clearance to begin clinical rotation.
- The Clinical Coordinator sends signed copy back to the student and the student is cleared to start clinicals. Student must upload the PEP to Canvas before beginning clinical.

Clinical Rotation and Preceptor Request

- Each student must submit a signed PEP to the Clinical Coordinator (see above).
- Each student must do a clinical request using Qualtrics (this must be done every semester even if the student is rotating with the same preceptor as the previous semester).
- Each student must submit a preceptor request on Typhon and add preceptor CV and license to Typhon.
- All of this is REQUIRED for approval of the clinical rotation. Unapproved hours will not be counted toward clinical hours for the course.

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: Copy and paste Course Description
COURSE OBJECTIVES: Student copy and pastes Course Objectives

PERSONAL OBJECTIVES: **(List at least <u>five (5), specific and measurable</u> personal objectives for <u>each</u> 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.)**

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:

     Type of Practice/Population Focus:

     Student's Anticipated Clinical Schedule

          Days of the week

          Amount of time per day

          Total amount of time for this clinical site:

_____   _____
Student   Date

_____   Date_____
Preceptor

_____   _____
Clinical Coordinator   Date

_____   Date   _____
Clinical Faculty

Typhon NPST™ Patient Records

Typhon NPST™ (pronounced "TY-fun") is a clinical data management system that will aid in the student clinical experience and job search after graduation. Students pay a one-time fee to register for Typhon; it can be used throughout the clinical courses and up to 5 years after graduation. Typhon will be utilized to log clinical experiences, create an electronic student portfolio, manage external documents (preceptor resumes, licenses, etc.), as well as generate detailed reports of clinical experiences. This electronic logging system becomes part of the student's permanent file and substantiates the Dean of Graduate Studies and/or Clinical Major Coordinator's recommendation of the student in applying for certification upon graduation (A complete listing of clinical hours and experiences may be required by the testing agency at the time of Board Certification application, application for State certification, and/or hospital credentialing).

Typhon NPST™ Instructions:

1. You will receive an email from the Typhon NPST™ system with your account information (unless already set up from a previous semester). You must set up your account within 24 hours of receiving this email. It is imperative that you use your FSU Email only!!

2. You will then purchase access to Typhon. When you initially log-in, you are automatically directed to a credit card payment page where you pay the fee. Once payment is approved, the system automatically activates your account and you can begin using the system. Please change your password from the default. You will also need to accept the end-user license agreement.

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

4. Students requiring additional technical support can access the Student Frequently Asked Questions (FAQ) found at: http://www.typhongroup.net/help/ or may complete an online support ticket through Typhon with a response time of approximately one (1) business day.

5. The "Support Tickets" page is available on your main menu when you log in to your online account. Press "Create New Ticket" and fill out the form completely, outlining your issue and any troubleshooting you have already tried.

6. Helpful tutorials related to your use of Typhon can be accessed under the "Help" section on the main menu. Please view these tutorials prior to starting a clinical course.

<u>Student Responsibility:</u>

1. It is your responsibility to keep and maintain an up-to-date clinical data base.
2. Expectations vary from course-to-course. It is the student's responsibility to read the course syllabus and speak with course faculty to confirm the required components of documentation in Typhon.
3. There is a learning curve—this is a lot of information to collect. Most students say that the first few days it may take 5-10 minutes to enter each encounter but that drastically drops by the end of the first week.
4. Clinical logs are due with 14 days of your clinical experience!!! You should always try to enter each day's encounters on the actual day. If you get into the habit of doing today's cases today, you won't have to worry about a deadline, and it will help you get past the learning curve more quickly. This will also help you get acclimated to what will be expected of you as a practicing nurse practitioner with a full patient load.
5. Don't forget to print and use the "blank case log worksheet" to help remind you of the data for each patient.
6. Don't forget to monitor your "missing information" screen. Clear it each day while the data is still fresh in your mind.
7. If you have a clinical question related to content entry requirements contact your course faculty.
8. You are expected to keep the record of your patient encounters up to date. The documented clinical hours in Typhon must match the completed clinical hours listed at the time of your mid-term and final clinical evaluations each semester.
9. All hours are to be logged as CASE HOURS (Patient Case Log). Do not use Time Log.
    a) Multiply the number of hours in daily shift by 60 to determine total shift minutes
    b) Divide total daily shift minutes by number of patients seen to determine minutes allocated for each patient. The number of minutes is entered as the Time with Patient for each patient seen that day. Shift hours x 60 = Total Shift Minutes Total Shift Minutes / Total Number of Patients Seen. For example, if a student spends an 8-hour shift at the site and sees 10 patients, then: 8 x 60 = 480 minutes per day 480/10 = 48 minutes per patient. The student would enter 48 minutes for each patient seen that day. Do not put in separate Consult hours.

<u>Again, clinical logs are due within 14 days of your clinical experience; we recommend completing the logs as soon as possible after your clinical so specifics can be captured in your documentation. Clinical logs will be locked after 14 days and you will not be able to receive credit hours for late clinical logs.</u>

Submission of a clinical log for each patient encounter into the Typhon system is a mandatory expectation of all clinical experiences. Again, your work in Typhon will be a graded effort within your courses and is essential in certifying your competence to sit for boards after graduation. Each student is responsible for maintaining and keeping achieved

records of his or her own clinical experience logs for class and personal use. All patient encounters, whether seen independently, in collaboration with preceptor, or as observation, require an entry into Typhon.

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

Requesting Preceptors and Clinical Site additions to the Preceptor List

1. If your preceptor is not already listed within Typhon, students should request additions to the preceptor list. Please note it is the discretion of each Specialty/Program Director and/or clinical/theory faculty member to approve the use of a clinical preceptor and clinical site.
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 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 (APRN, M.D., D.O., PA, LCSW, MFT, 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. Request new preceptor in Typhon if you cannot see the preceptor on the list (See instruction below)
   a. We have enabled features to allow you to place more demographic information in this section.
2. On your main page, section #3 Other Activities & Reports you will find a section named External Documents.
   a. We would like you to upload the preceptor CV and Copy of License in this section.

3. The Preceptor Requests in Typhon will be checked every day. Once a preceptor is approved, their name will populate as a choice in Typhon.

Setting:

At the beginning of the semester, please describe your clinical setting(s), and types of clients usually encountered in this setting and submit to your clinical instructor. Please use the Clinical Site Description form to do this and submit it under the appropriate assignment area.

Log Entries:

The log will track the total time spent in clinical as well as with each patient and should include the preceptor site, date, patient demographics, ICD-10 codes, DSM code, time spent with each patient, and brief comments.

This is the same manner you will be keeping track of your clinical hours throughout the program. Make sure that you select the correct course when making your entries. For example, this semester, the student would select NGR5056L to make clinical log entries. Any entries logged into an incorrect area of typhon must be corrected by the student before the end of the semester.

Typhon Case Log Totals (Graphical): You will need to print/download and then upload to the appropriate assignment tab in Canvas the Graphical Typhon Case Log Totals reflecting your entire clinical course hours for the semester.

Clinical Log Example:
The following example shows the correct format for clinical log entries.
Faculty will review your log periodically and make annotations to help you log your clinical experiences accurately and efficiently.

Clinical Log Example

Florida State University (Acct #3221)	
Case ID #: 1336-20210421-002 (Status: Approved)	**Date of Service: 4/21/2021**
Student Information -	
Semester: Spring	
Course: NGR5003L Health Assessment for APN	
Preceptor:	
Clinical Site:	
Setting Type:	
Patient Demographics	
Age: 60 years	
Gender: Male	
Clinical Information	
Time with Patient: 60 minutes	
Consult with Preceptor:	

Type of Decision-Making: Low complexity
Student Participation: Shared (50-50)
Reason for Visit: Follow-up (Hospital Visit)
Chief Complaint: RUQ pain
Encounter #: 1
Type of HP: Expanded Problem Focused
Social Problems Addressed:

ICD-10 Diagnosis Codes

#1 - I50.22 - CHRONIC SYSTOLIC (CONGESTIVE) HEART FAILURE
#2 - K80.70 - CALCULUS OF GB AND BILE DUCT W/O CHOLECYST W/O OBSTRUCTION
#3 - K86.2 - CYST OF PANCREAS

CPT Billing Codes

#1 - 99231 - SUBSEQUENT HOSP CARE 2+ KEY COMPONENTS:PROB FOCUS INT HX;PROB FOCUS EXAM;MED DEC STRTFWD/LOW COMPLEX

Medications

 # OTC Drugs taken regularly: 0
 # Prescriptions currently prescribed: 0
 # New/Refilled Prescriptions This Visit: 0
Types of New/Refilled Prescriptions This Visit: **Adherence Issues with Medications:**

Other Questions About This Case

Patient Interaction: In person
Visit Type: General

Clinical Notes

Follow up for RUQ pain, pancreatic mass, elevated LFT's.

BH is a 60-year-old male with a PMH of HTN, CHF, TAVR, who presented to the ED yesterday for c/o RUQ pain. Some tachycardia in the ED. Afebrile. He did endorse some intermittent anorexia with N/V over the last few months, with an associated 5-6 pound weight loss. A RUQ ultrasound was performed which indicated some non-obstructive cholelithiasis in the bile duct, and a pancreatic mass.

Today, the patient is found resting comfortably in bed. He received an ERCP procedure early in the morning and he is somewhat lethargic from the anesthesia at this time. He denies pain or discomfort. V/S today are stable and back to baseline.

CHOLELITHIASIS
PANCREATIC MASS

ERCP done today by GI, Await pancreatic biopsy results.
Clear liquid diet for now, monitor pt's ability to tolerate

CONGESTIVE HEART FAILURE

Continue metoprolol and lisinopril
Continue PO furosemide
Continue PO potassium 10mEq
PRN clonidine 0.1mg
Monitor BP
Monitor telemetry

Class Meetings

While the Graduate Nursing Program at FSU is conducted in an asynchronous and synchronous online format, please understand it is <u>not a correspondence program</u>, i.e., it is **expected** that each faculty set up a time to meet with the students as a class via Zoom at least *3-6 times (depending on the course)* during the semester and have frequent contact with individual students to discuss their progress in practicum courses.

Please read over each course syllabus to determine mandatory meeting times The canvas course should have information regarding scheduled meetings in the "Zoom" app on the course site. Please contact Mr. Jamie Marsh at jmarsh@nursing.fsu.edu to assist you with connecting to Zoom if you have questions or issues.

Faculty teaching a clinical course will discuss student personal objectives from Practicum Education Plan with students about 3 to 4 times in a semester; they will also contact the students' preceptor to dialogue about the student's progress and any question the preceptor may have (rubric provided in Attachment 1)

Preceptor Guidelines

The preceptor will follow the Practicum Education Plan (PEP) that was previously agreed upon, throughout the clinical rotation. Each PEP will include student objectives and goals that meet the specific course outcomes.

Required Course Documents

The following are the **CRITICAL** course documents required to be turned in to your course instructor to be successful in the course:

Practicum Education Plan (beginning of course)

Student Formative Evaluations (throughout course)
Preceptor evaluation of student (mid-term and end of course)

Student evaluation of preceptor and clinical site (end of course)

All of the above documents are submitted for partial completion of the student portfolio (see rubric below for portfolio instructions

Faculty consultation with Preceptor is required at the beginning and at midterm during the semester. It is the student's responsibility to ensure this occurs. Once the faculty member meets with the preceptor (via email or phone call whichever the preceptor prefers), the student must meet with the faculty to discuss clinical performance. This meeting will generally occur via zoom and will be arranged at a date/time convenient for the faculty and the student.

Portfolio

The practicum portfolio is a comprehensive folder used to succinctly organize and document evidence of the activities involved in the practicum experience. The portfolio must contain the following: Combine files so each student has one portfolio to turn in; save each portfolio as you will need them to create your final portfolio prior to graduation

1. **Title Page.**
2. **Table of Contents**.
3. **Introduction Section** (paragraph format describing the focus of the practicum experience, the patients, the setting(s), the goals, purpose, roles, and contents of the portfolio).
4. **Preceptor information**: PEP
5. **Clinical Log**. Your Typhon log should document all patients seen during your clinical hours and should reflect your weekly progress toward meeting the course objectives. The log will track the total time spent in clinical as well as with each patient and should include the preceptor site, date, patient demographics, ICD-10 codes/CPT codes, time spent with each patient, and brief comments. For the portfolio, a Graphical Case Log Total should be used.
6. **Episodic SOAP** notes related to the care delivered by the Family Care Nurse Practitioner student in conjunction with his/her rotation preceptors.

7. **One comprehensive SOAP** note related to the care delivered by the Family Care Nurse Practitioner and the Primary Preceptor.

8. **Formative Evaluation Tools** (submitted week 3,6,9). This is mandatory. It is the faculty's way of documenting our communication and feedback to you. Your faculty will read and respond. This is part of your clinical grade.

9. **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.

10. **Student's Evaluation of preceptors and clinical sites**- again, scanned copies should be placed into your portfolio.

11. **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.

GRADING CRITERIA PORTFOLIO	POSSIBLE POINTS
Title Page	1 pt
Table of Contents	3 pts
Introduction	2 pts
Section I	14 pts
○ (14 pts) Preceptor Information/PEP and clinical site information	
Section II	80 pts
Clinical Notes	
○ (40 pts) Comprehensive SOAP note	
○ (10 pts each) Episodic Specialty Rotation Notes x 2	
○ (10 pts) Clinical Logs	
○ (6 pts) Formative Evaluation tool	
○ (2pts) Preceptor and Faculty Evaluation	
○ (2 pts) Student Evaluation of Preceptor/site	
Total points	100 pts

FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING
NGR XXXX
Name of course here

STUDENT FORMATIVE EVALUATION

Scheduled Meeting with Faculty Facilitator (can be via telephone):

_____ with_____

Date _____
Time _____
Place _____

Specific Strengths Identified:

Specific Weaknesses Identified:

Interventions/Plans to Overcome Weaknesses:

Progress made toward personal objectives for this rotation:

THE FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING GRADUATE PROGRAM

CLINICAL PERFORMANCE EVALUATION FOR
NGR XXXL**- (please indicate course here)**

FNP Clinical performance Evaluation
Please mark one: Midterm ( ) Final ( )

Student's Name: _____

Dates performed: _____

Location: _____

Preceptor: _____

This rating of the student will become a part of his or her clinical evaluation. The final clinical grade will be a compilation of the student's self-evaluation, the preceptor's rating, and the clinical faculty member's rating. The faculty is ultimately responsible for the student's final grade.

RATING SCALE: **Met (M) =Expected Level of Performance.**
Student demonstrates appropriate understanding of required knowledge, skills, or behavior; requires minimal prompting to meet objectives.

Not Met (NM) =   Unacceptable Level of Performance.
Student demonstrates limited understanding of required knowledge, skills or behavior; requires significant guidance to meet objective.

If a student earns two Not Met (NM) then the course will need to be retaken and they will receive an Unsatisfactory for the clinical course.

Check the appropriate box for each item:	Met	Not Met	Not Applicable
1. Obtains a thorough and appropriate history from patients.	[ ]	[ ]	[ ]
2. Performs a thorough and appropriate physical examination of patients using proper technique.	[ ]	[ ]	[ ]
3. Incorporates patient/family education in management plans.	[ ]	[ ]	[ ]
4. Documents in an appropriate manner (legible, complete, proper terminology, abbreviations, spelling, format).	[ ]	[ ]	[ ]
5. Communicates with patients appropriately and effectively.	[ ]	[ ]	[ ]

Rev. date: 8/21/2023 TH

6. Collaborates with colleagues appropriately and
effectively.   [ ]   [ ]   [ ]

7. Manages time appropriately.   [ ]   [ ]   [ ]

8. Presents self as a professional in appearance and
demeanor.   [ ]   [ ]   [ ]

9. Recognizes own limitations.   [ ]   [ ]   [ ]

10. Progress during the semester.   [ ]   [ ]   [ ]

Comments:

Student Signature/Date   _____

Preceptor Signature/Date   _____

A specific evaluation/completion form for 6942L will be developed

FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING
NGR (**place number for course here**)
(Place name of course here)

EVALUATION OF PRECEPTOR by (place student name here)

Preceptor: _____

 Date: _____

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 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 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 encourages a teaching environment: