



# **TOURO UNIVERSITY NEVADA**

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## **School of Nursing**

874 American Pacific Drive  
Henderson, NV 89014  
(702-777-4810)

**2025-26**

**FNP PRACTICUM HANDBOOK**

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## **CONTACT INFORMATION**

### **Graduate Nursing Department**

Touro University Nevada  
874 American Pacific Dr.  
Henderson, NV 89014  
Phone: (702) 777-4810  
Fax: (702) 777-1747

### **School of Nursing Director**

Catie Chung PhD, RN, CNE  
Professor  
(702) 777-3998  
[Cchung6@touro.edu](mailto:Cchung6@touro.edu)

### **MSN Program Director**

Patricia Strobehn PhD, APRN, FNP-BC, ENP-C  
Associate Professor  
(702) 777-3992  
[pstrobeh2@touro.edu](mailto:pstrobeh2@touro.edu)

### **Practicum Placement Specialist**

Christine Cecchini  
(702) 777-1737  
[ccecchin@touro.edu](mailto:ccecchin@touro.edu)

## INTRODUCTION

The Family Nurse Practitioner program clinical practicums consist of a minimum of 585 direct patient care clinical hours over the course of three trimesters. These hours are divided among various clinical locations and preceptors to meet course objectives and program outcomes. The practicum experience is completed along with didactic coursework.

## MISSION and VISION

### **Vision:**

The vision of the Touro University Nevada School of Nursing is to foster the development of professional nurses at all levels that excel in practice, research, education, leadership, and community service.

### **Mission:**

The mission of the Touro University Nevada School of Nursing is to prepare graduates who demonstrate outstanding nurse leadership at all levels who uphold the values, philosophy, and practice of the nursing profession and who are committed to care for patients within an ethical and evidenced based framework. The programs are student centered and serve society through practice, research, education, leadership, and community service.

## MSN PROGRAM OUTCOMES

### **The graduate will be able to:**

1. Integrate, translate, and apply established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, grounded in liberal arts, natural, social sciences in pursuit of social justice and service to humanity.
2. Design and implement evidence based, developmentally appropriate, holistic and equitable person-centered care focused on the individual within multiple complicated contexts, including family and/or important others.
3. Collaborate with both traditional and non-traditional entities from diverse communities to meet population health needs by integrating health promotion and disease prevention strategies across the care continuum.
4. Generate synthesize, translate, apply, and disseminate nursing knowledge to improve health and transform health care outcomes.
5. Examine and Evaluate processes and systems for continuous quality improvement across the care continuum in a variety of settings considering both system effectiveness and individual performance.
6. Optimize care, enhance the healthcare experience, and strengthen outcomes by collaborating with inter and intraprofessional teams and other stakeholders.
7. Effectively and proactively coordinate resources within complex systems of healthcare to provide safe, quality, and equitable care to diverse populations.
8. Use and evaluate informatics and communication technologies to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

9. Participates in activities and self-reflection that fosters intellectual pursuit, personal health, resilience, and well-being; to cultivate nursing expertise and leadership.
10. Formulate and cultivate a sustainable professional identity, including accountability, perspective, collaborative disposition, and comportment, that reflects nursing's characteristics and values for service to humanity.

## MSN-FNP CURRICULUM

MSN-FNP (53 credits, 585 directly supervised clinical hours):

### TRIMESTER 1 (12 credits)

| Course # | Course  | Credits |
|----------|---|---------|
| MSNV 601 | Research and Ethics in Advanced Practice Nursing (8 weeks – Term 1)           | 3       |
| MSNV 603 | Systems, Policy, & Contextualization: Impact on Healthcare (8 weeks – Term 1) | 3       |
| MSNV 604 | Cultural Understanding and Population Health (8 weeks – Term 2)               | 3       |
| MSNV 614 | Informatics and Technology in Advanced Practice Nursing (8 weeks – Term 2)    | 3       |

### TRIMESTER 2 (9 credits)

| Course # | Course   | Credits |
|----------|--|---------|
| MSNV 605 | Pathophysiology Across the Lifespan for Advanced Nursing Practice      | 3       |
| MSNV 619 | Physical Assessment for Advanced Nursing Practice Didactic & Practicum | 3       |
| MSNV 620 | Pharmacology for Advanced Nursing Practice                             | 3       |

### TRIMESTER 3 (10 credits)

| Course # | Course  | Credits |
|----------|---|---------|
| MSNV 623 | Primary Care and Differential Diagnosis                                     | 3       |
| MSNV 625 | Primary Care for Disease Prevention & Wellness                              | 2       |
| MSNV 627 | Clinical Intensive I (on campus, 3 days)                                    | 1       |
| MSNV 641 | Primary Care Practicum I & Seminar (180 directly supervised clinical hours) | 4       |

### TRIMESTER 4 (11 credits)

| Course # | Course   | Credits |
|----------|--|---------|
| MSNV 628 | Primary Care of Childbearing Families & Children                   | 3       |
| MSNV 632 | Clinical Intensive II (on campus, 3 days)                          | 1       |
| MSNV 638 | Primary Care of Special Populations                                | 3       |
| MSNV 642 | Primary Care Practicum II (180 directly supervised clinical hours) | 4       |

### TRIMESTER 5 (11 credits)

| Course # | Course   | Credits |
|----------|--|---------|
| MSNV 600 | Value-driven Leadership Roles and Implications for Care (8 weeks – Term 1)         | 3       |
| MSNV 636 | Clinical Intensive III (on campus, 3 days)   | 1       |
| MSNV 643 | Primary Care Practicum III (225 directly supervised clinical hours)                | 5       |
| MSNV 647 | Capstone (includes preparation for national certification exam) (8 weeks – Term 2) | 2       |

## **COURSE LISTINGS**

### **Trimester 1**

#### **MSNV 601 Research and Ethics in Advanced Practice Nursing (3 Credits)**

This course emphasizes the role of the advanced practice nurse in synthesizing, translating, applying, and disseminating knowledge from nursing and other disciplines to inform practice, education, and further research. Emphasis will be placed on critiquing research to determine its applicability to practice and understanding statistics as reported in the literature. Ethics related to the research process will be explored.

#### **MSNV 603 Systems, Policy, & Contextualization: Impact on Healthcare (3 Credits)**

This course provides an overview of the U.S. healthcare system and current policies. The associated organizational, social, ethical, legal and regulatory factors that influence policy development, implementation and evaluation will be explored. Policy influence on application of technology to healthcare will be addressed. Focus is on role of advanced nursing practitioner in advocating for policies to affect health outcomes for diverse communities.

#### **MSNV 604 Cultural Understanding and Population Health (3 Credits)**

This course demonstrates the impact nursing has on population health by demonstrating how self-reflection can increase cultural sensitivity to ultimately improve patient outcomes. Evidence-based practice and epidemiology are included to demonstrate how research plays an integral role in nursing care. The course focuses on striving for improved health by implementing interventions for a variety of populations. Person-centered care for all people is emphasized using evidence-based strategies and effective communication. This course will also address implementing policies that impact population health globally and locally.

#### **MSNV 614 Informatics and Technology in Advanced Practice Nursing (3 Credits)**

This course focuses on informatics and technology in healthcare teams. Emphasis includes information science, data management, telehealth, and organizational systems. Examination of a variety of health information technologies are discussed to promote safe and quality patient care at multiple levels. Theoretical perspectives are derived from personal learning environments and presented within a holistic, culturally competent and evidenced based framework.

### **Trimester 2**

#### **MSNV 605 Pathophysiology Across the Lifespan for Advanced Nursing Practice (3 Credits)**

This course focuses on the physiologic mechanisms and pathophysiology of human body systems including both adaptive and maladaptive changes that occur throughout the lifespan. Pathophysiology of frequently encountered primary care conditions across the lifespan and special populations will be examined. This course provides foundational content for all future clinical courses. Content is presented within a holistic, culturally competent and evidenced based framework.

#### **MSNV 619 Physical Assessment for Advanced Nursing Practice Didactic & Practicum (3**

**credits)**

This course enhances students' knowledge and skills in physical assessment, focusing on advanced practice nursing. Thorough history-taking and physical examination within a holistic, culturally competent, and evidenced based framework is emphasized. Students will practice and critically analyze assessment data for clinical decision making, enabling them to diagnose and treat individuals across the lifespan. To reinforce learning, the course includes 45 hours of virtual simulation.

**MSNV 620 Pharmacology for Advanced Nursing Practice (3 Credits)**

This course emphasizes the development of pharmacological knowledge required for an advanced practice nurse to treat and care for patients. Students will analyze and synthesize clinical pharmacokinetics and pharmacodynamics concepts in the management of common disease processes occurring in patients across the lifespan.

**Trimester 3****MSNV 623 Primary Care and Differential Diagnosis (3 Credits)**

This course focuses on synthesizing knowledge from pathophysiology, assessment techniques and other previous courses to provide appropriate differential diagnosis and interventions in a primary care environment. The content is presented within a holistic and culturally competent framework and evidenced based framework.

**MSNV 625 Primary Care for Disease Prevention & Wellness (2 Credits)**

This course focuses on the theoretical and clinical concepts related to health promotion and disease prevention in a primary care environment. Both disease prevention and health promotion are presented within a holistic, culturally competent and evidenced based framework.

**MSNV 627 Clinical Intensive I (1 Credit)**

This is the first of three clinical intensive experiences that focuses the Family Nurse Practitioner student on development and application of primary assessment and diagnostic skills needed to care for patients across the lifespan. Clinical experiences will be chosen to allow the student the opportunity to develop, apply, and expand nurse practitioner skills. On campus.

Pre-requisite: MSNV 641

**MSNV 641 Primary Care Practicum I & Seminar (4 Credits)**

This practicum focuses on Family Nurse Practitioner students applying theoretical and clinical concepts related to health assessment, differential diagnosis, health promotion, and disease prevention, in the primary care environment. The content is presented within a holistic, culturally competent and evidenced based framework. Course requires 180 hours of directly supervised clinical hours and 15 hours of seminar.

Pre-requisite: MSNV 605, 619, 620 or credit awarded from previous coursework.

**Trimester 4****MSNV 628 Primary Care of Childbearing Families & Children (3 Credits)**



This course prepares the Family Nurse Practitioner student to provide holistic family-centered care during the childbearing years. Focus is on comprehensive assessment, intervention and preventive care for women and families throughout reproductive and childrearing years. Students will further develop their skills related to health promotion, prevention of illness, diagnosis, and management of health problems commonly experienced. Content will include management of both normal and pathological conditions.

#### **MSNV 632 Clinical Intensive II (1 Credit)**

This is the second of three clinical intensive experiences that focuses the Family Nurse Practitioner student on application and development of primary assessment and diagnostic skills needed to care for patients across the lifespan. Clinical experiences will be chosen to allow the student the opportunity to develop, apply, and expand nurse practitioner skills. On campus.

Pre-requisite: MSNV 627, 642

#### **MSNV 638 Primary Care of Special Populations (3 Credits)**

This course prepares the Family Nurse Practitioner student to provide for the specialized health care needs of diverse and special populations across the lifespan. Focus is on disease prevention, health promotion, chronic disease management, restorative, and supportive care in a variety of patient settings. Content will include management of both normal and pathological conditions addressing the psychosocial and cultural needs of the aging adult and mental health populations. Students will expand their primary care knowledge and further develop their skills related to health promotion, prevention of illness, diagnosis, and management of commonly experienced health problems.

#### **MSNV 642 Primary Care Practicum II (4 Credits)**

This practicum focuses on Family Nurse Practitioner students applying theoretical and clinical concepts related to providing holistic individual and family-centered care in a variety of patient settings across the lifespan. Content will include management of both normal and pathological conditions addressing the psychosocial and cultural needs of women, children, and families. Students will further develop their skills related to health promotion, prevention of illness, diagnosis, and management of health problems commonly experienced. Course requires 180 hours of directly supervised clinical hours.

Pre-requisite: MSNV 627

### **Trimester 5**

#### **MSNV 600 Value-driven Leadership Roles and Implications for Care (3 Credits)**

This course develops healthcare leadership knowledge and skills needed for advanced practice nursing. Emphasis includes nursing opportunities for leadership in various roles and at multiple levels of the organization. Content includes leadership theories, disaster planning, interprofessional leadership, stakeholder/agency partnerships, and professional advocacy to enhance healthcare quality. Change processes and strategies in healthcare will be evaluated. Advanced practice nursing leadership roles are detailed in the context of the current healthcare environment.

**MSNV 636 Clinical Intensive III (1 Credit)**

This is the third of three clinical intensive experiences that focuses the Family Nurse Practitioner student on application and development of primary assessment and diagnostic skills needed to care for patients across the lifespan. Clinical experiences will be chosen to allow the student the opportunity to develop, apply, and expand nurse practitioner skills. As the final clinical intensive this course synthesizes and integrates knowledge from previous courses. On campus.

Pre-requisite: MSNV 632, 643

**MSNV 643 Primary Care Practicum III (5 Credits)**

This practicum focuses on Family Nurse Practitioner students applying theoretical and clinical concepts related to the primary health care needs of patients across the lifespan within a safe, culturally competent, evidenced based framework. Emphasizes achieving clinical competence in collaboration with other healthcare professionals. Course requires 225 hours of directly supervised clinical hours.

Pre-requisite: MSNV 632

**MSNV 647 Capstone (2 Credits)**

The course serves as a review of all program content to prepare the Family Nurse Practitioner student for the national certification exam. The content will also include exploration of the certification exam requirements and the test blueprint.

Pre-requisite: MSNV 636

**Optional Coursework****MSNV 699 Nursing Independent Study (1 – 5 credits)**

Students work with Nursing Faculty to meet individualized student learning objectives.

**BSNV 499 New Student Orientation (0 credits)**

All nursing students should start with this Canvas Student Orientation course! This course will introduce you to the School of Nursing and the nursing programs at Touro University Nevada. This interactive course details the Canvas learning management system and how to use Canvas in your program. Topics covered include: where to find course information, how to participate in online discussions, how to submit assignments in Canvas, and how to use the TUN library. You will also have the opportunity to interact with other new nursing students at all program levels. Please access this course prior to the start of your first term at TUN.

**PRACTICA PLACEMENT POLICY****PRACTICA PLACEMENT:**

Students are generally in the best position to identify and secure clinical preceptors and practice sites within the community that will provide them with optimal learning experiences. As a part of student professional development, students **must proactively engage** their community providers for potential partnership related to their practicum placement. Placement is to be secured through partnership with the school of nursing, students, preceptors, and the clinical site.

When possible, it is the intent of the program to have students contribute to and coordinate clinical placement that will best fit the student's needs and individual circumstances. **Touro University Nevada cannot guarantee clinical placement.** It is critical that the student identifies and formalizes arrangements prior to scheduled practicum experiences.

Upon entry to the program students are responsible to submit a Practicum Placement Plan (PPP) no later than day 7 of week 8 in each trimester. As FNP students matriculate through the program, they will be required to turn in an updated PPP every trimester in order to ensure students are actively seeking out preceptor opportunities in preparation for practica coursework.

To initiate practica placement, it is recommended that the student submit a CLINICAL SITE REQUEST FORM and PRECEPTOR AGREEMENT FORM to the Practicum Placement Specialist **one full trimester prior the start date of a scheduled practicum. Students who submit the required documentation after day 7 of week 8 of the trimester prior to the start date of the scheduled practicum are at risk of not being approved and may ultimately result in course failure and delayed progression of a minimum of 1 trimester.**

Students will not be able to participate in practica experiences until all required student, preceptor, and clinical site documentation have been approved by the Practicum Placement Specialist. Additionally, students may only enter the clinical site after being issued an active student clinical passport by the Practicum Placement Specialist.

**Practica placement arranged by the school of nursing is a privilege. If placement for a clinical practicum is arranged by TUN, the student is responsible for making themselves available at the designated dates and times or they may forfeit their position at that clinical site.** Students who hold active employment Monday-Friday need to consider that most primary care clinical sites are not open on the weekend and that they will need to have a flexible schedule on weekdays in order to complete their clinical hours in the designated timeframe each trimester. Students that choose full or part time employment while they pursue a full time plan of study may have specific scheduling needs that could limit their eligibility for clinical practice site placement assistance.

**Students who reside inside of the Southern Nevada region:** TUN maintains affiliation agreements with a number of local facilities and providers; we may be able to assist with local practicum placement. However, it is ultimately the responsibility of the student to identify the appropriate preceptor and clinical site to fulfill their clinical practicum requirements.

**Students who reside outside of the Southern Nevada region:** TUN has affiliation agreements with many clinical facilities in the US but clinical sites do vary. It is the student's responsibility to request the list of potential sites from the Practicum Placement Specialist and then contact sites they are interested in to request preceptors for the following trimester. It is the student's responsibility to ensure that preceptors have agreed to supervise and to then facilitate the appropriate signatures and documentation required to rotate before the start of trimester 5 coursework.

## **PRECEPTOR QUALIFICATIONS:**

A preceptor is a qualified Advanced Practice Registered Nurse or Physician (MD or DO) who supervises students at a clinical site to facilitate course objectives and program outcomes.

All preceptors must have the educational preparation, experience, expertise and abilities necessary to meet the student's course outcomes. They are required to have a minimum of 1 year of clinical experience in the specialty or population of focus corresponding to the assigned didactic course in order to be an eligible preceptor.

A Preceptor Agreement Form must be turned in with all of the following documentation:

- Evidence of Licensure
- Current Curriculum Vitae
- Evidence of Board/National Certification

Clinical placements are to be secured through partnership with the school of nursing, students, preceptors, and the clinical site.

### **INITIATING A PRECEPTOR AGREEMENT or CLINICAL SITE:**

To initiate a new preceptor or clinical site, the student must complete and submit a PRECEPTOR AGREEMENT FORM and CLINICAL SITE REQUEST FORM to the Practicum Placement Specialist no later than **one full trimester prior to the start date of the scheduled practicum.**

### **PRECEPTOR & CLINICAL SITE APPROVAL:**

The MSN Program Director makes final determinations as to clinical site- practica course appropriateness. The school of nursing reserves the right to remove a student from the supervision of a preceptor of a clinical site if they do not enable the student to successfully meet the course objectives.

### **AFFILIATION AGREEMENTS/CONTRACTS:**

Access to certain facilities to fulfill practicum requirements are regulated by affiliation agreements between TUN and the facility. All clinical sites must be approved by the Practicum Placement Specialist. Students may not start clinical practicum until receiving confirmation that the clinical site request and all required affiliation agreements have been approved and completed.

### **STUDENT DOCUMENTATION:**

Documentation required for clinical practicum placement and clinical hour completion must be current with student health and the School of Nursing for the student to participate in clinical practicum.

Students are responsible to maintain and upload current documentation in Typhon NPST clinical tracking system and make sure that it is visible in their student account. Each student is expected to upload, review, and update his or her required documentation every trimester in the "modify account information" section of Typhon NPST clinical tracking system.

Required Documentation:

- **Active RN licensure**
- **BLS certification**
- **Student health insurance**

- Student professional liability insurance
- Background Check
- Drug Screening
- OSHA/HIPAA trainings
- Immunizations & Health Records
  - Tuberculosis: Annual Screening
  - MMR/Varicella: Two documented vaccinations or a positive titer
  - Hepatitis B: Positive titer is required
  - Tetanus: Within the last 10 years
  - Influenza: Annually
  - Covid: As indicated by TUN and/or clinical site
- Clinical Passport Photo (headshot) – Dimensions should be 2x2 (see TUN-FNP Student Badging Requirements and Instructions)
- Any other documentation the clinical site or preceptor requires

### **ACTIVE & UNEMCUMBERED RN LICENSURE:**

All students must provide documentation that they have a license to practice registered nursing in the state of Nevada without restrictions in addition to any other states where clinical practice takes place. Documentation is due no later than **one full trimester prior to the start date of the student's first scheduled practicum**. It is the student's responsibility to maintain active and unencumbered licensure throughout the program and to notify the program immediately of any restrictions or changes.

**\*Any relocation to a different state may cause ineligibility as Touro Nevada is not able to offer the MSN-FNP program in all states\***

### **BLS CERTIFICATION:**

Documentation of current healthcare provider Basic Life Support (BLS) certification must be provided and maintained current prior to entering the clinical setting. Documentation is due no later than **one full trimester prior to the start date of the student's first scheduled practicum**.

### **STUDENT HEALTH INSURANCE:**

Documentation of active personal health insurance coverage must be provided before entering the clinical setting. Documentation is due no later than **one full trimester prior to the start date of the student's first scheduled practicum**.

### **STUDENT PROFESSIONAL LIABILITY INSURANCE:**

All students are responsible to obtain, carry and provide documentation of professional liability insurance as an NP student (this is in addition to the student's RN professional liability insurance, if they have it). Documented APRN student malpractice insurance is **due no later than one MONTH prior to the start date of the student's first scheduled practicum**. The TUN SON does not endorse any specific malpractice insurance agency. It is the student's responsibility to research and identify an agency that they would like to use.

### **BACKGROUND CHECK:**

To complete a student background check: go to [MyStudentCheck.com](https://MyStudentCheck.com) and select **Touro-University – Nursing Graduate – Background Check Only**. **This should be completed during trimester 1.** It is the student's responsibility to upload their completed documentation to their Typhon account when their results are available.

### **DRUG SCREENING:**

To complete a student drug screen: go to [MyStudentCheck.com](https://MyStudentCheck.com) and select **Touro-University – Nursing Graduate – Drug Screen Only**. **This should be completed during trimester 2.** It is the student's responsibility to upload their completed documentation to their Typhon account when their results are available.

### **OSHA/HIPAA TRAINING:**

All students are responsible to complete the assigned OSHA and HIPAA trainings before entering the clinical setting. Completion is due no later than **one full trimester prior to the start date of the student's first scheduled practicum**. The OSHA and HIPAA training modules are located in TUN School of Nursing Student Resources on Canvas under "FNP Student Information".

### **IMMUNIZATIONS & HEALTH RECORDS:**

See TUN catalog. Required documentation is managed in Typhon NPST. Requirements may vary based on individual clinical site requirements.

## **APEA TESTING**

Advanced Practice Education Associates (APEA) assessments are used to evaluate formative and summative assessment of students enrolled in the MSN-FNP and PMC-FNP programs. The exams are administered in the APEA online testing center. The APEA online testing center provides documentation of completed APEA exams.

*Note: Score ranges and benchmarks for APEA exams are subject to change based on psychometric analyses.*

### **3P Exam (Clinical Readiness Examination):**

The 3P exam serves as a clinical readiness indicator. The APEA 3P exam measures competency of foundational knowledge in the three content areas of advanced pathophysiology, advanced physical assessment, and advanced pharmacology for family nurse practitioner students prior to entering the practica setting. 3P Exam scores are reported as an overall percent correct, percent correct by knowledge/content area and testing domain.

The 3P Exam is administered after the completion of the "3P courses" and prior to entering the practica setting. At the end of the "3P courses" (Physical Assessment, Pharmacology and Pathophysiology) students must demonstrate clinical readiness by taking the APEA 3P exam and scoring at least 62% overall prior to progressing to clinical coursework (i.e. MSNV 641). If a student scores below 62% overall, a second attempt will be allowed. If a student scores below 62% overall on the second attempt, remediation must be completed by enrolling in 3 credits of MSNV 699 prior to progressing to clinical coursework.

## **National Certification Predictor Examinations:**

**APEA Pre-Predictor Exam:** The APEA Pre-Predictor Exam measures competency in the testing domains of Assessment, Diagnosis, Planning and intervention, Evaluation, Pathophysiology, and Pharmacotherapeutics. The exam helps students identify weaknesses in knowledge areas and testing

domains in preparation for the APEA Post-Predictor Exam. Students should aim for an overall score  $\leq 70\%$ .

The APEA Pre-Predictor Exam is administered at the beginning of course MSNV 647. The exam is part of the course grade for MSNV 647. Course grading requirements are located in the course syllabus.

***APEA Post-Predictor Exam:*** The APEA Post-Predictor Exam measures competency in the testing domains of Assessment, Diagnosis, Planning and intervention, Evaluation, Pathophysiology, and Pharmacotherapeutics. The exam helps students identify weaknesses in knowledge areas and testing domains in preparation for the national certification examination. Students should aim for an overall score  $\geq 70\%$ .

The APEA Post-Predictor Exam is administered at the end of course MSNV 637. The exam is part of the course grade for MSNV 637. Course grading requirements are located in the course syllabus.

Students are expected to review the School of Nursing's APEA Testing Policy in its entirety.

## PRACTICA PARTICIPATION POLICY

Participating in practica experiences are part of clinical learning and are required for students to successfully meet the course and program outcomes of the Family Nurse Practitioner program at TUN. Practica settings are complex clinical learning environments and require deliberate collaboration from the visiting student. As a participant in practica experiences, the student understands and acknowledges that he/she will be immersed as an active participant and agrees to the following rules and responsibilities.

### **RULES FOR PARTICIPATION:**

1. Maintain ethical and professional conduct with patients, preceptors, faculty, and TUN at all times.
2. Develop a clinical schedule in collaboration with the clinical site, preceptor, and Clinical Supervising Faculty (CSF).
3. Arrive to the clinical site on time and as scheduled.
4. Notify the clinical site, preceptor(s) and Clinical Supervising Faculty as soon as possible if the student has to miss a clinical day due to illness or other reasonably excusable circumstances.
5. Be prepared to fully engage in the clinical setting by having access to appropriate learning resources.
6. Be accountable and advocate for his/her learning.
7. Protect patient information at all times (HIPAA).
8. Communicate learning needs and assume increasing levels of responsibility delegated by the preceptor.
9. Submit all assigned coursework, clinical case logs, and clinical hours as outlined in the course syllabi.
10. Correspond regularly with assigned Clinical Supervising Faculty (CSF) and immediately communicate any concerns related to the clinical site, preceptor, or schedule that would inhibit successful completion of the course. Clinical Supervising Faculty will advise the student. If a clinical site or preceptor change is indicated based on the Clinical Supervising Faculty member's recommendation, the Clinical Supervising Faculty (CSF) will involve the Practicum Placement Specialist to facilitate any changes.
11. Understand that any unethical/unprofessional conduct or performing any practices deemed harmful to a patient, the preceptor, faculty, or TUN may lead to dismissal from the practica setting, result in course failure, alter student progression, and affect student eligibility for future practica placement(s).
12. Understand that once the student has agreed to complete hours at a clinical site or with a preceptor, he/she may not terminate or change clinical sites or preceptor without permission from assigned Clinical Supervising Faculty.

### **PRACTICUM HOURS & SCHEDULING:**

The student should schedule practicum hours that align with the preceptor's schedule and availability – not at the student's schedule or convenience.

**If placement for a clinical practicum is arranged by TUN, students are responsible for making themselves available at the designated times or it may forfeit their position at that clinical site.**

If a student is not able to complete clinical site at the assigned times, the student would then be held ultimately responsible to identify the appropriate preceptor and location to fulfill their clinical practicum requirements (See FNP Practica Placement Policy).



Practicum hours should be scheduled in Typhon NPST for clinical supervising faculty to easily view when the student is scheduled to be at the clinical site. Practicum hours should take place during University hours. Clinical Supervising Faculty has the right to refuse to schedule practicum hours on weekends, holidays, or other times when the University is not in session. Students may be given permission to complete practicum hour requirements on other days and times with prior approval from their assigned clinical supervising faculty. Be sure to review the University Calendar prior to scheduling practicum hours.

### **PRACTICUM LOCATIONS & ALLOCATION:**

Placement for clinical sites must be carefully selected to meet the objectives of that specific course and its corresponding requirements outlined in the course syllabi. Please review the list of recommended locations as qualifying sites that match the objectives for that specific course. Any questions about clinical practice sites or placement should be directed to the Practicum Placement Specialist. **Students are required to complete a total of 585 directly supervised clinical hours.**

Please note that hospital-based rotations providing tertiary care are not considered primary care clinical sites. Any clinical site requests in the hospital setting must be carefully evaluated by the MSN Program Director to ensure that the site meets the course objectives and has a corresponding outpatient clinic to provide primary care follow-up.

#### **1<sup>st</sup> Practicum/Trimester 3 – MSNV 641 (180 hours total):**

**\*\*\*It is recommended that all 180 hours be completed at the same clinical practice site\*\*\***

MSNV 641 Primary Care Practicum & Seminar I (180 hours)

*Ex: Clinics, Primary Care, Family Practice, Internal Medicine, Community based or private offices (concierge and home health are not recommended).*

#### **2nd Practicum/Trimester 4 – MSNV 642 (180 hours total):**

MSNV 642 Primary Care Practicum II (135 hours: 90 hours pediatrics and 90 hours OB/GYN)

*Ex: Clinics, Pediatrics, OB/GYN, Women's Primary Care*

#### **3rd Practicum/Trimester 5 – MSNV 643 (225 hours total):**

**\*\*\*Students may choose to complete all 225 hours in primary care\*\*\***

MSNV 643 Primary Care Practicum III (225 hours: 140 hours primary care and 85 hours of primary care or specialty)

*Primary Care Ex: Clinics, Primary Care, Family Practice, Internal Medicine, Community based or private offices. Trimester 5 students are highly encouraged to select a different primary care clinical site than what was used in trimester 3.*

***Specialty Examples: Clinics, Endocrinology, Wound Care, Cardiology, Dermatology, Primary care, Urgent Care; Many options available - need to have approved by Practicum Placement Specialist before initiating an agreement. Students may not complete clinical rotations in the intensive care unit or as a hospitalist. (concierge and home health are not recommended).***

### **CLINICAL SITE ELIGIBILITY FOR A STUDENT'S SITE OF EMPLOYMENT:**

Students may choose to complete their practicum at a clinical site they are employed, only when all of the following conditions are met:

1. The clinical site allows the student to assume the Nurse Practitioner student role.
2. The student participates in direct patient care as a nurse practitioner student and not in the role that they are employed.
3. The clinical site is appropriate and allows the student to meet their practicum course objectives.
4. The clinical site provides the same opportunity and population focus of an equally appropriate and eligible clinical site.
5. Students log clinical hours from the practice site only when they have assumed the roles and responsibilities of a nurse practitioner student, have directly seen patients in that role and have not been completed during their normally assigned work time.
6. All clinical hours are fulfilled with a purpose that directly develops advanced practice competency.
7. Nurse practitioner students do not receive monetary compensation while they are fulfilling their clinical hour requirements.

### **TYPHON CLINICAL TRACKING SYSTEM:**

All of the students are required to use the Typhon (NPST) electronic system for documenting their clinical experiences and managing their student documentation. Students will be provided with a web address and a password for logging on to the system. Students will then need to make a **one-time payment** to use the clinical tracking system throughout the program.

All the data entered is stored on a secure, HIPAA compliant server. Students will utilize the electronic system to track clinical hours, enter case logs, complete evaluations, etc.

Students will also use Typhon (NPST) to create a customizable student portfolio which they will be using to best illustrate the highlights of their work throughout the program. Students will also be able to provide their potential employers selected aspects of their online portfolio which will be useful upon graduation.

## **PRACTICUM ATTENDANCE:**

Students must report to the clinical site no later than 15 minutes prior to the scheduled start time. It is important that the student be respectful of the clinical site and the preceptor by arriving early and keeping open communication with preceptors.

Your preceptor and clinical supervising faculty should be notified immediately if you have any emergency or illness that prevents you from attending clinical at the appointed time. Any missed practicum hours must be made up at the preceptor's convenience.

Attendance monitoring is required by the Nevada Post-Secondary Education Commission and federal student aid regulations. Attendance for this course is determined by individual student's login to the Canvas Learning Management System and entry into the course site. The first course log in must be within the first week of the course- failure to log in may result in administrative withdrawal from the course. Students are required to log into the course on at least three separate days each week of the course term to be counted present. Points will be deducted from weekly assignments for failure to meet this requirement. Failure to meet the attendance requirements for more than two consecutive weeks of the course or to notify the nursing director(s) of the reason for an inability to access the course may result in administrative withdrawal from the course.

## ***PRACTICUM ATTIRE:***

All students must wear a TUN lab coat and identification badge throughout their clinical experiences. Unless otherwise instructed by the preceptor or clinical site, lab coats and TUN ID badges must be worn while attending all clinical sites and on-campus clinical intensives. Students are required to wear closed-toe shoes and business casual/professional clothing while attending clinical. Students may wear scrubs when clinically appropriate, but only when instructed by the clinical site.

## **FNP STUDENT BADGING & CLINICAL PASSPORT PHOTO REQUIREMENTS:**

All FNP students are required to obtain an official Touro University Nevada ID badge to wear at all times when they are on campus or at a clinical site. MSN Students are required to obtain their TUN ID badges no later than week 14 during trimester 1 and will be assigned to complete the badging requirement while enrolled in course MSNV 605 Pathophysiology Across the Lifespan for Advanced Nursing Practice. Any students not scheduled to take MSNV 605 because they have received transfer credit for this course are required to obtain their TUN badge no later than week 14 of their first trimester enrolled as an FNP student.

## **FNP STUDENT CLINICAL PASSPORT PHOTO REQUIREMENTS:**

Once issued a badge, students will need to request a copy of their photo from the Security Operation Specialist using their university email account. Students are then required to upload the photo to their personal profile in the student's Typhon account. This photo will be used to identify the student and will be located on the FNP student's clinical passport for clinical sites and preceptors to verify the student's identity.

## **TUN-FNP STUDENT BADGING INSTRUCTIONS**

### **Local Student Badging Instructions:**

To obtain a TUN ID badge, students need to contact the Security Operation Specialist to schedule their badging appointment. Students should wear professional attire and their student lab coat (if possible) when taking the photo. The process usually takes about 30 minutes.

**Chad Chester**  
**Applications Support Specialist**  
E-mail: [cchester@touro.edu](mailto:cchester@touro.edu)  
Phone: 702-777-4781

### **Non-local Student Badging Instructions:**

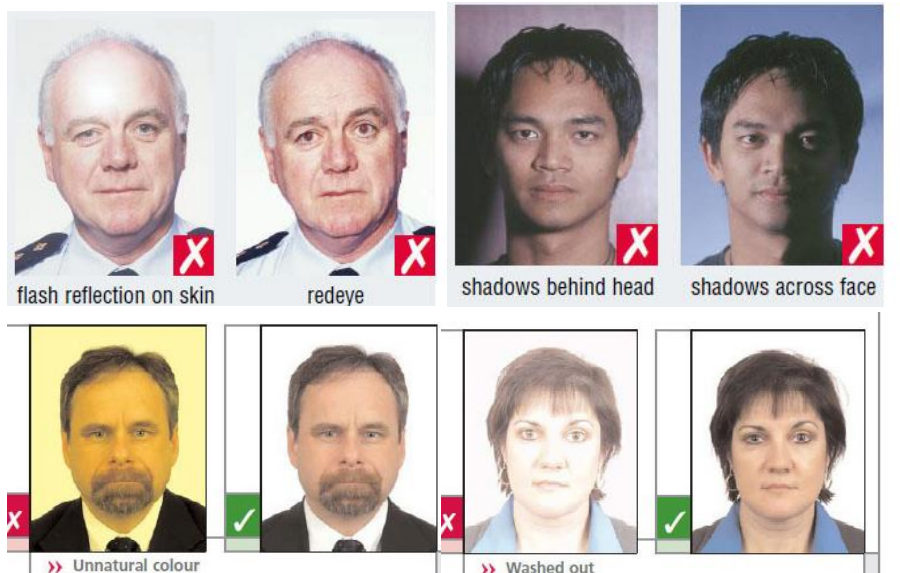
If students are unable to obtain a TUN ID badge because they live outside the greater Las Vegas area, please contact Christine Cecchini from the school of nursing for instructions. Non-local students will be required to submit a digital photo to the school of nursing for approval. Once the student's photo is approved, the School of Nursing will mail the badge to the student.

Christine Cecchini  
Practicum Placement Specialist  
Touro University Nevada -School of Nursing  
(702) 777-1737  
[ccecchin@touro.edu](mailto:ccecchin@touro.edu)

### **Self-submitted Photo Standards for TUN ID Badges:**

- It is a standard passport photo
- Clear photo of full head and shoulders facing the camera directly
- 300 PPI (12 PPM) resolution minimum
- Solid blue or white background (nothing distracting or busy)
- Wear professional business attire or lab coat
- No sunglasses
- No profile pictures – front-facing only
- No comical faces or gestures
- No group pictures
- No distracting objects
- No red eye
- No shadows across the face
- No hats or bandannas
- No low-resolution pictures
- No overexposed, grainy or blurry pictures
- No selfies
- Use professional judgment when selecting a photo for approval.
- Final approval of the photo is subject to the TUN-SON and/or IT Department.

Examples:



## EMPLOYMENT:

During trimesters 3, 4 and 5 the student will need to exercise caution when balancing a full-time work schedule with a full-time academic program to avoid excessive workload.

Arriving to the practicum unrested or directly from working a shift is considered unprofessional and potentially dangerous. The preceptor or clinical faculty may send a student home at any time if there is a concern for safety. If a student is unable to complete required practicum hours due to being sent home an Incomplete Grade and Alternate Curriculum Plan may result.

## WRITTEN & ELECTRONIC DOCUMENTATION:

Students are to use the following title when signing official patient documentation at their assigned clinical site:

**First Name and Last Name (no initials), RN, FNP student, TUN**

**Ex: Jane Smith, RN, FNP student, TUN**

## OCCUPATIONAL EXPOSURE:

See TUN catalog for occupational exposure policy.

## PRECEPTOR-STUDENT RELATIONSHIP:

The Preceptor and Student must maintain a professional relationship at all times. This includes adhering to appropriate professional boundaries. Social activities and personal relationships inside and outside the professional setting must be carefully selected as to not compromise the educational relationship. Contact through web-based social networking sites should be avoided until the student has matriculated through the entire curriculum. Students who do not maintain the essential functions necessary for the practica setting may be removed from the clinical site. Please read the “progression of the student” section for a more detailed breakdown of the expectations of the student as they matriculate through their practicum experiences.

## **EVALUATION OF PRECEPTORS & CLINICAL SITES:**

All students are required to complete both a PRECEPTOR EVALUATION & CLINICAL SITE EVALUATION in Typhon NPST for each preceptor and clinical site they complete practicum hours with at the end of each trimester as indicated in course syllabi.

## **PRACTICA PROGRESSION & EVALUATION POLICY**

### **STUDENT EVALUATION:**

Students will be evaluated through a variety of methods during their practicum experiences. Methods of evaluation include:

- Case log entries
- SOAP note assignments
- Student clinical learning objectives
- Student self-evaluations (mid & end-of-term)
- Clinical hour completion
- Evaluations of student
- On-campus clinical intensives
- Completion of all required documentation

During practica coursework the FNP student will have two periods of clinical evaluation per practicum experience. The first one will be a mid-term evaluation around weeks 5-8 of the trimester that will be performed by clinical supervising faculty.

The second one will be an end-of-term evaluation by the student's preceptor(s) and also via OSCE during clinical intensives.

### **CLINICAL HOUR TRACKING:**

Accurate and timely documentation of clinical time logs, conference time logs, and case logs are part of becoming a proficient practitioner.

**Clinical Time Logs:** All time logs entries must be entered into Typhon at the conclusion of each clinical week. Time logs entries will display time logs as shifts. Time log entries are due no later than 11:59 Pacific Time by day 7 of the week they are assigned. Typhon will not allow for late entries. Clinical time logs verify attendance at the clinical site, but are *not* calculated towards the student's total number of directly supervised clinical hours.

**Lunch Breaks:** It is an expectation for students to "log out" and "log back in" after breaks and scheduled lunchtimes whenever the student is at the clinical site for more than 6 consecutive hours in one day. Lunch breaks should be a minimum of 30 minutes in length.

Verification of time log entries must be electronically signed by the preceptor in Typhon or signed using the CLINICAL TIME LOG WORKSHEET. Clinical time log worksheets are due no later than the end of week 15 of the practicum.

Conference Time Logs: Students should enter time spent participating in clinical site orientation, electronic health records trainings, grand rounds, continuing education, seminars, and webinars in the conference log section on Typhon. Conference time logs are not calculated towards the student's total number of directly supervised clinical hours.

Case Logs: All case log entries must be entered into Typhon at the conclusion of each clinical week. Case log entries are due no later than 11:59 Pacific Time by day 7 of the week they are assigned. Typhon will not allow for late entries. Only case log entry times are calculated towards the student's required number of directly supervised clinical hours. Directly supervised clinical hours consist of time with the patient and the consult time spent with the preceptor as evidenced by case log entries while the student provides direct patient care in the NP student role.

To accurately report directly supervised clinical hours spent providing patient care in the NP student role; each case log entry is required to have the following information in the "clinical information" section:

- "Time with Patient" – Actual time spent with patient
- "Consult with Preceptor" – Actual time spent discussing the patient with preceptor

Students are expected to enter a minimum of 1 - 2 patient case logs per logged clinical hour. Students who find it difficult to meet the case log and clinical hour requirements are expected to contact their Clinical Supervising Faculty (CSF) immediately.

Procedure Logs: Procedures are logged as part of individual case log entries using CPT Billing Codes in Typhon. The time spent performing the procedure should be additional minutes logged under "time with patient."

### **DIRECTLY SUPERVISED CLINICAL HOUR COMPLETION:**

Directly supervised clinical hours are constituted of time with the patient and the consult time spent with the preceptor as evidenced by case log entries when the student provided direct patient care in the NP student role.

Case log entries must total a minimum of **50% of the total directly supervised clinical** hours required in the trimester **by day 7 of week 8** of the trimester to pass the midterm evaluation.

**For example, there are a total of 180 directly supervised clinical hours required in trimester 3. Students must have a minimum of 90 directly supervised clinical hours reflected in their case log entries by day 7 of week 8 in order to be considered passing.** Case log entries must be visible in Typhon NPST.

It is the student's responsibility to notify their assigned Clinical Supervising Faculty immediately if they cannot complete the number of directly supervised clinical hours required as part of the practicum component in their entirety before the end of the trimester.

The student may have an alternate plan to complete clinical hours if approved by clinical supervising faculty before the end of week one of the trimester of the intended practicum.

Verification of time log entries must be electronically signed by the preceptor in Typhon or signed using the *Clinical Time Log Worksheet*. Clinical Time Log Worksheets are due no later than the end of week 15 of the practicum. (See appendix for *Clinical Time Log Worksheet*)

Case log entries must total **100% of the total directly supervised clinical hours** required in the course before the end of business day of the last day of the trimester to pass practica coursework.

Students must pass all pass/fail course requirements, complete all course requirements, pass their student evaluations, and complete 100% of the assigned directly supervised clinical hours before the end of business day of the last day of the trimester to pass practica coursework.

**EXPANDED SOAP NOTE ASSIGNMENTS:** During the practicum experience, the student will be required to upload SOAP notes at specified increments for Clinical Supervising Faculty to grade.

All SOAP Notes must be submitted no later than 11:59 PST by day 7 of the week they are assigned. (*Expanded SOAP Note Assignment Instructions and Rubrics* are located within the course)

#### **STUDENT CLINICAL LEARNING OBJECTIVES/SELF-EVALUATION:**

At the beginning of every practicum, students are expected to identify three learning objectives that reflect an understanding of the course objectives and their personal goals for the trimester.

Students will be evaluating their progress toward meeting their personal objectives for the trimester.

Student clinical learning objectives must be submitted no later than 11:59 Pacific Time by day 7 of week 1. (The *Student Clinical Learning Objectives Worksheet* is located in the course)

#### **MID-TERM STUDENT EVALUATION/SITE VISIT:**

A mid-term student evaluation/site visit is conducted each trimester a student is enrolled in clinical practica and may be done in person or virtually where the student will be evaluated by their assigned Clinical Supervising Faculty. Generally, the mid-term student evaluation is scheduled between weeks 5-8 of the trimester.

Students must meet and/or exceed all required elements of the evaluation to pass the mid-term evaluation. Partially meeting the required elements may result in remediation and the need for the student to initiate a SIP (Success Improvement Plan). An additional remediation site visit may be scheduled, if necessary, as determined by the SIP. Student progression may be affected. (See Appendix for the *Evaluation of Student form*)



## **END-OF-TERM STUDENT EVALUATION/OSCE:**

An end-of-term student evaluation will be conducted at the end of the trimester while attending Clinical Intensives I, II, and III at TUN campus. Students will be evaluated using Objective Structured Clinical Evaluation (OSCE). Students must meet the course objectives for corresponding practica courses (i.e: MSNV 641, 642, 643) during of the end-of-term evaluation to pass practica. Students will be evaluated using the *Evaluation of Student – OSCE* criteria.

(See Appendix for the *Evaluation of Student -OSCE* grading criteria)

## **INCOMPLETE GRADE POLICY:**

In some circumstances, students may not be able to complete all elements of the course. With instructor discretion, an incomplete grade may be awarded when 75% of the required course work has been completed and the student is passing the course. In this circumstance, an alternative curriculum plan will be arranged through the direction of the course instructor and nursing director(s). The student is required to initiate the process of obtaining an incomplete and forming an alternative curriculum plan. Upon completion of the course work, the student's incomplete grade will be changed to reflect the grade earned in the course. If the student fails to complete the contract, the Incomplete is converted to a grade of "U" or unsatisfactory, which is a failed grade for the course. This may result in dismissal from the MSN program.

As faculty, we are committed to promoting student success. Students should be aware that taking an incomplete grade for a course may have short and long term repercussions in terms of program progression, financial aid, and other factors. As such, students are advised to contact the Registrar's office and Financial Aid office should they have any questions concerning these matters.

## **SUCCESS IMPROVEMENT PLAN (SIP):**

In the case that a student is found to be failing a course with a grade less than 83%, does not pass a mid or end-of-term evaluation, or has not met clinical hour completion requirements; a Student Improvement Plan (SIP) will be initiated by the instructor stating the requirements that must be completed in order to pass the course.

## **ALTERNATIVE CURRICULUM PLAN (ACP):**

Students that fail to pass a course, receive an incomplete or take a leave of absence will need to meet with the MSN Program Director and the MSN Program Director will attempt to develop an Alternative Curriculum Plan (new degree plan) for the student's degree progression. Students may or may not have the option to repeat the course the following term, depending on clinical preceptor availability and cohort sizes. Students may need to take a Leave of Absence if there are not adequate preceptors available for the student to repeat a practicum course. The postponement of graduation or need to take a leave of absence from the program will be determined by the MSN Program Director in coordination with the School of Nursing Director.

## **LEAVE OF ABSENCE:**

A student who takes a leave of absence for any trimesters that are adjacent to or contain practica coursework may have difficulty obtaining clinical placement upon re-matriculation to the program due to limited clinical preceptor availability and cohort size limitations. It is the student's responsibility to

notify the program of any breaks in progression. Students must notify the MSN Program Director and the Practicum Placement Specialist if they are requesting a LOA.

Please review the University catalog for more details regarding a LOA.

When returning from a Leave of Absence, students must contact the MSN Program Director and Practicum Placement Specialist via email at least 60 days prior to the first day of the returning trimester. Students must also file all required practicum placement documentation as required by the School of Nursing and the clinical site at least **60 days prior** to the first day of the returning trimester. If this is not completed the School of Nursing may not approve the Petition to Return from Leave of Absence. This may result in delayed program progression or Administrative Withdrawal from the program.

## **EXPECTATIONS OF THE FNP STUDENT IN THE PRACTICA SETTING**

### **1<sup>st</sup> Practicum/Trimester 3 – MSNV 641 (180 hours total)**

**Student should be able to:**

- Gather comprehensive and focused health histories and perform appropriate physical examinations
- Begin to develop appropriate differential diagnoses
- Begin to suggest evidence-based interventions and referrals
- Begin to demonstrate critical thinking in the clinical-decision making process

#### **MSNV 641 Primary Care Practicum I & Seminar (4 Credits)**

This practicum focuses on Family Nurse Practitioner students applying theoretical and clinical concepts related to health assessment, differential diagnosis, health promotion, and disease prevention, in the primary care environment. The content is presented within a holistic, culturally competent and evidenced based framework. **Course requires 180 hours of directly supervised clinical hours and 15 hours of seminar.**

### **2nd Practicum/Trimester 4 – MSNV 642(180 hours total)**

**Student should be able to:**

- Develop and analyze comprehensive and focused health histories and perform appropriate physical examinations
- Begin to independently develop differential diagnoses
- Begin to independently suggest evidence-based interventions and referrals using an interdisciplinary approach
- Demonstrate critical thinking in the clinical-decision making process

#### **MSNV 642 Primary Care Practicum II (4 Credits)**

This practicum focuses on Family Nurse Practitioner students applying theoretical and clinical concepts related to providing holistic individual and family-centered care in a variety of patient settings across the lifespan. Content will include management of both normal and pathological conditions addressing the psychosocial and cultural needs of women, children, and families. Students will further develop their skills related to health promotion, prevention of illness, diagnosis, and management of health problems commonly experienced. **Course requires 180 hours of directly supervised clinical hours.**

### **3rd Practicum/Trimester 5 – MSNV 643 (225 hours total)**

**Student should be able to:**

- Be proficient at analyzing comprehensive and focused health histories with appropriate physical examination
- Independently develop differential diagnoses
- Independently suggest evidence-based interventions and referrals using an interdisciplinary approach
- Use community assessment information to evaluate client needs, initiate referrals and coordinate care

- Demonstrate critical thinking in the clinical-decision making process

**MSNV 643 Primary Care Practicum III (5 Credits)**

This practicum focuses on Family Nurse Practitioner students applying theoretical and clinical concepts related to the primary health care needs of patients across the lifespan within a safe, culturally competent, evidenced based framework. Emphasizes achieving clinical competence in collaboration with other healthcare professionals. **Course requires 225 hours of directly supervised clinical hours.**

**Total of Directly Supervised Clinical Hours = 585 by the end of trimester 5**

## GUIDELINES FOR PRECEPTORS

Each student comes to your practice with a background in basic nursing practice and at least 1 year of master's level study from the TUN School of Nursing. The student will be expanding his/her knowledge in the advanced practice role. The preceptor's responsibility is to provide quality and meaningful clinical experiences for the Nurse Practitioner student to comprehend develop and master the skills necessary to provide primary care to clients across the lifespan. As the student progresses through the program, their skills will begin to develop.

### **PRECEPTOR-STUDENT RELATIONSHIP:**

The Preceptor and Student must maintain a professional relationship at all times. This includes adhering to appropriate professional boundaries. Social activities and personal relationships outside the professional setting must be carefully selected as to not compromise the educational relationship. Contact through web-based social networking sites should be avoided until the student has matriculated through the entire curriculum. Please read the "EXPECTATIONS OF THE FNP STUDENT" section for a more detailed breakdown of the expectations of the student as they matriculate through their practicum experiences.

### **PRECEPTOR QUALIFICATIONS:**

A preceptor is a qualified Advanced Practice Registered Nurse or Physician (MD or DO) who works one on one with students at a clinical site to facilitate the learning outcomes of the program.

All preceptors must have the educational preparation, experience, expertise and abilities necessary to meet the student's course outcomes. They are required to have a minimum of 1 year of clinical experience in the specialty or population of focus in order to be an eligible preceptor.

The Preceptor Agreement Form must be turned in with all of the following documentation:

- Evidence of Licensure
- Current Curriculum Vitae
- Evidence of Board/National Certification

Clinical placements are to be secured through partnership with the school of nursing, students, preceptors, and the clinical site.

To initiate a clinical rotation, the student must complete and submit a PRECEPTOR AGREEMENT FORM and a CLINICAL SITE REQUEST FORM to the Practicum Placement Specialist no later than **one trimester prior to the start date of the scheduled practicum.**

## **PRECEPTOR ROLES & RESPONSIBILITIES**

1. Preceptors are an integral part of our teaching program. They serve as role models who facilitate the learning process throughout practica.
2. Orient students to the practice/site, environment, and policies.
3. Facilitate the learning process in relation to effective communication with patients, obtaining histories, performing physical exams, succinctly recording, and reporting findings, developing plans appropriate to the patient and course objectives.
4. Supervise, demonstrate, teach, and observe the student while delegating increasing levels of responsibility.
5. Adhere to direct student supervision by maintaining an onsite faculty student ratio of 1:1 if seeing their own patients or 2:1 if not seeing their own patients. Inter-professional team-based clinical experiences allow for different ratios.
6. Provide the student with ongoing and timely feedback regarding their progression.
7. Allow site visits by Clinical Supervising Faculty and/or FNP Coordinator at least once per practicum. Generally, this will be performed during weeks 5-8 of the trimester. Allows for additional site visits, if necessary.
8. Communicate with supervising clinical faculty to maintain open communication and transparency regarding the student's clinical experience.
9. Participate in completing online student evaluations; verify case logs and clinical hours per grading policy requirements?

All students will have the opportunity to evaluate their practicum experience and clinical preceptor.

## **FNP CLINICAL SUPERVISING FACULTY ROLES & RESPONSIBILITIES**

1. Clinical Supervisors are ultimately responsible for the student's clinical experience in the specified course of enrollment. They will either directly or indirectly oversee the student throughout the practicum course.
2. Supplement the clinical preceptor's teaching.
3. Act as the liaison between the community agency/preceptor and the School of Nursing.
4. Clinical Supervising Faculty workload is calculated per student. Total number of students may vary depending on enrollment.
5. Maintain frequent contact with the student throughout their course to see how they are meeting course outcomes.
6. Responsible for the orientation of preceptors, including:
  - a. Contacts preceptor and establishes routes of communication and contact information.
  - b. Provides the preceptor with the FNP Practicum Handbook which contains the mission, goals and details for the FNP track. Includes the expectations for student performance, and preceptor evaluation responsibilities.
  - c. Provides course objectives and schedule for both the didactic and practicum courses.
7. Maintain contact with clinical preceptors throughout the course to monitor student progression and performance.
8. When acting in the role as preceptor, clinical supervising faculty will adhere to direct student supervision by maintaining an onsite faculty student ratio of 1:1 if seeing their own patients or 2:1 if not seeing their own patients. Inter-professional team-based clinical experiences allow for different ratios. Report to the MSN Program Director.
9. Evaluate the FNP student's clinical progress throughout the trimester.
10. Ensure that the preceptor evaluation of the student is completed at the end of each trimester.
11. Assume responsibility for the evaluation and final grade for each student.
12. Conduct a mid-term site evaluation at least once per practicum trimester. Generally, this should be performed during weeks 5-8 of the Trimester. Conducts remediation site visit(s) as necessary. Evaluation of the student at mid-term is preferably conducted on site. If CSF is unable to perform a traditional clinical site visit, an alternative form of evaluation may be approved by the MSN Program Director.
13. Initiate a learning contract (SIP) and attends student progression committee meetings if their student is found to be failing a clinical course or an evaluation.
14. Notify the MSN Program Director and the Student Progression Committee Chair when a student learning contract is initiated.
15. Conduct a mid-term site evaluation and completes the required documentation within 72 hours of site visit.
16. Is always indirectly or directly available to the student while they are at the practice site. If there is a scheduling conflict, it is the responsibility of the Clinical Supervising Faculty to make arrangements with another faculty member for coverage. The MSN Program Director must be notified of this change.
17. Provide guidance to the student related to the timely completion of clinical hours.
18. Conduct an end-of-term evaluation in a timely manner as outlined in the course syllabi.

19. Notify the MSN Program Director of any student difficulties in meeting program outcomes (i.e., completing clinical hours, competencies). Notification needs to be completed at mid-term and/or as soon as the problem is recognized.
20. Notify the MSN Program Director of any student who does not pass the end-of-term evaluation OSCE prior to entering a final grade, so that the student may be evaluated by an additional member of the faculty.
21. Oversee the online evaluation process:
  - a. Ensure preceptors and students have access to electronic evaluations.
  - b. Monitor the completion of required practicum evaluations.
  - c. Send email or call preceptors and students to obtain evaluations as needed.



## **PRACTICUM PLACEMENT SPECIALIST ROLES & RESPONSIBILITIES:**

1. Ensure that the affiliation agreement between the clinical agency, student and School of Nursing is in place and current.
2. Creates student, preceptor, clinical supervising faculty and clinical site accounts within Typhon NPST Clinical Tracking System.
3. Obtains preceptor documentation required for eligibility and uploads to Typhon NPST.
4. Manages the Typhon NPST Clinical Tracking System.
5. Organizes and maintains required clinical documentation in Typhon NPST.
6. Provide the student, preceptor, and Clinical Supervising Faculty with a completed student clinical passport. This is an indication to all parties that the student may begin their practicum.
7. Obtain, organize, and track Practicum Placement Plans (PPPs) for currently enrolled FNP students.
8. Evaluate the placement needs of the FNP students.
9. Report and communicate student placement needs.
10. Develop and maintain relationships with preceptors and clinical agencies within the community.
11. Facilitates other details of agreement as needed.
12. Provide proof of documented preceptor hours to clinical preceptors, compose certificates, email/mail to preceptors at the conclusion of each trimester.
13. Provides the student with an opportunity to evaluate the preceptor, clinical site, and clinical agency to better achieve program outcomes related to their practicum experience.
14. Provides assistance to preceptors, which includes the following:
  - a. Providing the preceptor with confirmation of hours for professional development.
  - b. Ensuring online access for students, preceptors, and clinical supervising faculty.
  - c. Provides the Preceptor or clinical site with the student's clinical passport.
  - d. Establish communication avenues between the student, clinical supervising faculty and clinical preceptor.

## **MSN PROGRAM DIRECTOR ROLES & RESPONSIBILITIES**

1. Assists in content development for specialty courses.
2. Maintain responsibility for coordinating the specialty curriculum.
3. Conducts continuous quality improvement of FNP clinical experiences and FNP coursework.
4. Identify appropriate faculty to teach specific courses within the specialty curriculum.
5. Provide guidance on matters of curriculum resources and web information.
6. Determines clinical site- practicum course appropriateness based on course & program outcomes.
7. Works with faculty to manage student concerns and issues.
8. Directs student advisors for FNP students.
9. Maintains own teaching, service, and scholarship responsibilities.
10. Maintains policies and procedures of the school, university, accrediting and approval bodies, and Nevada State Board of Nursing pertaining to the program.
11. Recruits and coordinates the orientation and development of new faculty assigned to program.
12. Communicates and reports to Nursing Director(s) on status of program matters.
13. Participates in the revisions of the program catalog, handbook, and the recruitment and retention materials in collaboration with the Nursing Director(s).
14. Administrative oversight of FNP faculty workload, paid time off, and professional development.
15. Establishes and approves clinical placements for students.
16. Establishes policies and procedures to comply with accreditation and regulatory standards.
17. Monitors program effectiveness on a scheduled basis.
18. Evaluates performance of individual faculty and staff.
19. Teaches didactic and clinical courses in area of specialty.
20. Conducts and reports appropriate research and other scholarly activity.
21. Supervises faculty and support staff.



## CLINICAL SITE REQUEST FORM

-This form needs to be filled out by the student-

In order to generate an agreement between Touro University Nevada and the requested clinical site, this form must be filled out in its entirety and be approved by the Practicum Placement Specialist prior to starting clinical rotations. It needs to be completed and sent to ccecchin@touro.edu. Once a request is received it may take time to be processed and/or approved and needs to be turned in at least 1 trimester prior to the start date of the scheduled practicum. You may not start your clinical practicum until you receive confirmation that the clinical request has been granted.

### STUDENT INFORMATION

Date of Request \_\_\_\_\_ Trimester: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Year: \_\_\_\_\_  
 Name of Student: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ End Date: \_\_\_\_\_

### CLINICAL SITE INFORMATION

Name of Clinical Site: \_\_\_\_\_  
 Clinical Site Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Site Phone Number: \_\_\_\_\_  
 Is this site a part of a larger health system or group? \_\_\_\_\_  
 Type of Clinical Site: \_\_\_\_\_  
 Clinical Site Representative Name: \_\_\_\_\_  
 Clinical Site Representative Phone: \_\_\_\_\_  
 Clinical Site Representative Email: \_\_\_\_\_  
 Clinical Site Representative Preferred Method of Communication (circle one):  
     Face to Face (in-person or virtually)    Phone    Text    Email

Preceptor/Credentials: \_\_\_\_\_

Please circle which course: MSNV641      MSNV642      MSNV643      MSNV699

Please provide the number of hours and type of practicum hours for this clinical site.

#of hours to be completed at site \_\_\_\_\_ Type of Practicum \_\_\_\_\_

\*Leave blank for faculty\*

Date of Approval: \_\_\_\_\_

Signature of Program or Practica Placement Specialist: \_\_\_\_\_

## CLINICAL TIME LOG WORKSHEET

\*Please submit a separate clinical time log worksheet for each clinical site

|                       |                   |
|-----------------------|-------------------|
| <b>Name:</b>          | <b>Cohort:</b>    |
| <b>Clinical Site:</b> | <b>Preceptor:</b> |

|  |
|--|
|  |
|--|

|                      |                                  |                                   |
|----------------------|----------------------------------|-----------------------------------|
| <b>Course Number</b> | <input type="checkbox"/> MSNV641 | <input type="checkbox"/> MSNV6643 |
|                      | <input type="checkbox"/> MSNV642 | <input type="checkbox"/> MSNV699  |
|                      |                                  |                                   |

| Time Logs           |            |          |                   |                     |
|---------------------|------------|----------|-------------------|---------------------|
| Date                | Start Time | End Time | Hours Completed   | Preceptor Signature |
|                     |            |          |                   |                     |
|                     |            |          |                   |                     |
|                     |            |          |                   |                     |
|                     |            |          |                   |                     |
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|                     |            |          |                   |                     |
|                     |            |          |                   |                     |
|                     |            |          |                   |                     |
| <b>Total Hours:</b> |            |          | <b>Signature:</b> |                     |

## Evaluation of Clinical Site

### Preceptor Information

|                       |  |                           |  |
|-----------------------|--|---------------------------|--|
| <b>Name:</b>          |  | <b>Date:</b>              |  |
| <b>Clinical Site:</b> |  | <b>Dates of Rotation:</b> |  |

### Ratings

|   | 1 = Does Not Meet        | 2 = Partially Meets      | 3 = Meets Expectations   | 4 = Exceeds Expectations | Not Observed             |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Adequate space was provided for the student to see patients and complete relevant work.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There was adequate time given to see the patient and report relevant findings to the preceptor.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There are a sufficient number of patients to meet program outcomes.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The setting provides a variety of learning experiences to meet program outcomes.                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The types of patients are varied in age and by types of problem to meet learning objectives.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The student is given the opportunity to follow-up with patients or disease processes of interest. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Diagnostic results are accessible for the student to review.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Support staff is friendly and helpful to the student.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There is adequate parking at the clinical site.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Support Staff were accepting of the student's and their role as a Nurse Practitioner Student. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### **Areas for Improvement**

**What did you like most about your clinical site experience?**

---

**What are some areas this clinical site could improve to enhance the student practicum experience?**

---

**Would you recommend this clinical site to other students? Yes or no? Why or why not? – be specific**

---

**Summary of your experience at this clinical site?**

## Evaluation of Preceptor

### Preceptor Information

|              |  |              |  |
|--------------|--|--------------|--|
| <b>Name:</b> |  | <b>Date:</b> |  |
|--------------|--|--------------|--|

### Ratings

|   | 1 = Does Not Meet        | 2 = Partially Meets      | 3 = Meets Expectations   | 4 = Exceeds Expectations | Not observed             |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| The preceptor oriented me to the clinical setting                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The preceptor provided you with opportunities to meet course objectives           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The preceptor welcomed you as a team member                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Preceptor served as a professional role model                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Preceptor was knowledgeable and competent                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The preceptor encouraged and was enthusiastic about your learning                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Preceptor allowed you to provide direct patient care; not just observation    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Preceptor encouraged you to assume increasing responsibility during Practicum | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Preceptor lead you through the decision making process                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The Preceptor Utilized Evidence-based practice                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The preceptor provided regular feedback regarding daily performance               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Strengths | Areas for Improvement |
|-----------|-----------------------|
|-----------|-----------------------|

What did your Preceptor do that was most helpful?

---

What would you have liked your Preceptor to do differently?

---

Would you recommend this preceptor/clinical site to other students? Yes or no? Why or why not? – be specific

---

Summary of your experience at this clinical site?



## Evaluation of Student

☐ Midterm

☐ End of term

### Evaluator Information

|                   |  |                       |  |
|-------------------|--|-----------------------|--|
| <b>Student:</b>   |  | <b>Date:</b>          |  |
| <b>Evaluator:</b> |  | <b>Clinical Site:</b> |  |

### Ratings

|  | 1 = Does Not Meet        | 2 = Partially Meets      | 3 = Meets Expectations   | 4 = Exceeds Expectations | Not observed             |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Maintains Professionalism by communicating with preceptor, arriving on time, and maintaining a professional appearance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Analyzes appropriate comprehensive and focused health histories  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Performs appropriate physical examinations   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Performs appropriate oral case presentations   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identifies appropriate differential diagnoses  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Suggests evidence-based interventions and referrals using an interdisciplinary approach                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Uses community assessment information to evaluate patient needs, initiate referrals and coordinate care                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates critical thinking in the clinical-decision making process   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Monitors own level of practice & initiates plan of improvement when indicated  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shows initiative in identifying & articulating learning needs  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates responsibility & accountability for own practice  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Strengths   Areas for Improvement****Strengths of the Student:****Areas for Improvement:****Additional Comments:****Please select one of the following:**Student meets and/or exceeds overall course objectives ☐Student **DOES NOT** meet overall course objectives ☐Unable to determine ☐

Please provide rationale if the student does not meet overall course objectives or you have selected unable to determine:

**Feedback Pertaining to Touro University Nevada's FNP Program**

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| <b>Do you have any feedback relating to the FNP program or the TUN school of nursing?</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| I understand I can contact the School of Nursing at <a href="mailto:TUN.nursing@touro.edu">TUN.nursing@touro.edu</a> if I have feedback or questions relating to TUN's FNP program? | <input type="checkbox"/> | <input type="checkbox"/> |

**Feedback:**



## Evaluation of Student – Objective Structured Clinical Evaluation (OSCE)

### Evaluator Information

|                 |  |                       |  |
|-----------------|--|-----------------------|--|
| <b>Student:</b> |  | <b>Date:</b>          |  |
| <b>Faculty:</b> |  | <b>OCI Trimester:</b> | <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 |

### Ratings

|  | 1 = Does Not Meet Expectations /Critical miss | 2 = Partially Meets Expectations | 3 = Meets Expectations | 4 = Exceeds Expectations | Not observed/ Not applicable |
|--|---|----------------------------------|------------------------|--------------------------|------------------------------|
|--|---|----------------------------------|------------------------|--------------------------|------------------------------|

### I General

|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Introduces self, hand hygiene, utilizes open ended questions, demonstrates empathy, and maintains excellent connection and interaction with the patient. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conducts a smooth and organized history and exam while exercising effective time management.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates professionalism, responsibility & accountability for own practice.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates safe practice.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Subjective

|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Obtains a focused and organized pertinent ROS.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assesses for the 8 dimensions of the problem (OLD CARTS – Onset, Location, Duration, Character, Aggravating factors, Relieving factors, Timing, and Severity). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Generates pertinent positives and negatives to develop differential diagnoses. Moves to more focused questions as indicated.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Obtains and analyzes appropriate comprehensive and/or focused health histories. (CC, HPI, ROS, PMH, PSH, FH, Social, Allergies, Medications) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Objective

|   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Obtains verbal consent to perform physical examination from the patient. Provides instruction and ensures patient comfort throughout. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accurately performs problem focused or comprehensive physical examinations appropriate to the encounter and with good technique.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Assessment

|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Identifies a clear and accurate principal diagnosis.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identifies at least 2 differential diagnoses for the principal diagnosis.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Analyzes subjective and objective data to develop differential diagnosis and formulate a plan of care. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Plan

|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Suggests evidence-based interventions and referrals using an interdisciplinary approach.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Uses community assessment information to evaluate patient needs, initiate referrals and coordinate care using a culturally competent approach.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Demonstrates critical thinking in the clinical-decision making process. Critical thinking clearly integrates satisfactory pathophysiologic and pharmacologic principles. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Discusses the plan of care with the patient.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Incorporates essential patient education & anticipatory guidance.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Composes focused and organized SOAP note documentation that accurately reflects the patient encounter. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### Strengths   Areas for Improvement

Strengths of the Student:

Areas for Improvement:

Additional Comments:

#### OVERALL PERFORMANCE OF STUDENT

Please check one of the following:

Student meets and/or exceeds course objectives ☐

Student partially meets course objectives ☐

Student DOES NOT meet course objectives ☐

## Practicum placement plan

|                |
|----------------|
| <b>Name:</b>   |
| <b>Cohort:</b> |

**\*PLEASE INDICATE BELOW WHICH PRACTICUMS YOU WILL BE NEEDING PLACEMENT ASSISTANCE\***

All courses must be filled out to indicate your intended clinical locations and preceptors, some courses do require

|                              |                                  |                                  |
|------------------------------|----------------------------------|----------------------------------|
| <b>Check all that apply:</b> | <input type="checkbox"/> MSNV641 | <input type="checkbox"/> MSNV643 |
|                              | <input type="checkbox"/> MSNV642 | <input type="checkbox"/> MSNV699 |

| Clinical Site | Preceptor | Agreement in place: Y/N/In Progress |
|---------------|-----------|-------------------------------------|
|               |           |                                     |
|               |           |                                     |
|               |           |                                     |

| <b>Trimester 4: MSNV642 - Primary Care Practicum II (90 hrs Peds &amp; 90 hrs of Ob/gyn) Total: 135</b> |           |                                     |
|---|-----------|-------------------------------------|
| Clinical Site   | Preceptor | Agreement in place: Y/N/In Progress |
|   |           |                                     |
|   |           |                                     |
|   |           |                                     |

| <b>Trimester 5: MSNV643 – Primary Care Practicum III (140 hrs of primary care &amp; 85 hrs of primary care or specialty) Total: 225</b> |           |                                     |
|---|-----------|-------------------------------------|
| Clinical Site   | Preceptor | Agreement in place: Y/N/In Progress |
|   |           |                                     |
|   |           |                                     |
|   |           |                                     |

|                                      |
|--------------------------------------|
| <b>Comments or Special Concerns:</b> |
|                                      |

## PRECEPTOR AGREEMENT FORM FNP

-This form needs to be filled out by the student and the preceptor-

Student Name: \_\_\_\_\_

Student TUN ID#: \_\_\_\_\_

Preceptor Name and Title: \_\_\_\_\_

Preceptor Work Address: \_\_\_\_\_

Preceptor Phone: \_\_\_\_\_

Preceptor Email: \_\_\_\_\_

Preceptor Preferred Method of Communication (circle one):

Face to Face (in-person or virtually) Phone Text

Email \*\*Attach Preceptor Proof of Licensure and Certification\*\*

| Place of Employment | Role | Years Employed |
|---------------------|------|----------------|
|                     |      |                |
|                     |      |                |
|                     |      |                |
|                     |      |                |

| University | Degree Earned | Year Graduated |
|------------|---------------|----------------|
|            |               |                |
|            |               |                |
|            |               |                |
|            |               |                |
|            |               |                |

\*\*Please fill out this form in its entirety\*\*

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FNP**

**Date:**

### Student CLINICAL Learning Objectives

|                      |                                  |                                      |  |
|----------------------|----------------------------------|--------------------------------------|--|
| <b>Name:</b>         |                                  | <b>Clinical Supervising Faculty:</b> |  |
| <b>Course Number</b> | <input type="checkbox"/> MSNV641 | <input type="checkbox"/> MSNV643     |  |
|                      | <input type="checkbox"/> MSNV642 | <input type="checkbox"/> MSNV699     |  |

| Learning Objectives |  |                             |                           |
|---------------------|--|-----------------------------|---------------------------|
| Course Objective    | Personal Goal  | Implementation              | Evaluation                |
| 1.)                 | 1.)<br>Specific:<br>Measurable:<br>Achievable:<br>Realistic:<br>Time-Bound:<br><br>SMART Goal: | 1.)<br>Implementation plan: | 1.)<br>Evaluation method: |
| 2.)                 | 2.)<br>Specific:<br>Measurable:<br>Achievable:<br>Realistic:<br>Time-Bound:<br><br>SMART Goal: | 2.)<br>Implementation plan: | 2.)<br>Evaluation method: |



|     |  |                             |                           |
|-----|--|-----------------------------|---------------------------|
| 3.) | 3.)<br>Specific:<br>Measurable:<br>Achievable:<br>Realistic:<br>Time-Bound:<br><br>SMART Goal: | 3.)<br>Implementation plan: | 3.)<br>Evaluation method: |
|-----|--|-----------------------------|---------------------------|

## Role of the Preceptor, Student, and Faculty for Quality APRN Student Practica Experiences

| PRECEPTOR  | STUDENT  | FACULTY  |
|--|--|--|
| Orient students to the clinical practice site environment.   | Maintain ethical and professional conduct throughout all clinical experiences.                                 | Orient clinical practice sites/preceptors to the student's clinical learning needs. Orient the student to the practicum course.  |
| Serve as a role model while facilitating practice-based student learning experiences.  | Communicate learning needs and assume increasing levels of responsibility delegated by the clinical preceptor. | Act as a liaison and maintain open communication with the clinical practice site, preceptor, student, and the school of nursing. |
| Provide quality and meaningful clinical experiences for APRN students.   | Develop a clinical schedule in collaboration with the practice site/preceptor.                                 | Review and evaluate NP student learning and progression.   |
| Directly supervise, demonstrate, teach, and observe the student while delegating increasing levels of responsibility in patient care activities. | Maximize learning by arriving to practicum prepared and with access to appropriate learning resources.         | Conduct a mid-term clinical site visit once a trimester. Evaluate student progress.  |
| Communicate with clinical supervising faculty regarding student progression.   | Complete all assigned coursework, clinical case logs, and clinical hours as outlined in course syllabi.        | Grade student coursework.  |
| Participate in student evaluations, verification of case logs, and clinical hours at regularly scheduled intervals.                              | Protect patient information at all times (HIPAA).  | Evaluate end-of-term Objective Structured Clinical Evaluations (OSCE).   |

## **Practicum Placement Plan Q&A FNP Students**

### ***What is a Practicum Placement Plan (PPP)?***

***The practicum placement plan is used to assist students in identifying potential clinical practice sites as they prepare for their upcoming clinical rotations. It is primarily used as communication tool between the student and the School of Nursing to evaluate the clinical placement needs for each student.***

### ***How often will I have to complete the PPP form?***

***A new PRACTICUM PLACEMENT PLAN must be updated every trimester in order to ensure that the student is actively seeking out preceptor opportunities within the community. As students matriculate through the FNP program, they will be required to submit an updated PRACTICUM PLACEMENT PLAN by day 7 of week 8 in each trimester.***

### ***Where do I submit my PPP?***

***The PPP is submitted electronically through Canvas. Students can use the PPP form is located in the appendix of the practicum handbook as a reference.***

### ***Where can I find the practicum handbook?***

***Please visit the student handbook page on the TUN website***

***<https://tun.touro.edu/students/student-handbooks/>***

### ***Where can I find more information regarding clinical placement?***

***Students are invited to attend live PPP Q & A Sessions hosted by the school of nursing. PPP Q & A Sessions are generally scheduled prior to and during week 8 of each trimester.***

### ***Who is responsible to find my clinical sites and preceptors?***

***Clinical placements are to be secured through partnership with the school of nursing, students, preceptors, and the clinical site.***

***Students who reside inside of the Southern Nevada region: TUN maintains affiliation agreements with a number of local facilities and providers; we may be able to assist with local practicum placement. However, it is ultimately the responsibility of the student to identify the appropriate preceptor and clinical site to fulfill their clinical practicum requirements. Students that choose full or part time employment while they pursue a full time plan of study may have specific scheduling needs that could limit their eligibility for clinical practice site placement assistance. Student working Monday-Friday need to consider that most primary care sites are not open on the weekend and that they will need to have a flexible schedule during the week in order to complete their clinical hours.***

***Students who reside outside of the Southern Nevada region: TUN has affiliation agreements with many clinical facilities in the US but clinical sites do vary. It is the student's responsibility to request the list of potential sites from the Clinical Placement Coordinator and then contact sites they are interested in to request preceptors for the following trimester. It is the student's responsibility to ensure that preceptors have agreed to supervise and to then facilitate the appropriate signatures and documentation required to rotate before the start of trimester 3 coursework.***

***As a part of student professional development, students must proactively engage their community providers for potential partnership related to their practicum placement. It is critical that the student identifies and formalizes arrangements prior to scheduled practicum experiences. Touro University Nevada cannot guarantee clinical placement.***

***If placement for a clinical practicum is arranged by TUN, students are responsible for making themselves available at the designated times or it may forfeit their position at the clinical site. Once a student starts at a clinical site he/she may not switch to another preceptor or clinical site without approval from clinical supervising faculty and the practicum placement specialist.***

***How many clinical hours are required in each course and where can I rotate?***

***Placement for clinical sites must be carefully selected to meet the objectives of that specific course and its corresponding requirements outlined in the course syllabi. Please review the list of recommended locations as qualifying sites that match the objectives for that specific course. About clinical practice sites or placement should be directed to the Practicum Placement Specialist.  
(585 directly supervised patient care hours total)***

***1<sup>st</sup> Practicum/Trimester 3 – MSNV 641 (180 directly supervised patient care hours total):***

***\*\*\*It is recommended that all 180 hours be completed at the same clinical practice site\*\*\****

***MSNV 641 Primary Care Practicum & Seminar I (180 hours)***

***Ex: Clinics, Primary Care, Family Practice, Internal Medicine, , Community based or private offices  
(concierge and home health are not recommended).***

***2nd Practicum/Trimester 4 – MSNV 642 (180 directly supervised patient care hours total):***

***MSNV 642 Primary Care Practicum II (135 hours: 90 hours pediatrics and 90 hours OB/GYN)***

***Ex: Clinics, Pediatrics, OB/GYN, Women's Primary Care,***

***3rd Practicum/Trimester 5 – MSNV 643 (225 directly supervised patient care hours total):***

***\*\*\*Students may choose to complete all 225 hours in primary care\*\*\****

***MSNV 643 Primary Care Practicum III (225 hours: 140 hours primary care and 85 hours of primary care or specialty)***

***Primary Care Examples: Clinics, Primary Care, Family Practice, Internal Medicine, , Community based or private offices***

***Specialty Ex: Clinics, Endocrinology, Wound Care, Cardiology, Dermatology, Primary care, Urgent Care;  
Many options available - need to have approved by Practicum Placement Specialist before initiating an agreement. Students may not complete clinical rotations in the intensive care unit or as a hospitalist (concierge and home health are not recommended).***

***Can I have more than one clinical site and rotate between them?***

***Yes, students may rotate at more than one clinical site.***

### ***When do I start my first practicum?***

***Students enrolled in the traditional MSN-FNP program take a total of 5 trimesters of course work. Practica work takes place in trimesters 3, 4, & 5 after the student has completed pathophysiology, physical assessment, and pharmacology (3P coursework). Post-masters FNP students will start practica after they have completed 3P coursework.***

### ***What are the start and end times for each term?***

***Each trimester runs approximately 16 weeks. Although the TUN academic calendar is only published on a yearly basis, students can project general start dates based on the term they are currently in. Monthly start dates for the school of nursing regardless of the year are every March, July and November. Students are encouraged to complete their clinical hours by the end of week 14 of the trimester in order to attend the days that they are required to come to campus for clinical intensives.***

***Students can view the start and end dates for the current academic school year in the TUN Catalog. <https://tun.touro.edu/programs/university-catalog/>***

### ***How many days a week will I be in practicum?***

***Students can calculate anticipated weekly clinical hour requirements by taking the required hours and dividing them by 14 weeks. Sample estimation: 180 hours/14 weeks = 13 hours of direct patient care each week. Since students will most likely be in a primary care clinic from 9am-5pm they can anticipate being in clinic for a minimum of two full weekdays every week.***

### ***How many weeks do I have to complete all of my clinical hours for the trimester?***

***Practicum hours will vary depending on the trimester. Students will be required to complete a minimum of 180 directly supervised patient care in trimesters 3 and 4, and 225 directly supervised patient care hours in trimester 5. Each trimester runs approximately 16 weeks. Students should attempt to have all their clinical hours completed by week 14 of the trimester. This will allow them to focus on their didactic courses and prepare to come to campus for clinical intensives without the added stress of having to finish their remaining clinical hours. It is recommended for students to complete their clinical hours at a steady pace over the course of the trimester, when possible.***

***Students must have a minimum of 50% of the total directly supervised patient care hours required in the trimester completed by day 7 of week 8 of the trimester to pass the midterm evaluation. For example, there are 180 total direct patient care clinical hours required in trimester 3. 180 direct patient care hours are required in MSNV641. Students must have a minimum of 90 direct patient care hours completed by day 7 of week 8 in order to be considered passing. Completed clinical hours and corresponding case logs must be visible in Typhon NPST. Students may have an alternate plan to complete directly supervised patient care clinical hours if approved by clinical supervising faculty before the end of week one of the trimester of the intended practicum.***

### ***What activities count towards my clinical time?***

***Students may only log faculty/preceptor directly supervised patient care that are spent directly providing patient care in the NP role. Students may not log time spent in their practicum completing orientation, continuing education, lunch or mealtimes, seminars, or webinars towards their clinical hour requirements. Typhon must reflect accurate clinical time and it is expected that "log out" for 30 minutes during lunchtimes.***

### ***How can I determine if a prospective clinical site will be approved?***

***Students may reach out to the Practicum Placement Specialist if they have questions regarding appropriate clinical site placement for a particular course. Course descriptions can be found in the practicum handbook and will help the student identify the population foci as well as the type of care that will be provided in each course. It is important that students read the practicum handbook in its entirety before reaching out to clinical faculty to see if a clinical site is appropriate. If there is a prospective clinical practice site in question, the site will only be approved if it enables the student to meet the course objectives. Clinical practice sites must be approved by MSN Program Director.***

### ***Who is the MSN Program Director?***

***Patricia Strobehn PhD, APRN, FNP-BC, ENP-C***

***Email: pstrobeh2@touro.edu***

### ***Who can be my preceptor?***

***A preceptor is a qualified Advanced Practice Registered Nurse or Physician (MD or DO) who works one on one with students at a clinical site to facilitate the learning outcomes of the program. All preceptors must have applicable expertise and the ability to meet the student's learning goals and course objectives. Preceptors need to have at least 1 year of clinical experience.***

***The Preceptor Agreement Form must be turned in with all of the following documentation no later than one full trimester prior to the start date of the scheduled practicum:***

- ***Evidence of Licensure***
- ***Current Curriculum Vitae***
- ***Evidence of Board/National Certification***

### ***Can a Physician's Assistant (PA) be my preceptor?***

***If you are planning on completing your practicum in the state of Nevada, a PA is not eligible to be your preceptor. For those living outside the state of Nevada; preceptor eligibility may vary by state as determined by the regulations of your State Board of Nursing.***

### ***How do I know if my clinical site of choice has an active affiliation agreement with Touro University Nevada- School of Nursing?***

***Students may contact the clinical Practicum Placement Specialist with any questions regarding active affiliation agreements and preceptor agreements.***

### ***My preceptor and clinical site have not been affiliated with Touro University Nevada in the past. How do I initiate clinical placement?***

***Clinical placements are to be secured through partnership with the school of nursing, students, preceptors, and the clinical site.***

***To initiate a clinical rotation, the student must complete and submit a PRECEPTOR AGREEMENT FORM and a CLINICAL SITE REQUEST FORM to the Practicum Placement Specialist no later than one full trimester prior to the start date of the scheduled practicum. When should I initiate my required documentation for my clinical rotation? Preceptor agreements and clinical site request forms can be***

*initiated at any time. It is recommended that the student start this process in term 3 and no later than trimester 1 - which is one trimester prior to the start date of the scheduled practicum in trimester 3.*

*When should I complete my required background check & drug screening?*

*To complete a student background check: go to [MyStudentCheck.com](https://www.mystudentcheck.com) and select **Touro-University – Nursing Graduate – Background Check Only**. This should be completed during trimester 1. It is the student's responsibility to upload their completed documentation to their Typhon account when their results are available.*

*To complete a student drug screen: go to [MyStudentCheck.com](https://www.mystudentcheck.com) and select **Touro-University – Nursing Graduate – Drug Screen Only**. This should be completed during trimester 2. It is the student's responsibility to upload their completed documentation to their Typhon account when their results are available.*

*Where is the HIPAA/OSHA training and what do I do after I complete it?*

*The HIPAA and OSHA modules are located in the School of Nursing Resources on Canvas. Students must complete the modules and pass the online quizzes for each module with a score of at least 90%. Students have unlimited attempts to achieve a passing score. Once completed, students will need to take a screenshot of their quiz results and upload them into their Typhon account.*

*Where do I turn in my completed PPP for this trimester?*

*Once students have completed the practicum placement plan they will need to submit it in the assignment drop box in the course it is assigned. Students should also e-mail the Practicum Placement Specialist **any time there are changes**.*

*Who is the Practicum Placement Specialist?*

*Christine Cecchini*

*Email: [ccicchin@touro.edu](mailto:ccicchin@touro.edu)*

***\*\*\*PLEASE NOTE:** This FAQ is supplemental to and does not serve as a replacement for the FNP Practicum Handbook. It is the student's responsibility to read the FNP Practicum Handbook in its entirety.*