



Graduate Nursing

MSN & Post-Graduate

Clinical Handbook

2022-2023

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Preface

The purpose of this handbook is to provide detailed information in support of the Practicum experience. Practicum Evaluators, Preceptors and Students should frequently refer to this handbook throughout the practicum experience.

This handbook is subject to revision. All stakeholders will be advised when changes are made through traditional university communications.

Mission Statements

Mission Statement of the University

The purpose of Florida National University is to contribute to the education of a population of diverse, presently predominantly Hispanic, cultures. The University realizes this mission through the employment and development of a faculty of scholars who are proficient in the art of teaching. The University strives to prepare the students for employment in their chosen career or advanced studies through the acquisition of the required skills and knowledge needed for the successful completion of the program of studies.

Florida National University strives to provide the educational facilities and resources that support intensive sessions of study in small classes, in order to foster in the student, the attainment of a quality university education according to the students' personal goals, and the advancement of modern technology.

Furthermore, Florida National University provides educational and cultural programs intended to enrich the community it serves.

Master of Science in Nursing Department Mission

The purpose of the Graduate Nursing Department is to direct programs and courses to provide students with the necessary knowledge and skills in the field of nursing for advanced nursing practice, and advanced studies. The department will fulfill this mission through the collaborative efforts of knowledgeable faculty, comprehensive curriculums, continuous quality reviews and assessment, and an alignment to the essential competencies of post-licensure nurse education.

Program Learning Outcomes

- I. Integrate nursing theory, research, and advanced knowledge into practice settings to contribute to the development of the nursing discipline as a science and to function efficiently in the roles of Nurse Educator, Leader, and Practitioner. Linked to Program Goals I, II, & III.
- II. Appraise healthcare ethical issues as they affect individuals, communities, and society at large and provide leadership in collaboration with other disciplines to improve clinical outcomes. Linked to Program Goals I, II, & III.
- III. Advocate for quality and cost-effective care through comprehensive management and negotiation with various healthcare delivery systems. Linked to Program Goals I, II, & III.
- IV. Use critical thinking to provide holistic nursing care across the lifespan in a variety of complex healthcare settings utilizing evidence-based practice knowledge to promote health, prevent disease, and maintain well-being for individuals, families, groups, communities, and populations. Linked to Program Goals I, II, & III.
- V. Apply concepts and skills of leadership management, quality improvement, and 11 patient safety in the delivery of high-quality care while engaging in the promotion of health, prevention of disease, and maintenance of high functions across the health/illness continuum. Linked to Program Goals I, II, & III
- VI. Incorporate the values of human diversity and dignity in their practice to deliver culturally and spiritually sensitive care to the community. Linked to Program Goals II, & III

Qualifications of Practicum Sites:

- Cooperative agreements with each preceptor and/or practicum site are required by the university.
- Approval of a practicum site and preceptor for advanced nursing practice must come in consultation with clinical coordinator and/or primary faculty.
- The demographics of clients and advanced nursing situations are adequate to fulfill course outcomes and advanced practice-nursing expectations. (Applies to out of state practicums).
- NP students must complete their practicum in sites specifically suited to support their area of focus (i.e. Family, Psychiatric Mental Health, or Adult-Gerontology Acute Care).
- The setting for the Psychiatric Mental Health Nurse Practitioner Concentration clinical will be in a psychiatric setting. Each student will have the opportunity to perform the clinical skills of psychotherapy, psychiatric evaluations, formulate differential diagnoses, evaluate diagnostic tests, and prescribe and manage psychotropic medications.
- Practicum placements for post-graduate certificate students can be within the Miami-Dade, Broward County areas, and out of state if the preceptor and clinical sites compliance with the post-graduate certificate program requirements and the demographic population to be seen is adequate to accomplish the student learning outcomes.
- Students must complete all practicum hours within the focus area in which they are enrolled (i.e. Psychiatric Mental Health, Adult-Gerontology Acute Care, Family, Nurse Leadership and Management, and Nurse Educator).
- Students in practicum must practice the student role with the approved preceptor approved by the Clinical Coordinator, changes of site or preceptor are not allowed without approval.

MSN students must adhere to practicum site criteria for all practicum courses. Students must follow the clinical site requirements as outlined in the following two pages:

Practicum Site Description

<i>Practicum Site</i>	<i>Description</i>
Family Practice	Continuing and comprehensive healthcare for the individual and family – care for all ages, sexes, each organ system and every disease entity; preferred site for all practicum courses
Retail Clinic	Primary care clinics located in a retail store that care for common illnesses and injuries; may only be used for one practicum course
Internal Medicine	Specialty dealing with the prevention, diagnosis, and treatment of adult diseases; may be used for up to two practicum courses provided you have adequate pediatric and women’s health exposure in second practicum course
Geriatrics	Specialty dealing with the prevention, diagnosis and treatment of elderly patients with complex medical conditions and social problems in an outpatient, ambulatory setting; may be used for one practicum course
College Health Clinic	Specialty dealing with the prevention, diagnosis, and treatment of acute and chronic illnesses of college students to promote, improve and advance the collective health of students; may only be used for partial hours (max 50 hours) of Adults/Geriatrics practicum course
Skilled Nursing Facility/Long Term Care/ Home Visits	Specialty dealing with the diagnosis, treatment and management of elderly patients with complex medical conditions and social problems who are homebound, living in an extended care facility and/or nursing facility; may only be used for partial hours (max 30 hours) of Adults/Geriatrics practicum course
Pediatrics	Specialty dealing with the health and medical care of infants, children, and adolescents from birth up to the age of 18; may only be used for one practicum course
Women’s Health	Specialty that focuses on the treatment and diagnosis of diseases and conditions that affect a woman's physical and emotional well-being; may only be used for one practicum course
Urgent Care	Specialty that focuses on the immediate care and treatment of illnesses and injuries that do not appear to be life threatening; may only be used for one practicum course

Family Nurse Practitioner Practicum Site Criteria

Course Name	Practicum Site Facilities	Other Specialties that may be Considered
<p>NGR 6610L: Advanced Primary Care of Family I Practicum: 180 Hours</p> <p>Population: Adults/Geriatrics</p> <p><i>All hours must be completed before the course ends.</i></p>	<p>Family Practice preferred</p>	<p>Internal Medicine, College Health Clinics*, Geriatrics, Long Term Care/SNF & Home Visits**</p> <p>*College health clinics allowed only for [50 hours] of Adults/Geriatrics rotation</p> <p>**SNF/LTC/ Home Visits allowed only for [30hrs] of Adults/Geriatrics rotation.</p>
<p>NGR 6616L: Advanced Primary Care of Family II Practicum: 180 Hours</p> <p>Population: Women’s Health (90 hours) Pediatrics (90 hours)</p> <p><i>All hours must be completed before the course ends.</i></p>	<p>Family Practice preferred</p>	<p>Pediatrics, Women’s Health, or Retail Clinic (may only be used for one practicum)</p> <p>Students may complete 50 extra hours for Pediatrics and 50 extra for Women’s Health to count towards Practicum III.</p>
<p>NGR 6619L: Advanced Family Practicum III: 180 Hours</p> <p>Population: All age groups across the lifespan</p> <p><i>All hours must be completed before the course ends.</i></p>	<p>Family Practice preferred</p>	<p>Family Practice, Retail Clinic (if not previously used), Urgent Care (may only be used for this practicum)</p>
<p>Total Required Practicum Hours: 540</p>		<p>No roll over of clinical hours is allowed from course to course.</p>

Note: FNP student requests for clinical experiences and/or to complete any practicum hours within an inpatient hospital, ER/Fast Track, or other specialty practices (cardiology, dermatology, weight loss clinics, hospice, and correctional facilities) will not be considered, as they will not provide enough exposure to family practice populations.

Adult Gerontology Acute Care Nurse Practitioner Practicum Site Criteria

Course Name	Practicum Site Facilities	Other Specialties that may be Considered
<p>NGR 6210 L: Adult Gerontology Acute Care I Clinical: 135 Hours</p> <p>Population: Adults/Geriatrics</p> <p><i>All hours must be completed before the course ends.</i></p>	Adult-Gerontology Acute Care	<p>Internal Medicine, Hospital, Geriatrics, Long Term Care/SNF** & Home Visits**</p> <p>*College health clinics allowed only for [50 hours] of Adults/Geriatrics rotation</p> <p>**SNF/LTC/ Home Visits allowed only for [30hrs] of Adults/Geriatrics rotation</p>
<p>NGR 6211L: Adult Gerontology Acute Care II Clinical: 135 Hours</p> <p>Population: Adults/Geriatrics</p> <p><i>All hours must be completed before the course ends.</i></p>	Adult-Gerontology Acute Care	<p>Internal Medicine, Geriatrics, Long Term Care/SNF & Home Visits**</p> <p>*College health clinics allowed only for [50 hours] of Adults/Geriatrics rotation</p> <p>**SNF/LTC/ Home Visits allowed only for [30hrs] of Adults/Geriatrics rotation</p>
<p>NGR 6213L: Adult Gerontology Acute Care III Clinical: 135 Hours</p> <p>Population: Adults/Geriatrics</p> <p><i>All hours must be completed before the course ends.</i></p>	Adult-Gerontology Acute Care	<p>Internal Medicine, Hospital, Geriatrics, Long Term Care/SNF & Home Visits**</p> <p>*College health clinics allowed only for [50 hours] of Adults/Geriatrics rotation</p> <p>**SNF/LTC/ Home Visits allowed only for [30hrs] of Adults/Geriatrics rotation</p>
<p>NGR 6214L: Adult Gerontology Acute Care IV Integration Practicum: 135 Hours</p> <p>Population: Adults/Geriatrics</p> <p><i>All hours must be completed before the course ends.</i></p>	Adult-Gerontology Acute Care	<p>Internal Medicine, Hospital, Geriatrics, Long Term Care/SNF & Home Visits**</p> <p>*College health clinics allowed only for [50 hours] of Adults/Geriatrics rotation</p> <p>**SNF/LTC/ Home Visits allowed only for [30hrs] of Adults/Geriatrics rotation</p>
Total Hours: 540 Hours		No roll over of clinical hours is allowed from course to course.

Psychiatric Mental Health Nurse Practitioner Practicum Site Criteria

Course Name	Practicum Site Facilities	Other Specialties that may be Considered
<p>NGR 6503L Psychiatric Mental Health Nursing Across the Lifespan Practicum I: Individual and Family Therapy: 180 Hours</p> <p>Population: Mental health care of individuals and families</p> <p><i>All hours must be completed before the course ends.</i></p>	Psychiatric Mental Health Facility	<p>Approved mental health agency, Community Mental Health Center</p> <p>Hospitals emergency mental health services and inpatient psychiatric services, and geriatric psychiatric services</p> <p>College counseling & mental health Services, Homeless Shelter</p> <p>Family Counseling Clinic (adults, children, adolescents and families)</p>
<p>NGR 6505L Psychiatric Mental Health Nursing Across the Lifespan Integration Practicum II: Group Therapy: 180 Hours</p> <p>Population: Mental health care of individuals and families</p> <p><i>All hours must be completed before the course ends.</i></p>	Psychiatric Mental Health Facility	<p>Approved mental health agency, Community Mental Health Center</p> <p>Hospitals emergency mental health services and inpatient psychiatric services, and geriatric psychiatric services</p> <p>College counseling & mental health Services, Homeless Shelter, Foster care system.</p> <p>Family Counseling Clinic (adults, children, adolescents and families)</p>
<p>NGR 6508L Psychiatric Mental Health Nursing Across the Lifespan: Practicum III: 140 Hours</p> <p>Population: Mental health care of individuals and families</p> <p><i>All hours must be completed before the course ends.</i></p>	Psychiatric Mental Health Facility	<p>Approved mental health agency, Community Mental Health Center</p> <p>Hospitals emergency mental health services and inpatient psychiatric services, and geriatric psychiatric services</p> <p>College counseling & mental health Services, Homeless Shelter, Foster care system.</p> <p>Family Counseling Clinic (adults, children, adolescents and families)</p>
Total Hours: 540 Hours		No roll over of clinical hours is allowed from course to course.

Graduate Nursing Faculty Roles

Primary Faculty

- Coordinate orientation of nursing students to theory and/or clinical course, including introduction to staff and students, providing access to course syllabus, and related course materials.
- Demonstrate expertise and facilitate integration of MSN students into the nurse educator role, nurse leadership role or nurse practitioner role within the relevant professional nursing standards and guidelines.
- Provide oversight of the Practicum Evaluators assigned for the individual cohorts of their Practicum Course.
- Provide any didactic content necessary for students to successfully perform the role and scope of the assigned practicum.
- Meet with the Nursing Educator student to select appropriate teaching topics and/or clinical activities.
- Meets with the Nurse Leadership and Management student to critically examine personal leadership practice and to expand both personal and professional horizons, preparing for future employment in nursing.
- Meets with Nurse Leadership and Management student on a weekly basis to discuss learning activities and application to nursing leadership.
- Demonstrate expertise and facilitate the advanced assessment and management of patients across the lifespan in the primary care setting for the FNP student.
- Be able to teach by example, encourage critical thinking and utilization of sound clinical, pedagogical or business decision-making, direct student to appropriate resources, and provide objective assessment, critique and validation of the student learner's competencies.
- Be able to establish a trusting, confident relationship with student, treats student as a professional colleague.

Practicum Evaluator

- Keep student mastery of nurse practitioner clinical skills as the focus of all interactions.
- Display a positive, professional image of the University at all times.
- Assist in developing standard operating procedures to streamline practicum placements.
- Collaborate with the preceptor and student on the mid-point and end-of-practicum evaluation and as needed throughout the practicum.
- Work collaboratively with all members of the Graduate Nursing Faculty and the program leadership.
- Exemplify all elements of Florida National University's mission and philosophy.
- Be available to the student and preceptor during times that student is in practicum setting.
- Conduct a minimum of three site visits per practicum to evaluate student progress, at the beginning of the practicum, during the midterm of the practicum, and at the end of the practicum to review academic/practicum progress, establish learning outcomes for the remaining or upcoming practicum, and provide constructive feedback.
 - The site visit facilitates the practicum evaluator's understanding of student progress via direct observation of their APN skills, enables the student to demonstrate their expertise and to conference with their practicum evaluators, and allows the preceptor to share their experiences regarding the student's accomplishment and their precepting with the practicum evaluator.
- Ensure that students are only evaluated by the approved preceptor.
- Evaluate student, preceptor and site over the course of the practicum.
- Communicate inter- and intra-departmentally to resolve student issues.
- Perform other instructional support duties as assigned.
- *For out of state clinical practice:* ensure that state specific nursing practice guidelines are strictly followed by the preceptor and student.

Practicum Evaluator Visit Protocol

- Conduct a minimum of three site visits per practicum to evaluate student progress, at the beginning of the practicum, during the midterm of the practicum, and at the end of the practicum to review academic/practicum progress, establish learning outcomes for the remaining or upcoming practicum, and provide constructive feedback.
 - The Practicum Evaluator reserves the right to conduct unannounced or surprise site visits any time throughout the practicum during the designated practicum hours as specified by the student.
 - End of practicum site visits will be arranged in advance with consideration to the practicum evaluator and preceptor schedules.
- Coordinate the date/time of the visit with the student.
 - **Note:** The student is responsible for introducing the practicum evaluator to the preceptor and support staff, providing a “tour” of the facility and discussing how clients, management tasks, and/or educational tasks are selected for the student.
- Observe the student during a minimum of two (2) clinical encounters, observing student communication and interaction with preceptor, support staff, and clients.
- The practicum evaluator will discuss general student progress with the preceptor in the presence of the student.
- The practicum evaluator will discuss student progress toward completion of practicum assignments and attainment of course outcomes.

Nurse Educator

- Primary faculty or Practicum Evaluator will review and discuss with the student personal outcomes, practicum experiences, and weekly logs.
- Primary faculty or Practicum Evaluator will observe and provide feedback as the student performs one oral presentation (class lecture) in the practicum setting.
- Primary faculty or Practicum Evaluator will discuss how the student is integrating class content and new knowledge into weekly outcomes, including but not limited to the following concepts:

principles of teaching and learning, learning styles, use of technology in nursing education, and interdisciplinary collaboration.

Nurse Leadership and Management

- Primary faculty or Practicum Evaluator will review and discuss with the student: personal outcomes, practicum experiences, and weekly logs.
- Primary faculty or Practicum Evaluator will discuss how the student is integrating class materials and new knowledge into weekly objectives, including but not limited to the following concepts: collaboration, quality systems, outcome management, global influences, system integration, ethics, technology, power structure, and measures of system effectiveness, efficiency and efficacy.

Family Nurse Practitioner, Adult Gerontology Acute Care, and Psychiatric Mental Health Nurse Practitioner

- Primary faculty or Practicum Evaluator will review and discuss management/treatment procedures. (The preceptor should always approve these prior to implementation, except for life-threatening emergencies).
- Primary faculty, Practicum Evaluator and Preceptors will review and discuss with the student: student learning outcomes, practicum experiences, and Typhon required documentation.
- Primary faculty, Practicum Evaluator and Preceptors needs to ensure that the student is not the sole practitioner seeing a patient. The Preceptor should always see the patient prior to dismissal.
- Primary faculty and Practicum Evaluators will ensure that the student is aware of current Centers for Medicare & Medicaid Services (CMS) and Healthcare Effectiveness Data and Information Set (HEDIS) guidelines related to documentation by nurse practitioner students.
- Primary faculty, Practicum Evaluator and Preceptors will observe and provide feedback on the students' clinical skills during a patient consultation.

Clinical Coordinator

- Assist the student in facilitating an advanced practice nursing placement at the beginning of the practicum; maintain contact with the Primary Faculty, Practicum Evaluator, Preceptors, and Academic Leadership as appropriate.

- Ensure contracts are in place prior to students entering a practicum site.
- Orient Primary Faculty, Practicum Evaluator and Preceptors to the Typhon system.
- Monitor student practicum hours for the duration of the program for each practicum course assuring the attainment of required practicum hours.
- Perform routine practicum audits in Typhon to ensure that all students are progressing in the practicum courses. Deficiencies will be noted and referred to the Primary Faculty assigned to the practicum.
- Serve as the Typhon Administrator.
- *For out of state practicums:* ensures that the preceptor has an active and clear license to practice in the state where the practicum will occur, and ensures that state specific nursing practice guidelines are strictly followed by the clinical preceptor and MSN student.

Graduate Nursing Preceptors

General Qualifications of Preceptors

- A preceptor is an individual with expertise in each area of focus that agrees to share knowledge and experience with someone in the student role. This learning experience may be accomplished by interaction, interview, and observation or by supervised or guided performance in a variety of educational and clinical settings.
- The preceptor is an expert in nursing leadership/management, nurse educator or Advanced nurse practitioner role who has an interest in teaching and mentoring.

Nurse Leadership and Management & Nurse Educator Preceptors

- Preceptors for Nurse Leadership/Educator must be master-prepared or have a terminal doctoral degree (DNP, PhD, EdD in nursing). The preceptor will possess specialized expertise in the areas they practice, maintain an active and unencumbered registered nurse, advanced registered nurse practitioner or certified advanced practice registered nurse practitioner license in the state of practice.
- Nurse Educator preceptors must occupy a nurse faculty position as an instructor or director of a vocational, associate, or baccalaureate nursing education program.
- Nurse Educator preceptors must have at least two years of experience as a nurse educator in a vocational, associate, or baccalaureate nursing education program.
- Nurse Educator preceptors must have at least a master's degree in nursing with a functional focus in nursing education or a post-graduate certificate in Nurse Education.
- Nurse Leadership and Management preceptors must have a minimum of a MSN and have minimum of a mid-level leadership role. Directors and service line administrators with responsibility for more than a single unit are preferred.
- Nurse Leadership and Management preceptors with other healthcare related graduate degrees will be considered on a case by-case basis.
- Nurse Leadership and Management students are also encouraged to work with multidisciplinary health care professionals during their practicum experiences.
- Direct supervisors may not serve as Nurse Leadership and Management preceptors.

Nurse Practitioner Preceptors

- Preceptors for the NP programs can only be health professionals from the following professions with specializations within the relevant area of focus: physicians (MD or DO) or Certified NP. NP students *cannot have the following as their preceptors*: RN's, Physician Residents or Physician Assistants.
- NP students **must** complete *at least 1 (one)* of the three practicum rotations included in the curriculum with an advanced registered nurse practitioner.
- NP Preceptors must maintain a current license to practice as an advanced practice nurse (APRN-FNP, APRN-AGACNP, APRN-PMHNP, DNP-PMHNP, MD, DO,) in state of practice, and must be Board/nationally certified in the area of focus. (Applies for out of state clinical preceptor).
- Preceptors for Psychiatric Mental Health Nurse Practitioner Track must be a psychiatric prescriber preceptor (psychiatric nurse practitioner, psychiatric clinical nurse specialist, or psychiatrist). The prescriber preceptor should provide psychiatric evaluations, prescribe and monitor psychotropic medications, and manage disposition of psychiatric care. Students may also work with a psychotherapy preceptor (LCSW, PhD/PsyD, or MSW) for a portion of the clinical hours.

Preceptors must have the appropriate experience for their supervisory responsibility. Newly prepared preceptors must have *at least one year of practice experience in the specialization* (relevant area of focus). The educational preparation and experience of the preceptors must meet the required criteria for the specific course.

Preceptor Responsibilities:

- Complete and sign a preceptor agreement provided by the student.
- Orient the student to the practicum environment and provide guidelines regarding agency/institution's policies and procedures.
- Facilitate student progress toward the attainment of course outcomes, always observing the student's knowledge base and skill capabilities through:
 - Direct supervision, observation, and teaching of students.
 - Discussion of and critique of written documentation as well as verbal presentation of cases.
 - Provide an expanding scope of responsibility and accountability as the student progresses toward meeting and/or exceeding course objectives.
- Confer as needed with the Practicum Evaluator regarding course outcomes and student progress should there be any problems in meeting the course outcomes during the practicum.
- Provide immediate feedback to the Practicum Evaluator when the student has difficulty meeting course outcomes and competencies.
- Review and document the student's progress and provide written evaluation of student performance at the midpoint and end of the practicum experience utilizing the Typhon system.
- Identify experiences that will facilitate student transition to the advanced practice nurse educator role, nurse leadership or nurse practitioner role.
- Monitor, acknowledge and endorse the practicum hours performed on the proper documentation form within Typhon.

Student Responsibilities:

- Students should begin their search for preceptors and/or practicum sites **at least 6 months prior** to the desired clinical date. You may not collaborate with a site or preceptor without the required approvals and documents on file prior to your practicum experience.
- Students will receive an email from the Clinical Coordinator 1 week before the start of their first practicum course with instructions on practicum requirements. Within one month of receiving the email, students must submit to the Clinical Coordinator the following documentation:
 - Signed Clinical Agency and Preceptor/Mentor agreement form
 - Copy of preceptor's RN license. (If preceptor is an APRN a copy of this license and national board certification, if appropriate); copy of national certification as it relates to the concentration, if applicable.
 - Copy of preceptor's curriculum vitae
- Students will not be enrolled in the clinical practicum course if the preceptor agreement and all required practicum documents are not on file **by Friday 5 PM EST** one week prior to the start of the practicum semester.
- Students who did not submit clinical request paperwork by the established deadline may put their ability to remain registered for the practicum in jeopardy.
- If forms are incomplete or incorrect, then the student will be emailed to submit corrected documents. The process for approval will not start until all documents are received and completed appropriately.
- Students must meet all agency and school requirements related to the practicum experience (Typhon orientation, OSHA, HIPAA).
- Prior to the start of practicum hours students should obtain approval of practicum site and preceptor from the Clinical Coordinator.
- Students may not use family members (by blood or marriage) or close friends as preceptors.
- Students must submit a signed preceptor agreement form to the Primary Faculty and Practicum Evaluator prior to entering any practicum site.

- Nurse Leadership and Management and Nurse Educator students enhance rather than hinder the care delivery process in the host setting.
- FNP, Adult Gerontology Acute Care, and Psychiatric Mental Health Nurse Practitioner Post-Graduate Certificate program students may only use the same preceptor for up to **two (2)** practicum semesters.
- Coordinate the practicum schedule with the Primary Faculty, Practicum Evaluator, and Preceptor to include all dates and times during which the student will be at the practicum site during the course of the semester.
- The use of multiple preceptors across the practicum experience is expected. However, students can only utilize a total of two preceptors per practicum. In addition, students can only work with their approved preceptors and only at the practicum site address listed on the preceptor agreement. Any hours conducted with a preceptor other than the one on file will not be approved. (Note: if location must be changed, the new location must be approved by the clinical coordinator and updated on the preceptor agreement)
- In accordance with the NTF criteria, a preceptor may supervise only one student at a time. A preceptor can supervise two students during the same semester only if each student's practicum hours are scheduled on different days.
- Students must upload their schedules in Typhon every Sunday. Students who fail to comply with this policy will not receive credit for any documentation uploaded during that week. The deadline to upload the schedule is Monday of every week by 11:59 pm.
- Students must document all clinical encounters on a weekly basis from Sunday to Saturday 11:59 pm. Students must complete all documentation (SOAP notes, time/case logs by Saturday 11:59 pm of each week for approval. Any documentation submitted after Saturday 11:59 PM EST will not be approved for that week.
- All practicum hours are to be scheduled at the convenience and availability of the preceptor. If the student cannot attend practicum on the scheduled day, the student must immediately notify their preceptor and practicum evaluator prior to the start of the clinical day.
- The orientation to the setting is the responsibility of the student and is to be conducted before and/or during the first week of the practicum. The student needs to provide the preceptor, a copy of their CV/resume, the course syllabus, the advanced practice nursing evaluation tool, and the preceptor clinical handbook.

- Students should expect to spend a minimum of 4 hours per day at a clinical site, although an 8-hour clinical day is the most typical scenario and may encompass a variety of clinical care, client rounds, procedures, home visits, chart reviews and other experiences.
- Identify and discuss a set of individualized practicum competencies and student-specific clinical outcomes with the preceptor and practicum evaluator.
- Clinical outcomes should be congruent with and complement the course outcomes.
- Clinical outcomes must be measurable and evaluated at the end of each clinical day. If the outcome is not met, it can be used in subsequent clinical day until it is met.
- Clinical outcomes should reflect the level of competency and skill mastery the student would like to achieve at the end of the practicum, e.g., diagnostic reasoning/labeling, interventions, and other competencies of advanced nurse practice.
- Specific clinical outcomes should be sufficiently limited in number so that appropriate attention can be directed toward each. Typically, 2-3 outcomes per clinical day are adequate.
- A method for evaluation of individual competencies should be planned and completed.
- Students are responsible to meet all clinical entry requirements by submitting updated health forms, immunization records, CPR certification, nursing licenses, criminal background checks and any other documents as specified by the MSN Program and/or required by practicum sites.
Students will not be allowed to participate in practicum experiences without completion of the appropriate paperwork.
- FNP, Adult Gerontology Acute Care and Psychiatric Mental Health Nurse Practitioner students must maintain current (Typhon) clinical logs as described in individual course syllabi. Students are advised to maintain a copy of their clinical logs for their own records.
- Periodic audits will be conducted by the Primary Faculty and/or the Clinical Coordinator to ensure accuracy of practicum log documentation and to validate clinical hours.

Student Professional Behaviors:

- Arrive at the practicum site on time and mentally, intellectually and physically prepared for learning. Tardiness is considered unprofessional behavior.
- Discuss with the preceptor additional experiences that facilitate learning.

- Prepare for the practicum by reading course texts and professional journals, and using other audiovisual and electronic learning aids as necessary. The preceptor may recommend additional materials and topics for review prior to the first clinical day.
- Review the common clinical problems relevant to the clinic's population.
- Maintain professional conduct and decorum at all times.
- Wear the university issued student ID and name badge along with the university issued lab coat at all times when in practicum denoting status as a FNU nurse practitioner student, nurse leadership/management student and/or nurse educator student.
- Discuss the appropriate dress attire for practicum site with the preceptor prior to the first clinical day.
- Provide personal contact information to the preceptor and develop a plan for notifying the preceptor and practicum evaluator about an unplanned absence.
- Complete half of the required practicum hours for each practicum by the midpoint of the practicum. Students who fail to meet that requirement will receive advisement from the faculty evaluator.
 - **Note:** Students *cannot* complete practicum hours prior to the start of the practicum course nor during time between practicum courses due to professional liability and Workmen's Compensation requirements.
- Complete all of the required practicum hours by the last day of the practicum course.
- Maintain contact with the Primary Faculty and Practicum Evaluator regarding any concerns or incidents.
- Complete an evaluation of the advanced practice nursing site and preceptor at the end of the practicum. All ethical standards per the ANA code must be maintained, including client confidentiality.

Criminal Background Checks

- In compliance with Florida National University administrative policy, all students accepted to Graduate Nursing Programs will be required to undergo a criminal background check. This

background check will be conducted by a third-party company contracted by Florida National University. The background check will be performed upon payment by the student through the Bursar's office. The Graduate Nursing department will obtain the necessary consent forms for the student.

- In the event the above protocol is not observed, or if the individual refuses to undergo the above identified procedure, the individual will no longer be considered a student enrolled in the program.
- All costs related to the background check will be incurred by the student.
- In the event a student commits any criminal offense while enrolled in a graduate nursing program they must inform the Director of Nursing about the incident. The student may be asked to provide additional documents related to the incident.
- The Florida Board of Nursing (FBON) requires all nursing applicants to disclose and provide documentation related to any law enforcement incident that involved the student, as part of the application process.
- Students must pay the required fee by the due date stipulated. Students will not be allowed in practicum without a completed background check.

Illegal Drug Use Screening

- In compliance with Florida National University administrative policy, all students accepted to a Graduate Nursing Program will be required to undergo an illegal drug use screening. This illegal drug use screening will be conducted by a third-party company contracted by Florida National University.
- The illegal drug use screening will be performed upon payment by the student through the Bursar's office. The Graduate Nursing department will obtain the necessary consent forms for the student.
- In the event the above protocol is not observed, or if the individual refuses to undergo the above identified procedure, the individual will no longer be considered a student enrolled in the program.
- Cost of the above procedure will be determined between Florida National University and the third-party company contracted to that effect. All costs related to the above-described process will be incurred by the student.

- Students must submit their payment for the drug screening by the due date. Students who do not pay and complete their drug test 48 hours after payment will not be allowed in practicum.
- The Clinical Coordinator will be immediately informed of any student who appears to be impaired or under the influence of drugs/alcohol during clinical education experiences. There will be zero tolerance of students working under the influence of alcohol or any other illicit drugs. Students must realize that some clinical affiliates routinely conduct random drug testing of employees, including students. Therefore, the student should anticipate random drug testing at all clinical affiliates.
- If a student tests positive for drugs and/or alcohol, the student will be immediately removed from the clinical experience resulting in an Incomplete or Failure (“F”) of the internship with the potential for Dismissal from the Graduate Nursing program.

Evaluations

- The Clinical Coordinator will perform routine practicum evaluations to ensure that all students are progressing in the MSN specialty practicum course. Deficiencies will be noted and referred to the Primary Faculty assigned to the practicum.
- The student must have an average of satisfactory ratings (2) on Midterm and Final evaluations by a Preceptor and Practicum Evaluator in order to pass the course.
- Practicum hours should be completed weekly and a minimum of 50% of the total practicum hours must be completed by the midpoint of the practicum. All practicum hours must be completed by the end of the practicum. Failure to complete the required practicum hours by the end of the practicum will lead to an unsatisfactory evaluation, and a failure in the practicum course. Students having difficulty meeting the required hours are to notify the Practicum Evaluator as soon as possible.
- Students must complete a site and preceptor evaluation at the end of each practicum rotation.
- Students and Practicum Evaluators will upload completed and signed Midterm and Final evaluation forms in Typhon as external documents under Evaluation Form.
- Preceptors will review, provide additional comments, sign the students' midpoint evaluation, and complete a final evaluation upon practicum completion.
- The Primary Faculty will complete a site report before registering final grades in student's file.
- Final grades will be awarded to students only upon completion of their respective practicum hours after all preceptor evaluations are submitted. Until this is completed, a student may receive an Incomplete (I), and will be unable to continue to progress to the next practicum experience.

Practicum Guidelines

- To pass the practicum course in the Graduate Nursing programs, the student must complete the required number of hours, attain satisfactory performance and achievement of course outcomes and competencies, which is determined through the coordinated assessment of the Primary Faculty, Practicum Evaluator, and Preceptor. Students who fail the practicum course must repeat the practicum course before moving forward in their program.

- A total of 90 practicum hours is required for both Nurse Leadership and Management & Nurse Educator Post-Graduate Certificates, in order to complete the program successfully.
- A total of **540 practicum hours** is required for the FNP Post-Graduate Certificate. The schedule of practicum hours is as follows:
 - Adult Primary Care of Family I (180 hours)
 - Adult Primary Care of Family II (180 hours)
 - Adult Primary Care of Family III (180 hours)
- A total of **540 practicum hours** is required for Adult-Gerontology Acute Care Nurse Practitioner Post-Graduate Certificate. The schedule of practicum hours is as follows:
- The schedule of practicum hours is as follows:
 - Adult-Gerontology Acute Care I (135 hours)
 - Adult-Gerontology Acute Care II (135 hours)
 - Adult-Gerontology Acute Care III (135 hours)
 - Adult-Gerontology Acute Care Integration Practicum (135 hours)
- A total of **540 practicum hours** is required for Psychiatric Mental Health Nurse Practitioner Post-Graduate Certificate. The schedule of practicum hours is as follows:
 - PMHNP Across the Lifespan: Individual and Family Therapy, Practicum I (180 hours)
 - PMHNP Across the Lifespan: Integration Practicum II (180 hours)
 - PMHNP Across the Lifespan: Group Therapy, Practicum III (180 hours)
- Students need to remember that they are guests at the practicum site and they must behave accordingly. Students are expected to be respectful to preceptors, faculty, staff, patients, and their families.
- Students should review the protocols for the practicum site and identify needs specific to the practicum site.
- Students cannot use personal or work cell phones in the practicum setting.
- Students should provide emergency contact information to the preceptor in case of emergency while at the practicum site.
- Students will not conduct personal or work business at the practicum site.
- Any conduct problem or infraction may result in dismissal from the practicum site.
- Students are responsible for keeping track of their completed practicum hours by entering their time logs weekly into Typhon for approval by the practicum evaluator.

- Students are required to submit their anticipated or planned schedule of practicum days for the week via Typhon every Sunday by 11:59 pm for faculty approval.
- All hours completed that are not previously scheduled on Typhon and/or approved by faculty will not be counted towards the course requirement.
- By the end of the practicum course, Nurse Practitioner students are expected to care for a minimum of one (1) patient per hour while at the practicum site and must document each patient visit in the Typhon clinical logs. A minimum of eight to ten (8-10) clinical logs are expected per full day (8 hours) of practicum. All clinical logs must be co-signed by preceptors.

SOAP Note Requirements/Guidelines/and Expectations

- Please refer to the course syllabus. Students must obtain a final grade of 85% on SOAP notes to receive a passing grade for the practicum course.
- FNP students enrolled in Practicum II, NGR 6616L will complete eight SOAP notes for Women's Health and seven SOAP notes for Pediatrics.
- Every week that a student attends clinical; a SOAP note is required. Students who fail to submit a SOAP note during a clinical week will not receive approval for their hours.
- Students must upload SOAP notes as external documents. Practicum Evaluators will use the rubric for grading. Students must use FNU SOAP note template to complete their notes.
- Students must obtain a final satisfactory evaluation from faculty evaluators to pass the practicum course.

Attendance Requirements for Practicums:

- Students are responsible for reviewing the Graduate Nursing Student Handbook, Clinical Handbook, and the University Catalog.
- Students in clinical/practicum courses must complete clinical practice hours and assignments as delineated in the syllabus. Students must attend practicum on a weekly basis and must start at least by the second week of each practicum course.
- Students are responsible to contact the practicum evaluator and the primary faculty via email to report all absences. If the student is unable to attend practicum on a specific week, the student must obtain approval from the primary faculty for an excused absence.
- Students who miss two practicum weeks consecutively without prior authorization from the primary faculty can be dropped from the practicum course. In addition, the student must notify

the preceptor and the practicum evaluator within a timely manner prior to the absence. The same procedure applies to a change of schedule. All missed days of a practicum must be rescheduled and completed by the end of the practicum. Incomplete clinical hours will lead to receiving a failing grade on the clinical log as well as failure of the course. Students who fail to complete the required practicum hours must repeat the practicum.

- No more than three excused absences are allowed. Students need to immediately report absences to the preceptor and to the practicum evaluator prior to the start of a clinical day. Failure to notify the preceptor and practicum evaluator prior to the start of the clinical day is unacceptable and may place the student and the practicum course in jeopardy.
- For FNP students note that NGR 6610L, NGR 6616L, and NGR 6619L are attendance-taking courses. Therefore, students are expected to present the preceptor and practicum evaluator with a plan to complete all lost practicum time prior to the end of the practicum.
- For MSN Adult Gerontology Acute Care students note that NGR 6210L, NGR 6211L, NGR 6213L and NGR 6214L are attendance-taking courses. Therefore, students are expected to present the preceptor and practicum evaluator with a plan to complete all lost practicum time prior to the end of the practicum.
- For Psychiatric Mental Health Nurse Practitioner students note that NGR 6503L, NGR 6505L, and NGR 6508L are attendance-taking courses. Therefore, students are expected to present the preceptor and practicum evaluator with a plan to complete all lost practicum time prior to the end of the practicum.
- Students should contact the Practicum Evaluator immediately if concerns arise about the clinical preceptorship experience or their ability to successfully adhere to the original agreements made with the preceptor.
- Students must adhere to the Florida Board of Nursing Standards of Practice and Protocol for Registered Nurses and/or ARNP during the course of their practicum (applies to practicums within the state of Florida).
- Students must adhere to their state specific Nursing Standards of Practice and Protocol for Registered Nurses and/or ARNP during the course of their practicum (applies to out of state practicums).
- Students must maintain liability insurance coverage throughout their practicum.

Clinical Documentation Experience:

- Students are expected to keep a log of clinical activity. The intent of the log is to have a record of the types of patients, ages of patients and management plans for patients seen.
- The Nurse Practitioner student should strive to see 8-10 patients per 8-hour clinical day. The student should be able to perform, with supervision, both complete and problem specific histories and physicals.
- The Faculty team expects each student to develop “decision readiness” and accountability for the diagnostic management steps.
- Typhon is the electronic tracking system that is used by the Graduate Nursing programs for clinical log entries. Information about signing up for Typhon is included in the course syllabi for those classes requiring Typhon use.
- Students will log their clinical hours within Typhon, documenting diagnosis codes (ICD-10), treatments, medications ordered and briefly the overall plan of care.
- The documentation in the clinical log needs to include a brief note to include presenting symptoms, diagnosis, diagnostics, and plan of care.
- Demographic information will be requested by the system.
- In addition to the clinical log, Typhon is used to complete all SOAP notes by the student.
- Practicum hours are in addition to typical classroom expectations and students must complete all three practicums in the sequence as noted in the University Catalog.