TOURO UNIVERSITY NEVADA
FNP PROGRAM
PRACTICUM HANDBOOK

874 American Pacific Drive
Henderson, NV 89014
(702-777-1737)
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>3</td>
</tr>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Mission &amp; Vision Statement</td>
<td>4</td>
</tr>
<tr>
<td>MSN Program Objectives</td>
<td>4</td>
</tr>
<tr>
<td>FNP Track Course Sequence</td>
<td>6</td>
</tr>
<tr>
<td>Clinical Placement Policies</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Practica Policies</td>
<td>10</td>
</tr>
<tr>
<td>Student Progression &amp; Evaluation Policies</td>
<td>12</td>
</tr>
<tr>
<td>Expectations of the FNP Student</td>
<td>14</td>
</tr>
<tr>
<td>Guidelines for Preceptors</td>
<td>17</td>
</tr>
<tr>
<td>Preceptor Roles &amp; Responsibilities</td>
<td>17</td>
</tr>
<tr>
<td>Clinical Supervising Faculty Roles &amp; Responsibilities</td>
<td>18</td>
</tr>
<tr>
<td>FNP Clinical Coordinator Roles &amp; Responsibilities</td>
<td>18</td>
</tr>
<tr>
<td>FNP Program Coordinator Roles &amp; Responsibilities</td>
<td>19</td>
</tr>
<tr>
<td>Appendix A</td>
<td>20-31</td>
</tr>
<tr>
<td>Clinical Site Contract Request Form</td>
<td>21</td>
</tr>
<tr>
<td>Clinical Hour Worksheet Form</td>
<td>22</td>
</tr>
<tr>
<td>Evaluation of Clinical Site Form</td>
<td>23</td>
</tr>
<tr>
<td>Evaluation of Preceptor Form</td>
<td>25</td>
</tr>
<tr>
<td>Evaluation of Student Form</td>
<td>27</td>
</tr>
<tr>
<td>Practicum Placement Plan Form</td>
<td>29</td>
</tr>
<tr>
<td>Preceptor Agreement Form</td>
<td>30</td>
</tr>
<tr>
<td>Student Learning Objectives Form</td>
<td>31</td>
</tr>
</tbody>
</table>
IMPORTANT CONTACT INFORMATION

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INTRODUCTION

The Family Nurse Practitioner program clinical practicums consist of a minimum of 540 direct patient care clinical hours over the course of three trimesters. These hours are divided among various clinical locations and preceptors to meet course and program outcomes. The practicum experience is completed along with didactic coursework.

MISSION and VISION

MISSION:

The mission of the Touro University Nevada School of Nursing is to prepare students to become outstanding nurses 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, culturally diverse and evidenced based framework. The programs are student centered and serve their students and society through pre-licensure, baccalaureate, graduate, advanced practice and doctorate education, research, and community service.

VISION:

The vision of the Touro University Nevada School of Nursing is to foster the development of professional nurses at all levels who excel in practice, research, education, and leadership that will deliver patient centered care to meet the needs of our diverse society.

MSN PROGRAM OBJECTIVES

The graduate will be able to:

1. Analyze and synthesize knowledge from nursing and related sciences to design and deliver advanced, ethical and evidenced based clinical prevention and population care and services for diverse populations in a variety of care settings.

2. Evaluate healthcare policy, regulatory, legal, economic and sociocultural environments to advocate for patients and affect change in the healthcare system.

3. Apply organizational and systems leadership concepts to function as a leader and change agent in one’s nursing specialty.

4. Contribute to the development of new knowledge within their specialty area by identifying gaps and disparities in available evidence and formulating research questions to meet the identified knowledge and practice needs.

5. Function as a leader while collaborating in inter and intra disciplinary teams to optimize patient and population health outcomes.

6. Create a professional development plan to promote the personal and professional growth of oneself and others that fosters implementation of best practices to ensure optimal patient outcomes.
7. Evaluate processes and systems for continuous quality improvement across the care continuum in a variety of settings.

8. Participate in development and evaluation of informatics and healthcare technologies for appropriate integration into practice to contribute to enhanced patient safety and care outcomes.
FNP TRACK COURSE SEQUENCE

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 a within a holistic, culturally competent and evidenced based framework.

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.

MSNV 621 Physical Assessment for Advanced Nursing Practice (2 Credits)
This course builds on the students' knowledge and physical assessment skills and provides a foundation for the advanced practice nurse to evaluate the health of individuals. Emphasis is on advanced assessment including advanced communication (i.e., clinical interviewing, focused history taking), biopsychosocial and physical assessment, critical diagnostic reasoning, and clinical decision-making skills required to diagnose and treat individuals across the lifespan.

MSNV 622 Physical Assessment for Advanced Nursing Practice Practicum (1 Credit)
This course is a lab that accompanies MSNV 621 and provides the student the opportunity to apply advanced assessment skills. There is an emphasis on history taking, physical examination and acquiring and analyzing diagnostic data within a holistic, culturally competent framework and evidenced based framework. Course requires 45 hours of virtual simulation lab work.

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 624 Primary Care Adult Practicum & Seminar (3 Credits)
This practicum accompanies MSNV 623 and focuses on students applying theoretical and clinical concepts related to health assessment and differential diagnosis in the adult health population. The content is presented within a holistic, culturally competent framework and evidenced based framework. Course requires 135 hours of clinical work.

MSNV 626 Primary Care for Disease Prevention & Wellness Practicum (1 Credit)
This practicum accompanies MSNV 625 and focuses on students applying theoretical and clinical concepts related health promotion and disease prevention in a primary care environment. Both disease prevention and health promotion are presented within a holistic, culturally competent framework and evidenced based framework. Course requires 45 hours of clinical work.

MSNV 627 Clinical Intensive I (1 Credit)
This is the first of three clinical intensive experiences that focuses the NP 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 apply, develop and broaden nursing practitioner skills. On-campus.
MSNV 629 Primary Care of Childbearing Families & Children Practicum  (3 Credits)
This practicum accompanies MSNV 628 and focuses on students applying theoretical and clinical concepts related to provide holistic family-centered care during the childbearing years. Students will further develop their skills related to health promotion, prevention of illness, diagnosis, and management of health problems commonly experienced. Course requires 135 hours of clinical work.

MSNV 631 Primary Care of Mental Health across the Lifespan Practicum (2 Credits)
This practicum accompanies MSNV 630 and allow for the NP student to apply theoretical and clinical concepts needed to provide mental health care needs across the lifespan. Focus is on comprehensive assessment, intervention and preventive care in a variety of patient settings. Content will include management of both normal and pathological conditions. Students will further develop their skills related to health promotion, prevention of illness, diagnosis, and management of health problems commonly experienced. Course requires 45 hours of clinical work.

MSNV 632 Clinical Intensive II (1 Credit)
This is the second of three clinical intensive experiences that focuses the NP 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 apply, develop and broaden nursing practitioner skills. On-campus.

MSNV 634 Primary Care of the Family Practicum (5 Credits)
This practicum allows the NP student to apply both theoretical and clinical concepts 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 clinical work.

MSNV 636 Clinical Intensive III (1 Credit)
This is the third of three clinical intensive experiences that focuses the NP 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 apply, develop and broaden nursing practitioner skills. As the final clinical intensive this course synthesizes and integrates knowledge from previous courses. On-campus.

MSNV 637 Capstone (1 Credit)
The course serves as a review of all program content to prepare the NP student for the certification exam. The content will also include exploration of the certification exam requirements and the test blueprint.
**CLINICAL PLACEMENT**

**CLINICAL PLACEMENT:**
Clinical placements are to be secured through partnership with faculty, students, and the clinical site. To initiate a clinical rotation, the student must complete and submit a PRECEPTOR AGREEMENT FORM and a CLINICAL SITE CONTRACT REQUEST FORM to the clinical coordinator no later than **one term prior to the start date of the scheduled practicum.**

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.

As students matriculate through the MSN program, they will be required to complete and turn in a PRACTICUM PLACEMENT PLAN FORM.

A new PRACTICUM PLACEMENT PLAN FORM must be updated every term in order to ensure that the student is actively seeking out preceptor opportunities within their community.

Since 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 location to fulfill their clinical practicum requirements. The student must have both a completed PRECEPTOR AGREEMENT FORM & CLINICAL SITE CONTRACT REQUEST FORM with **approval to start clinical practica by day 7 of week 1** of the term or they may have to repeat the course as well as any co-requisite courses during the following term.

Students will not be able to participate in clinical practica unless all affiliation agreements, clinical contracts and other required documentation are completed and approved.

All students are required to complete both a PRECEPTOR AGREEMENT FORM & CLINICAL SITE EVALUATION FORM for each preceptor and clinical site they complete practicum hours with at the end of each term.

**PRECEPTOR QUALIFICATIONS:**
A preceptor is a qualified Advanced Practice Nurse or Physician 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. They should have at least 1 year of clinical experience.

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

- Evidence of Licensure
- Current Curriculum Vitae
- Evidence of Board Certification
- Evidence of liability insurance

Clinical placements are to be secured through partnership with faculty, students, and the clinical site.

To initiate a clinical rotation, the student must complete and submit a PRECEPTOR AGREEMENT FORM and a CLINICAL SITE CONTRACT REQUEST FORM to the clinical coordinator no later than **one term prior to the start date of the scheduled practicum.** TUN may already have an affiliation agreement in place, so please check with the clinical coordinator before initiating a CLINICAL SITE CONTRACT REQUEST FORM.
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 clinical coordinator. Students may not start clinical practicum until receiving confirmation that the clinical site contract 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 maintained current with student health and the School of Nursing for the student to participate in clinical practicum.

Each student is expected to provide, review and update their required documentation every term. It is the student’s responsibility to ensure that their student documentation remains current in Typhon NPST and is visible in their student account.

Required Documentation:

- Active RN licensure
- Student health insurance
- Student professional liability insurance
- Background Check
- Drug Screening
- OSHA/HIPAA trainings
- Immunizations & Health Records
- BLS certification
- Any other documentation the clinical site or preceptor requires

ACTIVE RN LICENSURE:
All students must provide documentation that they have a license to practice registered nursing in the state of Nevada, as well as any other states where clinical practica hours take place. Documentation is due one term 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 one term 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. Documented APRN student malpractice insurance is due one term 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 www.mystudentcheck.com and select Touro-University – Nursing Graduate – Background Check Only. This should be completed during term 1 after being admitted to the MSN program.
DRUG SCREENING:
To complete a student drug screen: go to www.mystudentcheck.com and select Touro-University – Nursing Graduate – Drug Screen Only. This should be completed during term 4, within 6 months of starting clinical practica in term 5.

OSHA/HIPAA TRAINING:
All students are responsible to complete the assigned OSHA and HIPAA trainings before entering the clinical setting. Completion is due one term prior to the start date of the student’s first scheduled practicum. This will be completed online.

IMMUNIZATIONS & HEALTH RECORDS:
See TUN catalog. Requirements may vary based on individual clinical site requirements.

BLS CERTIFICATION:
Documentation of current healthcare provider Basic Life Support certification must be provided and maintained current prior to entering the clinical setting. Documentation is due one term prior to the start date of the student’s first scheduled practicum.

CLINICAL PRACTICA

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, the student is responsible for making themselves available at the designated times or it may forfeit their position at that clinical site. In that case, the student would then be held ultimately responsible to identify the appropriate preceptor and location to fulfill their clinical practicum requirements (See FNP Clinical Placement Policy).

Practicum hours should be scheduled in Typhon NPST for clinical supervising faculty to easily view when the student is at a clinical site. Practicum hours should take place during University hours. Clinical supervising faculty have 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 site placement should be directed to the FNP Clinical Coordinator. (585 hours total)

1st Practicum/Term 5 – MSNV 624,626 (180 hours total):
MSNV 624 Primary Care Adult Practicum & Seminar (135 hours)
Ex: Primary Care, Family Practice, Internal Medicine, Mobile Health, Tele-health

MSNV 626 Primary Care for Disease Prevention & Wellness Practicum (45 hours)
Ex: Primary Care, Family Practice, Internal Medicine, Mobile Health, Tele-health
2nd Practicum/Term 6 – MSNV 629,631 (180 hours total):

MSNV 629 Primary Care of Childbearing Families & Children Practicum (135 hours: 90 hours pediatrics and 45 hours OB/GYN)
Ex: Pediatrics, OB/GYN, Women’s Primary Care, Mobile Health, Tele-health

MSNV 631 Primary Care of Mental Health Across the Lifespan Practicum (45 hours)
Ex: Inpatient or Outpatient Psychiatric Care, Detox or Rehabilitation Center, Tele-health

3rd Practicum/Term 7 – MSNV 634 (225 hours total):

MSVN 634 Primary Care of the Family Practicum (225 hours: 140 hours primary care and 85 hours of primary care or specialty)
Primary Care Ex: Primary Care, Family Practice, Internal Medicine, Mobile Health, Tele-health
Specialty: Emergency Department, Endocrinology, Wound Care, multiple options- need to have approved by FNP Clinical Coordinator

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. They will then need to make a one-time payment of $80 to use the 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 and case studies, 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.

For access to the Typhon Group NPST, go to: https://www3.typhongroup.net/np/data/login.asp?facility=3122

The TUN School of Nursing access number is: 3122

PRACTICUM ATTENDANCE:
Students must report to the clinical site 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 site supervisor 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.

PRACTICUM ATTIRE:
All students must purchase and wear a TUN lab coat and identification badge to be used throughout their clinical practicums. Unless otherwise instructed by the preceptor, lab coats must be worn while attending all clinical sites. These can be purchased through the Student Bookstore. The student will be required to wear closed toe shoes and business casual/professional clothing while attending clinical practicum. Students may wear scrubs when clinically appropriate.
EMPLOYMENT:
During terms 5, 6 and 7 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 care appears unsafe. 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:
If a student is not able to document patient encounters due to agency policy, all students are to sign their name as legibly as follows:
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 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 “progression of the student” section for a more detailed breakdown of the expectations of the student as they matriculate through their practicum experiences.

STUDENT PROGRESSION & EVALUATION

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-site clinical intensives
- Completion of all required paperwork

During terms 5, 6 and 7 the FNP student will have two periods of clinical evaluation per practicum experience. The first one will be an on-site mid-term evaluation around weeks 5-8 of the term 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 on campus during on-site clinical intensives by clinical supervising faculty.

CASE LOG ENTRIES:
Case logs and procedures must be entered into Typhon on a weekly basis.

Case logs for the week will be due no later than 11:59 PST on Sunday evenings.

Typhon will not allow for late entries. Timely documentation is part of becoming a proficient practitioner. (Case log worksheets can be downloaded and printed from the main menu on Typhon NPST)

**SOAP NOTE ASSIGNMENTS:**
During the course of the practicum experience, the student will be required to upload one SOAP note per week to Typhon for their clinical supervising faculty to review.

Students may be given the opportunity to submit a revision of the assignment if they did not receive a passing grade on the first attempt.

All SOAP Notes must be submitted no later than 11:59 PST on Sunday evenings of the week they are due. (SEE FORMS FOR SOAP NOTE RUBRIC)

**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 that term.

This is due by the end of week 1 of their practicum course.

Students will be evaluating their progress toward meeting their personal learning objectives at both the mid and end-of-term by filling out student self-evaluation forms. (SEE FORMS FOR STUDENT LEARNING OBJECTIVES & STUDENT SELF-EVALUATION)

**CLINICAL HOUR COMPLETION:**
Students must have a minimum of **50% of the total hours** required for that specific term **completed by day 7 of week 8** of the term to pass the midterm evaluation.

The student may have an alternate plan to complete clinical hours once approved by the FNP Clinical Coordinator during week 1 of the term.

It is the student’s responsibility to notify their assigned clinical supervising faculty, as soon as possible, if they cannot complete the number of hours required as part of the practicum component. All graded activities and all required clinical hours must be completed by the end of the term in order to pass the course.

All clinical hours must be completed and logged into Typhon at the conclusion of each clinical week. Completed clinical hours will be due no later than 11:59 PST on Sunday evenings. Verification of all completed clinical hours must be approved electronically on Typhon or using the CLINICAL HOUR WORKSHEET by the designated preceptor no later than week 15 of the practicum. (SEE FORMS FOR CLINICAL HOUR WORKSHEET)

**MID-TERM STUDENT EVALUATION/SITE VISIT:**
A site visit will be conducted at least once per practicum. The student will be evaluated at this visit by the supervising clinical faculty member. Generally, this will be scheduled between weeks 5-8 of the term.
Students must meet and/or exceed all required elements of the evaluation to pass the mid-term. Partially meeting the required elements may result in remediation. An additional remediation site visit may be scheduled, if necessary. Failure to pass the mid-term evaluation may result in the initiation of a learning contract and affect student progression. (SEE FORMS FOR EVALUATION OF STUDENT FORM)

END-OF-TERM STUDENT EVALUATION/ON-SITE CLINICAL INTENSIVES:
An end-of-term student evaluation will be conducted at the end of the trimester during the clinical intensives on site at TUN. Students must meet and/or exceed all required elements of the evaluation to pass the on campus clinical intensives. (SEE FORMS FOR EVALUATION OF STUDENT FORM)

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 MSN Program Director. 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.

ALTERED CURRICULUM PLAN:
In the case that a student is found to be failing a course with a grade less than 83% or does not pass a mid or end-of-term evaluation, a learning contract will be initiated by the instructor stating the requirements that must be completed to pass the course.

Students that fail to pass a course, receive an incomplete or take a leave of absence will have an altered curriculum plan as determined by the MSN director and the FNP program coordinator. The student’s course work and clinical preceptor availability will be reviewed in an attempt to develop an altered matriculation plan for the student. The postponement of graduation or withdrawal from the program will be determined. Students may or may not have the option to repeat the course the following term, depending on clinical preceptor availability. Students with delayed or altered matriculation through the program may have to re-apply.

EXPECTATIONS OF THE FNP STUDENT

1st Practicum/Term 5 – MSNV 624,626 (180 hours total)

Student should be able to:

- Gather comprehensive and focused health histories and perform appropriate physical examinations based on type of patient encounter
- 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 624 Primary Care Adult Practicum & Seminar (3 Credits)**
This practicum accompanies MSNV 623 and focuses on students applying theoretical and clinical concepts related to health assessment and differential diagnosis in the adult health population. The content is presented within a holistic, culturally competent framework and evidenced based framework. **Course requires 135 hours of clinical work.**

**MSNV 626 Primary Care for Disease Prevention & Wellness Practicum (1 credit)**
This practicum accompanies MSNV 625 and focuses on students applying theoretical and clinical concepts related health promotion and disease prevention in a primary care environment. Both disease prevention and health promotion are presented within a holistic, culturally competent framework and evidenced based framework. **Course requires 45 hours of clinical work.**

**2nd Practicum/Term 6 – MSNV 629,631 (180 hours total)**
Student should be able to:

• Develop and analyzes comprehensive and focused health history and perform appropriate physical examinations based on type of patient encounter
• 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 629 Primary Care of Childbearing Families & Children Practicum (3 Credits)**
This practicum accompanies MSNV 628 and focuses on students applying theoretical and clinical concepts related to provide holistic family-centered care during the childbearing years. Students will further develop their skills related to health promotion, prevention of illness, diagnosis, and management of health problems commonly experienced. **Course requires 135 hours of clinical work (90 hours of pediatrics and 45 hours of Ob/GYN).**

**MSNV 631 Primary Care of Mental Health across the Lifespan Practicum (2 Credits)**
This practicum accompanies MSNV 630 and allow for the NP student to apply theoretical and clinical concepts needed to provide mental health care needs across the lifespan. Focus is on comprehensive assessment, intervention and preventive care in a variety of patient settings. Content will include management of both normal and pathological conditions. Students will further develop their skills related to health promotion, prevention of illness, diagnosis, and management of health problems commonly experienced. **Course requires 45 hours of clinical work.**

**3rd Practicum/Term 7 – MSNV 634 (225 hours total)**
Student should be able to:
• Be proficient at analyzing comprehensive and focused health histories with appropriate physical examination based on type of patient encounter
• 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 634 Primary Care of the Family Practicum (5 Credits)**
This practicum allows the NP student to apply both theoretical and clinical concepts to the providing the primary health care needs of patients across the lifespan within a safe, culturally competent, evidenced based framework. Emphasize on achieving clinical competence in collaboration with other healthcare professionals. **Course requires 225 hours of clinical work.**

**Total Practicum Hours = 585 by the end-of-term 7**
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 Nurse or Physician 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. They should have at least 1 year of clinical experience.

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

- Evidence of Licensure
- Current Curriculum Vitae
- Evidence of Board Certification
- Evidence of liability insurance

Clinical placements are to be secured through partnership with faculty, students, and the clinical site.

To initiate a clinical rotation, the student must complete and submit a PRECEPTOR AGREEMENT FORM and a CLINICAL SITE CONTRACT REQUEST FORM to the clinical coordinator no later than one term 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 and through guidance and teaching they will facilitate the learning process throughout practicums.
2. Orient students to the practice/site, environment and policies.
3. Will help the student to proficiently and effectively communicate with patients, obtain histories, perform physical exams, succinctly record and report findings, ascertain information and assess and create plans appropriate to the patient.
4. Supervise, demonstrate, teach and observe the student while delegating increasing levels of responsibility.
5. Provide the student with ongoing and timely feedback regarding their progression.
6. Will 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. Will allow additional remediation site visit, if necessary.
7. Communicate with supervising clinical faculty to maintain open communication and transparency regarding the student’s clinical experience.
8. Participate in online student evaluations; verify case logs and timesheets in a timely manner.

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’s clinical setting throughout the course.
2. One section of a course for Clinical Supervising Faculty is 6 students or equivalent to 0.5 units of workload per student; this includes direct and indirect supervision, being on call, associated paperwork, site visits, etc.
3. Will be in frequent contact with the student throughout their course to see how they are meeting course outcomes.
4. Clinical Supervisor should be in contact with preceptors throughout the course to gain understanding on how the student is performing.
5. Contact the preceptor at the beginning of the semester and exchange all contact information
   Overall, the Clinical Supervisor will evaluate the student using their own assessment while using input from the clinical preceptor.
   Will conduct site visits at least once per practicum. Generally, this should be performed during weeks 5-8 of the Trimester. Will conduct an additional remediation site visit, if necessary.
   Will initiate a learning contract and sit on the student progression committee if the student is found to be failing a clinical course or an evaluation.
   Will fill out mid-term site evaluation form and provide to program coordinator within 72 hours of site visit.
   Must be made available to the student at all times while at the clinical site. If there is a scheduling conflict, it is the responsibility of the Clinical Supervisor to make arrangements with another faculty member for coverage and must notify the program coordinator of this change.
   Ensure that the student’s clinical experiences begin as soon as possible to ensure they complete the required amount of clinical hours within the designated timeframe of the course.
   Notify the FNP Coordinator of any student difficulties in meeting program outcomes (i.e., completing clinical hours, competencies). Notification needs to be completed as soon as the problem is recognized.

**FNP CLINICAL COORDINATOR ROLES & RESPONSIBILITIES:**

1. Ensures that the affiliation agreement between the clinical agency, student and School of Nursing is in place and current.
2. Assures that the preceptors meet the required qualifications to be in the preceptor role.
3. Assumes responsibility for the over-all coordination between the student and clinical agency to meet the program outcomes.
4. Provides assistance with the orientation of preceptors, which includes the following as outlined in the Preceptor Handbook:
   a. Mission, Goals and Outline of the FNP program
   b. Syllabi for both the didactic and practicum courses which includes the course objectives, outline, and outcomes
c. Expectations of the student’s performance
d. Evaluation responsibilities
e. Providing the preceptor with confirmation of hours for professional development
f. Creating online access for students and preceptors
g. Provides the Preceptor with the individual student’s health documentation.
h. Establish communication avenues with the student, clinical supervising faculty and clinical preceptor

5. Facilitate proper payment to clinical preceptors according to compensation structure.
6. Gather CME hours from preceptors, compose CME certificates, email to preceptors at the conclusion of each semester.
7. Provide the student with an opportunity to evaluate the preceptor, clinical site and clinical agency to better achieve program outcomes related to their practicum experience.
8. Oversee evaluation process
   a. Ensure preceptors and students have access to electronic evaluations
   b. Monitor completed evaluations
   c. Send email or call preceptors and students to obtain evaluations as needed

**FNP PROGRAM COORDINATOR ROLES & RESPONSIBILITIES**

1. Assists in content development for specialty courses.
2. Maintains responsibility for coordinating the specialty curriculum.
3. Conducts continuous quality improvement of FNP clinical experiences and FNP coursework.
4. Identify faculty to teach specific courses within the specialty curriculum.
5. Provides guidance on matters of curriculum resources and web information.
6. Collaborates with MSN Program Director to approve candidates for admission to the program.
7. Works with faculty to manage student concerns and issues.
8. Direct 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 with the MSN Program Director on status of programs matters.
13. Participates in the revisions of the program catalog, handbook, and the recruitment and retention materials in collaboration with the MSN Program Director.
14. Administrative oversight of FNP faculty workload, paid time off, and professional development.
15. Establish clinical placements for students.
16. Establish policies and procedures to comply with accreditation and regulatory standards.
17. Monitor program effectiveness on a scheduled basis.
18. Evaluate performance of individual faculty and staff.
19. Teach didactic and clinical courses in area of specialty.
20. Conduct and report appropriate research and other scholarly activity.
21. Supervise faculty and support staff.
Appendix A
CLINICAL SITE CONTRACT REQUEST FORM

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

In order to generate a contract between Touro University Nevada and the requested clinical site, this form must be filled out in its entirety and be approved by the FNP Clinical Coordinator prior to starting clinical rotations. It needs to be completed and sent to dawn.lutes@tun.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 term 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____________________  Term:________________________
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:_____________________________________________________________

HR Representative at Site:_________________________________________________________
Clinical Site Email Address:________________________________________________________

Preceptor/Credentials:_____________________________________________________________

Please circle which course:     MSNV624      MSNV626      MSNV629      MSNV631      MSNV 634

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 Coordinator:________________________
# CLINICAL HOUR WORKSHEET

*Please submit a separate clinical hour worksheet for each clinical site/You may use more than one worksheet if you run out of space*

<table>
<thead>
<tr>
<th>Name:</th>
<th>Cohort:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Site:</td>
<td>Preceptor:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>MSNV624</th>
<th>MSNV626</th>
<th>MSNV631</th>
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</table>

## Clinical Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours Completed</th>
<th>Preceptor Signature</th>
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Total Hours:       Signature:
### Evaluation of Clinical Site

#### Preceptor Information

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<th>Name:</th>
<th>Date:</th>
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<thead>
<tr>
<th>Clinical Site:</th>
<th>Dates of Rotation:</th>
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</table>

#### Ratings

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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
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### Ratings

<table>
<thead>
<tr>
<th></th>
<th>1 = Does Not Meet Expectations</th>
<th>2 = Partially Meets Expectations</th>
<th>3 = Meets Expectations</th>
<th>4 = Exceeds Expectations</th>
<th>Not observed</th>
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<tbody>
<tr>
<td>The preceptor oriented me to the clinical setting</td>
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<tr>
<td>The preceptor provided you with opportunities to meet course objectives</td>
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<tr>
<td>The preceptor welcomed you as a team member</td>
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<td>The Preceptor served as a professional role model</td>
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<tr>
<td>The Preceptor was knowledgeable and competent</td>
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<tr>
<td>The preceptor encouraged and was enthusiastic about your learning</td>
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<tr>
<td>The Preceptor allowed you to provide direct patient care; not just observation</td>
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<tr>
<td>The Preceptor encouraged you to assume increasing responsibility during Practicum</td>
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<tr>
<td>The Preceptor lead you through the decision making process</td>
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<tr>
<td>The Preceptor Utilized Evidence-based practice</td>
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<tr>
<td>The preceptor provided regular feedback regarding daily performance</td>
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<tr>
<td>Strengths – Areas for Improvement</td>
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<tr>
<td>What did your Preceptor do that was most helpful?</td>
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</table>

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 of term

## Evaluator Information

<table>
<thead>
<tr>
<th>Student:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Evaluator:</td>
<td>Clinical Site:</td>
</tr>
</tbody>
</table>

## Ratings

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

**Strengths of the Student:**

**Areas for Improvement:**

**Additional Comments:**

Please check one of the following:

- Student meets and/or exceeds overall course objectives
- Student **DOES NOT** meet overall course objectives
# PRACTICUM PLACEMENT PLAN

**Name:**

**Cohort:**

*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 multiple sites.

<table>
<thead>
<tr>
<th>Check all that apply:</th>
<th>MSNV624</th>
<th>MSNV626</th>
<th>MSNV631</th>
<th>MSNV629</th>
<th>MSNV634</th>
</tr>
</thead>
</table>

**Term 5:** MSNV624 - PC Adult Practicum / MSNV626 - PC for Disease Prevention & Wellness (180 hrs of primary care) Total: 180

<table>
<thead>
<tr>
<th>Clinical Site</th>
<th>Preceptor</th>
<th>Agreement in place: Y/N/In Progress</th>
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**Term 6:** MSNV629 - Primary Care of Childbearing Families & Children Practicum (90 hrs pediatrics & 45 hrs of Ob/gyn) Total: 135

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<th>Clinical Site</th>
<th>Preceptor</th>
<th>Agreement in place: Y/N/In Progress</th>
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**Term 6:** MSNV631 - Primary Care of Mental Health Across the Lifespan (45 hrs) Total: 45

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<tr>
<th>Clinical Site</th>
<th>Preceptor</th>
<th>Agreement in place: Y/N/In Progress</th>
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**Term 7:** MSNV634 – Primary Care of the Family Practicum (140 hrs of primary care & 85 hrs of primary care or specialty) Total: 225

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<tr>
<th>Clinical Site</th>
<th>Preceptor</th>
<th>Agreement in place: Y/N/In Progress</th>
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**Comments or Special Concerns:**


**PRECEPTOR AGREEMENT FORM**
Online MSN/FNP

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

Student Name:_________________________________________
Student ID#:___________________________________________
Preceptor Name and Title:________________________________
Preceptor Work Address:_________________________________
Preceptor Phone:_______________________________________
Preceptor Email:________________________________________

**Attach Preceptor Proof of Licensure and Certification**

<table>
<thead>
<tr>
<th>Place of Employment</th>
<th>Role</th>
<th>Years Employed</th>
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**Please fill out this form in its entirety**
# STUDENT LEARNING OBJECTIVES

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<th>Name:</th>
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<td>Instructor:</td>
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## Course Number

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## Learning Objectives

<table>
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<tr>
<th>Course Objectives</th>
<th>Personal Goals</th>
<th>Evaluation Measures</th>
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<tbody>
<tr>
<td>Please see individual course syllabi for course objectives.</td>
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<td>2.</td>
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