



GEORGIA SOUTHWESTERN
SCHOOL OF NURSING

Master of Science in Nursing

FAMILY NURSE PRACTITIONER
STUDENT HANDBOOK

2020-2021

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Welcome

The graduate FNP faculty wishes to welcome you to the Master of Science in Nursing Program at Georgia Southwestern State University. We hope that your educational experience here will be enjoyable, as well as academically challenging and growth promoting. We are committed to promoting excellence in this program and seek to provide our graduates with the knowledge and skills necessary to function effectively as Family Nurse Practitioners in the management of common acute and chronic health care problems across the lifespan in a variety of primary care settings.

This **FNP Student Handbook** is designed to guide progression through the nursing curriculum and should be maintained throughout the program as a reference. The policies, guidelines and resources contained in this handbook serve to guide the practice of the College of Nursing and Health Sciences. They are consistent with, and expand upon, those of Georgia Southwestern State University. Policies of Georgia Southwestern, as well as a list of student rights and responsibilities, are outlined in the *GSW Weathervane Student Handbook*. **All specific course policies and standards will accompany the course syllabus.**

Americans with Disabilities Act (ADA)

GSW College of Nursing and Health Sciences wishes to insure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Sections 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008) and all students can study and practice nursing with or without reasonable accommodation. GSW's School of Nursing provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the above cited acts. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

GSW Weathervane Student Handbook at:

<https://www.gsw.edu/campus-life/resourcesinformation/studenthandbook/index>

If there are questions or concerns regarding matters not addressed by the contents of this handbook, please do not hesitate to contact us.

HANDBOOK DISCLAIMER

Every effort has been made to verify the accuracy of information in this publication. Nevertheless, the GSW College of Nursing and Health Sciences reserves the right to amend or add to the academic policies and scholastic regulations at any time, provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner with appropriate notice provided to all students affected by the changes. The College of Nursing and Health Sciences reserves the right to change without prior notice: admission and degree requirements, curriculum, courses, teaching personnel, rules, regulations, fees, and any other matter described in this handbook. This handbook does not constitute a contract, expressed or implied, between any student or faculty member and the College of Nursing and Health Sciences. The College of Nursing and Health Sciences at all times retains the right to dismiss any student who does not attain and maintain adequate academic performance or who does not exhibit the personal and professional qualifications required for nursing professionals. Any of the policies contained within this FNP Student Handbook related to student progress in a degree program or graduation may be waived (only if consistent with existing GSW policy) following review and written approval by the relevant College of Nursing and Health Sciences FNP head(s) and the Dean. It is the responsibility of each student enrolled in College of Nursing and Health Sciences to know current academic policies of the University, general and specific requirements, and policies that apply to the graduate nursing program.

Mission Statement of GSW College of Nursing and Health Sciences

The mission of the College of Nursing and Health Sciences is to prepare safe, competent, and compassionate professional nurses, who in collaboration with others, provide or facilitate high quality patient-centered care in a global society. Students achieve academic excellence through a vibrant learning environment using evidence-based practice, creative inquiry, and the pursuit of lifelong learning. This mission prepares nurses to lead in their profession as they contribute to the health of the communities in which they live and work.

Philosophy/Organizing Framework

The philosophy/organizing framework and learning outcomes of the graduate nursing program are consistent with the vision and mission of Georgia Southwestern State University, emphasizing academic excellence through learner centered teaching, evidence-based practice, creative inquiry, and student engagement. Professional success is promoted through lifelong learning, leadership, collaborative partnerships, and service.

Program Accreditation

The M.S.N. is an online degree which has been offered solely and cooperatively by Georgia Southwestern University and Columbus State University, both fully accredited institutions in the University System of Georgia. The Georgia Intercollegiate Consortium for Graduate Nursing Education (GICGNE) has a mission to prepare safe and competent professional nurses, who in collaboration with others, provide or facilitate high quality patient-centered care in a global society and achieve academic excellence in nursing education through learner centered teaching, evidence based practice, creative inquiry and student engagement. Also, the mission is to prepare competent and caring individuals for a life of success and leadership in professional nursing through intellectual, personal and social growth and to contribute to the communities in which they live and work. The master's degree program in nursing at Georgia Intercollegiate Consortium for Graduate Nursing Education (Consortium of Columbus State University and Georgia Southwestern University) is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

The Board of Regents of the University System of Georgia (USG) has approved the dissolution of the Georgia Intercollegiate Graduate Nursing Education (GICGNE) and for both universities in this consortium to have their own Master of Science in nursing programs. For those students enrolled in GICGNE, there will be no change- students will remain enrolled under GICGNE until graduation.

Georgia Southwestern State University School of Nursing will begin enrolling new students in the GSW-only M.S.N. program in Spring 2020. This will include students in all tracks of Family Nurse Practitioner, Informatics, Education, and Leadership. The MSN program will be the same program as offered under GICGNE, including all courses in each degree track. Because the master's degree is only accredited under GICGNE, we will be seeking separate accreditation.

Therefore, the master's degree program in nursing at Georgia Southwestern State University is pursuing initial accreditation by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>). Applying for accreditation does not guarantee that accreditation will be granted.

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Family Nurse Practitioner Program (FNP)

Program Overview

Family Nurse Practitioner (FNP) graduates are ready to lead in the advanced practice nurse roles in health-related service to diverse populations. The focus of the FNP is the management of common acute and chronic healthcare problems across the lifespan in a variety of primary care settings. The FNP provides care to people across the lifespan that specializes in health promotion and disease prevention.

Nurse Practitioner Core Competencies

At completion of the FNP program, the FNP graduate possesses the nine (9) core competencies regardless of population focus.

1. Scientific Foundation Competencies
2. Leadership Competencies
3. Quality Competencies
4. Practice Inquiry Competencies
5. Technology and Information Literacy Competencies
6. Policy Competencies
7. Health Delivery System Competencies
8. Ethics Competencies
9. Independent Practice Competencies

Nurse Practitioner Core Competencies Content: A delineation of suggested content specific to the NP core competencies 2017

http://c.ymcdn.com/sites/www.nonpf.org/resource/resmgr/competencies/2017_NPCoreComps_with_Curric.pdf

MSN Program Outcomes

Graduates will be able to:

1. Implement the selected advanced nurse role: leader, educator, informaticist, and family nurse practitioner within health care.
2. Develop and nurture interprofessional collaborations by communicating and consulting with other health care professionals and community leaders.
3. Evaluate the influence of ethical principles on personal and organizational decision-making.
4. Utilize nursing research for the promotion of quality nursing education, safe client-centered health care, and evidence-based practice.
5. Employ critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
6. Exemplify cultural competence and sensitivity to diversity in dynamic academic and health care environments.
7. Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective client-centered health care and the advancement of nursing practice.

- Utilize informatics to improve client outcomes and to promote the health and safety of individuals, groups, and communities.

FNP Curriculum Overview

Core Courses (15 credit hours):

NURS 6105	Research for Evidence Based Practice (3 credit hours)
NURS 6107	Advanced Pathophysiology (3 credit hours)
NURS 6127	Scientific Underpinnings for the APN Role (3 credit hours)
NURS 6106	Advanced Pharmacology (3 credit hours)
NURS 6421	Health Assessment for APN (3 credit hours) (45 hours clinical rotation)

Specialty Courses (23 credit hours):

NURS 6129	Health Care Delivery Models, Economics, and Policy (2 credit hours)
NURS 6226	Diagnostic & Clinical Reasoning for APNs (2 credit hours)
NURS 6422	Primary Care of Adults Across the Lifespan I (6 credit hours) (135 hours clinical rotation)
NURS 6423	Primary Care of Adults Across the Lifespan II (6 credit hours) (135 hours clinical rotation)
NURS 6424	Primary Care of OB & Pediatric Populations (7 credit hours) (135 hours- Pediatric population & 45 hours OB population clinical rotation)

Practicum (6 credit hours):

NURS 6425	Nurse Practitioner Practicum (6 credit hours) (270 hours clinical rotation)
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Course descriptions of the courses shown above may be found in the GSW Bulletin/Catalog at: <https://www.gsw.edu/Assets/RegistrarsOffice/bulletin/Current-Graduate.pdf>

Most clinical classes are offered only once a year and are required to be completed successfully in sequence prior to student being allowed to continue in the program. Non-clinical courses can be taught different semesters.

Proctored Exams

Proctored exams/quizzes are required in some FNP courses. There are three options for proctoring: 1) through Proctor U, 2) calling and making an appointment with your course faculty to schedule the exam at GSW on the exam day, and 3) using an approved proctoring site. You can make arrangements for offsite testing by emailing Landon Ferrill, (landon.ferrill@gsw.edu) Please contact Landon at least 3 weeks prior to exam to complete the needed paper work. An application for each test must be completed, regardless if it is the same faculty and facility. Requests for alternate exams dates will be considered at the discretion of the faculty on a case by case basis. The faculty reserves the right to change the format of the exam such as providing a written test.

Please follow the link below for information on testing through Proctor U

<https://www.proctoru.com/proctoru-live-resource-center>

FNP Full Time with FALL Entry Model Plan of Study

YEAR ONE		
Fall Semester	Spring Semester	
NURS 6107 Advanced Pathophysiology (3-0-3)	NURS 6422 Primary Care of Adults Across the Lifespan I (clinical required-135 hrs) (3-9-6)	
NURS 6226 Diagnostic & Clinical Reasoning for Advanced Practice Nurses (2-0-2)	NURS 6106 Advanced Pharmacology (3-0-3)	
NURS 6421 Advanced Health Assessment (clinical required-45 hrs) (2-3-3)		
Total Semester Credits 8	Total Semester Credits 9	
YEAR TWO		
Summer Semester	Fall Semester	Spring Semester
NURS 6423 Primary Care of Adults Across the Lifespan II (clinical required-135 hrs) (3-9-6)	NURS 6424 Primary Care of OB & Pediatric Populations (135 hours Pediatric clinical) (45 Hours OB clinical) (3- 12-7)	NURS 6425 Nurse Practitioner Practicum (clinical required-270 hours) (0-18-6)
NURS 6129 Health Care Delivery Models, Economics and Policy (2-0-2)	NURS 6105 Research for Evidence Based Practice (3-0-3)	NURS 6127 Scientific Underpinnings Of the APN Role (3-0-3)
Total Semester Credits 8	Total Semester Credits 10	Total Semester Credits 9

Total Program Hours 44

FNP Part Time with FALL Entry Model Plan of Study

YEAR ONE		
Fall Semester	Spring Semester	
NURS 6129 Health Care Delivery Models and Economics and Policy (2-0-2)	NURS 6106 Advanced Pharmacology	(3-0-3)
NURS 6107 Advanced Pathophysiology (3-0-3)	NURS 6127 Scientific Underpinnings of the APN Role	(3-0-3)
	NURS 6105 Research for Evidence Based Practice	(3-0-3)
Total Semester Credits/Cumulative: 5		Total Credits: 9
YEAR TWO		
Summer Semester	Fall Semester	Spring Semester
	NURS 6226 Diagnostic & Clinical Reasoning for Advanced Practice Nurses (2-0-2)	NURS 6422 Primary Care of Adults Across the Lifespan I (clinical required- 135 hrs) (3-9-6)
	NURS 6421 Advanced Health Assessment (clinical required – 45 hrs) (2-3-3)	
	Total Semester Credits 5	Total Semester Credits 6
YEAR THREE		
Summer Semester	Fall Semester	Spring Semester
NURS 6423 Primary Care of Adults Across the Lifespan II (clinical required – 135 hrs) (3-9-6)	NURS 6424 Primary Care of OB & Pediatric Populations (clinical required-135 Pediatric hrs) (3-12-7) (45 OB hours)	NURS 6425 Nurse Practitioner Practicum (clinical required-270 hrs) (0-18-6)
Total Semester Credits 6	Total Semester Credits 7	Total Semester Credits/Cumulative: 6

FNP Policy and Progression

The FNP program can be completed in two academic years, or five semesters of full-time study. All requirements, including coursework at Georgia Southwestern State University and Columbus State University, transfer credit and transient credit course work, must be completed within seven (7) calendar years from the date of initial enrollment in coursework, without regard to the initial admission status and without regard to credit hours earned.

Students pursuing a Master of Science in Nursing must adhere to the following standards:

1. Maintain a cumulative GPA of 3.0 or better.
2. Only 6 credit hours with a grade of C can be applied to the degree.
3. No course with a grade below a C will be applied toward a degree.
4. A student may be dismissed from the program after greater than 6 hours with a grade of C is earned.
5. An "F" earned in a course may result in dismissal from the program.

For information regarding hardship withdrawals, academic probation, and readmission policies please refer to the Graduate Bulletin:

<https://www.gsw.edu/Assets/RegistrarsOffice/bulletin/Current-Graduate.pdf>

Preceptors participate in student clinical evaluations and provide ongoing clinical evaluation throughout each clinical course during the semester, as well as a summative evaluation at the completion of the clinical rotation. However, FNP faculty members determine the student's clinical standing throughout the semester as well as the final clinical and course grade. Students are evaluated on a regular basis throughout their clinical rotations by their clinical faculty and must receive a satisfactory evaluation from the FNP faculty to successfully pass all clinical courses, independent of the students' overall didactic grade.

Students may receive a failing course grade or be administratively and permanently removed from the FNP program without first being placed on probation for offenses including, but not limited to:

- Practicing in an unethical or unprofessional manner
- Compromising patient safety
- Committing a felony
- Testing non-negative on a drug screen
- Providing false or inaccurate information related to a clinical preceptor or site
- Misrepresenting his/her clinical hours or providing any false documentation or other written or verbal inaccuracy related to clinical rotations and/or clinical hours
- Misrepresenting the role in which the student is functioning
- Performing or participating in any other action FNP faculty deem as an infraction or breach of program policy

Intellectual Property

All exams and assignments are considered the intellectual property of GSW. They may not be reproduced, photographed (including cell phone cameras), hand copied, or in any way transferred to any other person, program, or entity. Student is on his/her honor as professional health care providers to do his/her own work.

If an FNP faculty member determines that a student is not meeting course or clinical objectives or standards as outlined in the syllabus and FNP clinical manual, or if a clinical issue arises related to patient safety or professional practice, a conference will be held with the student to further explore the issue. Preceptors and FNP faculty maintain the right to ask the student to leave the clinical site until any issue of concern is resolved. After the conference, in consultation with the course lead faculty and the MSN Director, the student may incur any of the following:

- Receive a written warning to be placed in the student's file;
- Be placed on clinical probation;
- Be required to repeat completed clinical course hours in part or whole;
- Be administratively removed from the clinical site/preceptor and required to complete clinical hours at an alternate site or with an alternate preceptor;
- Receive an overall failing clinical course grade;
- Be permanently dismissed from the FNP Program.

If a clinical offence occurs, a student may, at the discretion of FNP faculty, be placed on clinical probation. If the student is placed on clinical probation, a remedial action plan will be developed and a timeline for follow-up will be included in the action plan. If performance or conduct does not improve as outlined in the remedial action plan, the responsible course faculty will consult with the Director of the FNP Program, and if needed, the MSN Director and the Dean, and will make the judgment to assign a failing clinical course grade, or permanently dismiss the student from the FNP Program.

Each student is entitled to and will be given due process. Students should follow the complaint process as outlined in the current *GSW Weathervane Student Handbook* at: <https://www.gsw.edu/Campus-Life/ResourcesInformation/StudentHandbook/index>

Clinical Probation

Clinical Probation is a period designed to remediate and evaluate the clinical performance of a student who has not satisfactorily met the semester's clinical objectives or who has had a significant issue arise related to their clinical performance or conduct.

When the student is placed on clinical probation, a *Probation Action Form-Part A* will be completed, outlining the reasons for probation and the necessary actions to correct the stated problem(s). More specific criteria will be outlined in the remedial action plan that will measure the improvement in student clinical performance over a specified period. A probationary clinical site may be assigned or arranged by the course faculty member and the FNP Coordinator. Specific preceptors may be identified to work with and evaluate the student's performance. The student's clinical progress will also continually be monitored by the clinical and/or course instructor and Director of FNP track.

At the end of the probation period, the student's performance will be re-evaluated by the faculty and FNP Coordinator to determine if the objectives of the remedial action plan have been successfully achieved. A *Probationary Action Form-Part B* will be completed by the responsible faculty member(s) utilizing feedback received from the student's clinical preceptor(s). If a deficiency still exists, the student will receive a failing clinical grade and be required to repeat the course to progress. If a student receives two failing clinical/course grades, the student will not be allowed to repeat the course and will be dismissed from the FNP program.

Adherence of all class requirements, clinical site behavior and expectations are necessary for student to progress to degree.

**Georgia Southwestern State University Family
Nurse Practitioner Program Probationary
Action Form
Part A**

Student Name: _____ Date: _

Probationary Period: _____ to _____ Clinical

Sites involved during probation:

1. Reason(s) for probation:
2. Remedial action objectives:
3. Remediation Action Plan:

Student

Course Coordinator

Coordinator, FNP Program

**Georgia Southwestern State University Family
Nurse Practitioner Program Probationary Action
Form
Part B**

Student Name: _____ Date: _____

Probationary Period: _____ to _____ Clinical Sites

involved during probation:

1. Remedial action objectives achieved:
2. Remedial action objectives not achieved:
3. Recommendations following probation period:
4. Student Comments:

FNP STUDENT CLINICAL COURSE GUIDELINES

General Clinical Information

GSW requires family nurse practitioner students to complete **765 clinical hours** in their program of study. These hours are divided into specialties as described in each clinical course syllabus. Clinical hours must be spent with an approved preceptor, at an approved site. **Students are responsible for finding an acceptable site and preceptor for their clinical experiences.**

Clinical hours are defined by the National Task Force (NTF) Criteria (2016) as "hours in which direct clinical care is provided to individuals, families, and populations in *population-focus* areas of FNP practice; clinical hours *do not* include skill lab hours, physical assessment practice sessions, or a community project, if it does not include provision of direct care. Clinical experiences and time spent in each experience should be varied and distributed in a way that prepares the student to provide care to the populations served".

<http://c.ymcdn.com/sites/www.nonpf.org/resource/resmgr/Docs/EvalCriteria2016Final.pdf>

Competencies are higher level skills that represent the ability to demonstrate mastery over care management and that provide a foundation for decision-making skills under a variety of clinical situations across all care settings. Courses are designed to meet the core competencies identified by the NONPF and MSN Essentials.

National Organization for Nurse Practitioner Faculties Nurse Practitioner Competencies (NONPF) (2014 AND 2017)

https://cdn.ymaws.com/nonpf.site-ym.com/resource/resmgr/competencies/20170516_NP_CoreCompsContentF.pdf

FNP Certification - Each of the states has its own approval processes for out-of-state institutions offering distance education. While Georgia Southwestern State University endeavors to offer all programs to as wide an audience as possible, all Georgia Southwestern State University distance education programs may not be available in all states. States in which GSW is authorized to offer online programs may be found at <https://gsw.edu/Assets/DistanceLearning/GSW%20State%20Authorization%20Statement.pdf>.

Completion of the FNP program does not guarantee eligibility for certification in some states. It is the student's responsibility to contact State Boards of Nursing regarding requirements of certification.

FNP Student Behavior and Expectations at Clinical Sites

It is appropriate for students to ask for a brief orientation on the first day of clinical and learn the names of the staff. The clinical staff can make the student experience easier or more difficult. Staff should always be treated with respect and courtesy! Students should always show respect and gratitude for the preceptor's efforts in giving of their time and inviting students into their practices. Demonstrations of gratitude during and after the clinical rotation are appropriate and typically well-received.

Professional Etiquette:

Student should provide the preceptor with:

- schedule of planned clinical dates;
- student's personal clinical and course objectives;
- student's contact information as well as contact information for the student's clinical instructor and/or course coordinator;
- communicate if not on time or need to leave early;

Additional consideration:

- do NOT arrive on days that have not been pre-scheduled;
- do NOT attend clinical unless preceptor is physically present;
- do NOT report to the clinical area for rotations when ill, experiencing an elevated temperature, nausea, vomiting, diarrhea or any other symptoms of illness.

Student Use of Cell Phones:

- cell phone and pagers should be off preferably, or on vibrate, but should NOT make any noise in the clinic or exam rooms;
- cell phone use during clinic hours is prohibited, except for use as a medical resource if site allows.
- cell phone may be used for personal calls during lunch or established breaks, but should be in a private area away from patients and staff.

Student Interest in Each Patient and/or Procedure:

It is understood that students will have varying interests, but each experience produces valuable information.

- student will NOT be just an observer, or appear disinterested, but voluntarily participate to the greatest extent that they are allowed.
- student will not go to another area of the clinic to work on non-clinical assignments.

- student will introduce themselves as a family nurse practitioner student to patients and everyone in the clinical setting.

Appropriate Dress:

Student is to be professionally and appropriately dressed for all clinical experiences.

- student may wear business casual, or clean, pressed scrubs if appropriate, but should not wear jeans, leggings or short skirts.
- pressed lab coat with the student's name tag is required. Credentials other than RN, or **FNP Student** may not be displayed on a lab coat or name tag at clinical sites; Lab coats may be purchased at www.meridys.com Go to the student tab and enter passcode (Gsw328). You will have the option to purchase a 33-inch lab coat. You may purchase a comparable lab coat from another vendor if you wish. Name badges can be purchased from Southwest Trophy at <https://southwesttrophyandgifts.com/products/name-badges-plates/9r58vC32st20r1/> and should include:
YOUR NAME
FNP Student
Georgia Southwestern State University
- FNP student identification card is to be clearly visible at all times;
- student should bring a stethoscope and other essential equipment to clinicals.

Active Learning:

As active learners, students do not just "follow" preceptors. Students are not allowed to observe for more than one day. Students are expected to actively participate in assessing, diagnosing, and managing the care of the assigned patients seen in collaboration with the preceptor. As an active learner, communication is imperative.

Communication:

Students will have a designated clinical faculty member who is responsible for the evaluation of the student's performance in the clinical course. It is essential that students keep their designated clinical faculty member informed of any change in their clinical site, preceptor, or schedule, as well as any unanticipated events or problems that occur during the clinical experience. Students should notify the clinical instructor immediately of any problem during the clinical rotation.

Clinical Role:

Students are learning the role and scope of practice of the FNP. Students are to adhere to the Nurse Practice Act associated with the Board of Nursing in the state in which they have an approved clinical site. It is the student's responsibility to read the applicable nurse practice act(s), understand the content, and abide by the act(s). Information can be found at National Council of State Board of Nursing website: <https://www.ncsbn.org/index.htm>

The student is expected to consult with the preceptor regarding each patient and to record the visits in the format appropriate to the clinic's standards. At all times, the student will function under the supervision of the preceptor.

Clinical Area Illness or Injury:

Students who are injured or become ill while providing patient care MUST:

- notify assigned clinical faculty via GSW email immediately;
- follow the agency's policy and procedure for injury or illness.

Clinical agencies will not provide medical care free of charge for students who are injured or become ill during the clinical experience. Students are responsible for any expense incurred. Each student is required to carry personal health care coverage.

Billing of Services

The clinical site provider/preceptor is responsible for billing of all patient services. FNP students need to participate in the identification and designation of ICD-10 and CPT codes; however, students do not receive personal compensation for any patient services rendered.

Maintain Satisfactory Clinical Standing:

Preceptors participate in the ongoing clinical evaluation of students through contact with FNP faculty members and evaluations. However, FNP faculty members determine the student's clinical standing throughout the semester and the final clinical and course grade. Expectations are outlined in the FNP clinical manual, as well as, course outcomes provided in each course syllabus and will serve as the standards for student evaluation. FNP faculty members evaluate student performance in a variety of ways, such as clinically related assignments, site visits, evaluation of students by preceptors, consultation with preceptors, and clinical documentation software.

Clinical Documentation System:

Students are required to use the designated software management system for documenting clinical time and patient encounters. Data entered into the system are stored in a secure and HIPAA compliant server. The software allows student to keep track of clinical hours, type of patients, type of visit, and ICD-10 codes.

Completion of Clinical Hours

All clinical hours are to be completed during the semester in which students are enrolled. No clinical hours will be counted if they are completed before or after the semester starts or ends.

Clinical experiences are not allowed during breaks between semesters.

FNP Student Preparedness for Clinical

Pre-Clinical Requirements

The student will submit all pre-clinical requirements to the vendor designated by GSW College of Nursing and Health Sciences. This package is purchased by the student the semester prior to starting clinical rotations and must be completed and approved by the Clinical Services Manager before rotations can begin. Students are responsible for keeping current all requirements updated as stated in the contract with clinical agencies. The student should keep original documentation for his/her personal records for future use. Some facilities require additional immunizations and/or testing. Students must comply with facility contract requirements.

Clinical Credentialing Tracker Compliance

The student services coordinator/student advisor will email the information needed to purchase the approved clinical credentialing tracker. Please do not purchase any program until you receive the email. If you have any questions, please contact the student services coordinator/student advisor prior to your purchase.

The credentialing tracker is a mandatory requirement for all students in clinical courses:

- **Part-Time Students:** Package must be purchased and completed the semester prior to clinical rotations.
- **Full Time Students:** Package must be purchased upon acceptance to the FNP program.
- Some items in the tracker will require annual or bi-annual renewal, which may incur an additional cost.

Each requirement must be valid from the first day of the semester and remain current through the last day of the semester. Failure to complete this requirement may result in a delay in clinical placement approval or slower progression through program.

Students who do not complete requirements by the deadline established by the Clinical Services Manager will not be registered for clinical courses for the semester. This will negatively impact the student's progression in the program. Students who become non-compliant with any clinical requirement during a term will not be able to attend clinical until they are compliant with all requirements.

Unencumbered RN License:

The student must maintain an active unencumbered RN license in all states in which clinical rotations will be performed. A FNP faculty member must be notified immediately if the RN licensure status changes in any way.

Basic Life Support (BLS) Certification:

This must be maintained throughout the program. Advanced life support is also highly recommended. A copy of the BLS/ALS certification card is required.

HIPAA/OSHA:

Student compliance with HIPAA (health insurance portability and accountability act) and OSHA (Occupational Safety and Health Administration) courses are required to be obtained through the vendor designated by GSW College of Nursing and Health Sciences.

Professional Liability Insurance:

Students must provide their own liability insurance for student nurse practitioners. Work place coverage cannot be used by student unless a purchased rider identifying student nurse practitioner coverage is included. Professional liability insurance, minimum coverage \$1,000,000/\$6,000,000.

Health Data and Immunization Requirements:

While GSW requires a health and immunization record upon acceptance, FNP Program requires a record be kept on specific forms and uploaded to the vendor designated by GSW College of Nursing and Health Sciences. Immunizations and physical exam check-ups performed by place of work must be transferred to these forms.

- Annual Physical Exam (must be documented by MD, NP, or PA). All nursing students enrolled in clinical courses are required to have annual proof of good health on file. Form can be found here: <https://www.gsw.edu/academics/schools-and-departments/college-of-nursing-and-health-sciences/school-of-nursing/current-nursing-students/undergraduate-nursing-students/bulletinandresources>
- Annual TB Screening (Results of a TB skin test must be documented)
- Completed Hepatitis B Vaccination series OR titer
- Varicella immunization (either year of disease or evidence of vaccination series OR titer)
- MMR (2) OR titer
- Tdap within last 10 years
- Current (yearly) flu immunization

Criminal Background Check & Drug Screen:

These are required for all students *prior to* beginning any clinical rotation in the FNP program, and annually thereafter. The background check and drug test are required to be obtained through the vendor designated by GSW College of Nursing and Health Sciences. A repeat drug screen or background check may be required depending upon facility requirements or just cause.

Current Vendor order instructions and forms can be found on the College of Nursing and Health Sciences, Online MSN programs at the following link under "Current Student Information:"
<https://www.gsw.edu/academics/schools-and-departments/college-of-nursing-and-health-sciences/school-of-nursing/nursing-programs/graduate>

Information for FNP students

- Current Vendor Order Instructions
- FNP Immunization Form
- FNP TB Questionnaire Form
- FNP Physical Exam Form

Additional Information on Background Check & Drug Screen: Clinical facilities require that every student pass a criminal background and urine drug screen prior to being allowed to enter the facility for clinical experiences. This background check must be performed by a vendor designated and approved by all involved healthcare facilities. Because FNP nursing students may rotate through multiple clinical facilities in order to gain required learning experiences, a student not accepted by one of the major facilities based on the review of their criminal background or urine drug screen will be unable to complete clinical requirements and will thus be excluded from the nursing program.

Students may be required to submit to drug testing if there is reason to believe, from a reliable source, that the student is under the influence of a substance that has impaired judgment and/or ability to care for patients. Any substance, whether prescribed or not, that impairs the student's ability to fully function in the care of vulnerable populations should not be used prior to or during clinical experiences.

Appropriate actions will be taken for non-negative findings as stated in the *GSW Weathervane Student Handbook* <https://www.gsw.edu/Campus-Life/ResourcesInformation/StudentHandbook/index>

NOTE: Pre-clinical requirements may be added at any time due to new health facility requirements. It is strongly recommended that the student keep a copy of all documentation submitted.

Clinical Site Selection

Throughout the FNP program, students are expected to spend time in clinical sites managing patients across the lifespan, from newborn to geriatrics. Clinical site selection is critical to the student's success in this program. The diagnoses, task-based proficiencies, and population focus of each clinical course should direct site selection.

Important: Students should begin working on clinical site placement as soon as possible. All students must have a clinical site in place and approved before starting semester of clinical rotation.

Preceptor Selection

Students should focus their experience across the lifespan in a primary care setting. Preceptors must have at least one year of clinical experience and a current unencumbered license in their area of practice. It is in the best interest of the student to have an experienced preceptor to guide the learning process in the clinical setting.

Minimal Qualifications for NP Preceptor:

- Interested in assisting with the student and enhancing the student’s education.
- Willing and desirous of serving as a preceptor.
- Preparation at the appropriate level of current practice and preferably with a minimum of one-year experience in the advanced practice role.
- Licensed by the state of practice as a MD (medical doctor), DO (Doctor of Osteopathic Medicine), NP (nurse practitioner), CNM (certified nurse midwife), or PA (physician assistant).
- May not be an immediate family member or a direct supervisor.

Suggestions for Securing a Clinical Site and Preceptor

- Start early!!
- Students may precept with a physician, physician’s assistant, nurse practitioner, or certified nurse midwife.
- The selected clinical location must be appropriate for the upcoming clinical course.
- Clinical planning forms will be reviewed and approved by designated faculty.
- Questions about the appropriateness of a selected preceptor should be directed to the contact person noted on the Clinical Planning Forms.
- Other avenues of identifying potential clinical sites and preceptors:
 - Network through a local nurse practitioner association which accepts students as members.
 - Inquire with Human Resources at place of employment.
 - Ask friends or colleagues for suggestions.

Note: All planning forms must be received prior to the published deadlines.

CLINICAL PLANNING FORM DEADLINES

SEMESTER	COURSE	DEADLINE
FALL	NURS 6421	JULY 5
	NURS 6244	JULY 5
SPRING	NURS 6422	NOVEMBER 5
	NURS 6425	NOVEMBER 5
SUMMER	NURS 6423	APRIL 5

Clinical experiences and time spent in each experience **must be varied** and distributed in a way that prepares the student to provide care to the populations served. Clinical placement must be approved by faculty.

Students are responsible for obtaining and maintaining registered nurse licensure in the state in which clinical practice hours are done. Failure to do so will result in loss of credit for those clinical hours and administrative withdrawal from the course involved.

Clinical Planning Forms

All parts must be filled out and properly signed for each preceptor/site student uses for each clinical course each semester by the published deadlines. Return information is on the forms.

- **PART A - Student Information**
- **PART B - Preceptor Information**
- **PART C – Preceptor’s Practice Information**
- **PART D – Semester Contract with GSW and Clinical Site** (if applicable MOU/ALE identification)
- **PART E – Affiliated Hospital Information (reserved for Practicum 6425)**

Forms are available online in PDF format at the following link under “Current Student Information:” <https://www.gsw.edu/academics/schools-and-departments/college-of-nursing-and-health-sciences/school-of-nursing/nursing-programs/graduate>

Student Responsibilities Shared with Preceptor/Clinical Site:

The student should initially meet with the preceptor to discuss objectives and give overview of past experiences.

1. Each student is responsible for arranging with the preceptor a schedule to indicate the exact times and dates to complete the required number of clinical hours to be precepted.
2. Students are required to inform the preceptor and FNP faculty member of any changes in the schedule or any absence. Preceptors should be contacted at least a day before the absence when possible.
3. Students are required to review with the preceptor the course objectives.
4. Students should collaborate appropriately with other health care professionals.
5. Students must complete all clinical hours with their preceptor or an approved, qualified person assigned by the preceptor.
6. Preceptors other than the initial approved person require an additional clinical planning form and prior approval by FNP faculty.
7. Any problems that arise during preceptorship must be reported to the preceptor and the FNP faculty member immediately.
8. The student should seek ongoing feedback from preceptor.
9. The student should adhere to all policies and procedures specific to the practice settings during the clinical experience at the clinical site.

10. Students must report every accident or injury immediately after its occurrence to the preceptor and the FNP faculty member.
11. The student should demonstrate professionalism in behavior and dress at all times.
12. Students will evaluate preceptors upon completion of each practicum experience.

APPENDIX

INFORMATION FOUND IN THE **FNP PRECEPTOR HANDBOOK** **FNP PRECEPTOR AND CLINICAL SITE GUIDELINES**

Recognition of Preceptor Role

Your participation as a preceptor for the nurse practitioner program is an essential component of the curriculum. Clinical practice rotations offer a unique opportunity for the graduate nursing student to observe and practice the management of patient care. Students develop their ability to safely perform clinical problem-solving through their participation in the clinical decision - making process and learn the value of collaboration among health care providers.

Minimal Qualifications for NP Preceptor:

- Interested in assisting with the student and enhancing the student's education.
- Willing and desirous of serving as a preceptor.
- Preparation at the appropriate level of current practice and preferably with a minimum of one year, full time experience in advanced practice role.
- Licensed by the state of practice as a MD (medical doctor), DO (Doctor of Osteopathic Medicine), APRN (advanced practice nurse), or PA (physician assistant).

Additional Considerations in Decision to Precept:

- A. Generally, the development of a learning environment for the student would include:
 1. Sufficient exam rooms so the student may function at a novice pace.
 2. Opportunities to do histories and physical examinations, make a tentative assessment, present orally to you, propose appropriate diagnoses and therapeutic plans, and write up the encounter as part of the permanent chart/record.
 3. Preceptor follow-up with the patient in order to critique the proposed assessment and plan of care.
 4. Opportunity for the student to observe or participate in the management of any patient who presents with a problem of general education interest.
 5. Guidance in the performance of clinical procedures that are consistent with the student's learning objectives while under supervision of the preceptor.
 6. A telephone conversation with the academic faculty overseeing the student's work sometime during the semester for the purposes of determining student progress.

- B. The clinic staff should understand that the nurse practitioner student will function as a health care provider.
- C. The purpose of the experience is to provide the nurse practitioner student with an opportunity to participate in: 1) health assessment of patients, 2) counseling and guidance in accordance with identified needs, and 3) management of the care of patients in consultation with the preceptor.
- D. The student is expected to consult with the preceptor regarding each patient and to record the visits in the format appropriate to the clinic's standards. At all times, the student will function under the supervision of the preceptor.
- E. The FNP faculty member for this student will telephone your clinic during the time the student is with you. Faculty will need a few minutes to confidentially discuss the student's progress.

At the conclusion of the rotation, the preceptor will complete a form providing feedback on the student's progress.

Should any problems arise concerning the student's conduct in the clinic, please notify the faculty member so that prompt action can be taken. You may ask the student to leave the clinical site if at any time you determine there is inappropriate or unsafe behavior.

If at any time you have questions or determine that the student is not a safe health care provider, please contact Dr. Mary Anne Shepherd, FNP Program Director (229) 931-2241

Preceptor Responsibilities for Preceptorship

1. Qualified persons may accept the request of a student to be a preceptor.
2. Preceptors should orient the student to organizational policies and procedures specific to the setting.
3. Preceptors are to report to the FNP faculty member if the student does not complete the clinical hours or does not notify the preceptor of an absence.
4. Preceptors must approve all schedule revisions.
5. Preceptors should review course objectives with the student and contact the program faculty member if any questions arise.
6. Preceptors report to nursing faculty any problems encountered with the student during the experience as soon as they occur.
7. Preceptors will evaluate the performance of the student using the provided evaluation tool.
8. Preceptors must approve any clinical activity by the student in the clinical setting.
9. Preceptors may assign students to work with other qualified personnel during the clinical experience when necessary or appropriate.
10. Preceptors are urged to contact faculty at any time during the clinical experience with questions, concerns, or problems.
11. The preceptor will notify the student and designated faculty member immediately prior to termination of the agreed upon contract.

FNP Student Readiness for Clinical Rotation Verified:

GSW verifies that nurse practitioner students have the following:

- Unencumbered RN license
- Basic Life Support (BLS) certification
- HIPAA/OSHA certification
- Professional liability insurance:
- Health Data and Immunization Requirements:
- Annual Physical Exam
- Annual TB Screening
- Completed Hepatitis B Vaccination series OR titer
- Varicella immunization (either year of disease or evidence of vaccination series OR titer
- MMR (2) OR titer
- Tdap within last 10 years
- Current (yearly) flu immunization

Drug screen and background check:

- Both are required for students *prior to* beginning clinical rotations and annually.

Preceptor Knowledge of Student Responsibilities

1. The student should initially meet with the preceptor to discuss objectives and give overview of past experiences.
2. Each student is responsible for arranging with the preceptor a schedule to indicate the exact times and dates to complete the required number of clinical hours to be precepted.
3. Students are required to inform the preceptor and FNP faculty member of any changes in the schedule or any absence. Preceptors should be contacted at least a day before the absence when possible.
4. Students should collaborate appropriately with other health care professionals.
5. Students must complete all clinical hours with their approved preceptor.
6. Any problems that arise during preceptorship must be reported to the preceptor and the FNP faculty member immediately.
7. The student should seek ongoing feedback from preceptor.
8. The student should adhere to all policies and procedures specific to the practice settings during the clinical experience at the clinical site.
9. Students must report every accident or injury immediately after its occurrence to the preceptor and the FNP faculty member.
10. The student should demonstrate professionalism in behavior and dress at all times.
11. Students will evaluate preceptors upon completion of each practicum experience.
12. No clinical hours can be done by the student during semester breaks.

FNP Faculty Responsibilities to Preceptor

1. Faculty will conduct site telephone calls to evaluate the preceptorship experience of each student.
2. Faculty are available to support preceptors as needed.

Courses Requiring Clinical Site with Preceptor

Clinical courses are offered only once a year and are required to be completed in sequence.

Model Plan of Study showing sequence of clinical courses

Fall Semester 1	Spring Semester 1	Summer Semester 1
NURS 6241 Advanced Health Assessment (clinical required-45 hrs)	NURS 6242 Primary Care of Adults Across the Lifespan I (clinical required-135 hrs)	NURS 6243 Primary Care of Adults Across the Lifespan II (clinical required-135 hrs)
Fall Semester 2	Spring Semester 2	
NURS 6244 Primary Care of OB and Pediatric Populations (clinical required-180 hrs; 45 women/ 135 peds)	NURS 6425 Nurse Practitioner Practicum (clinical required-270 hrs)	

NURS 6421 Advanced Health Assessment This course expands the nurse’s knowledge of cognitive processes and psychomotor skills needed for comprehensive assessment of clients across the lifespan. Techniques and processes of performing a physical, mental, developmental, and nutritional assessment, obtaining a health history, performing selected diagnostic procedures, and recording findings will be conducted. Interviewing skills that enable the nurse to relate to various clients across the life span will be refined.

Course Objectives:

By the conclusion of this course, students will gain the knowledge and skills required to:

1. Demonstrate effective diagnostic interviewing skills that are developmentally appropriate and culturally competent.
2. Develop a comprehensive history that is reflective of critical thinking, best evidence using effective communication and collaboration techniques.
3. Utilize various mental health screening tools to develop a comprehensive assessment of a patient with a mental health diagnoses.
4. Perform a complete physical examination in an orderly, systematic, and efficient manner.
5. Demonstrate the use of appropriate equipment accurately and efficiently in performing a physical and mental status examination

Clinical rotation focus:

This course is taken in conjunction with 6226 Diagnostic & Clinical Reasoning. Please review the course focus for 6226. The population of focus is across the lifespan – older children, adults, and elderly. Students should focus on developing their interview skills to establish the chief complaint, family and social history, Review of Systems, and comprehensive physical and mental health exams. As with Diagnostic and Clinical Reasoning, organization of these findings should lead to an assessment of the problem. Although the management of the problem will

not be the primary focus of the course, examination of the social determinants of health, resources, evidence base practice guidelines, and patient education will be required

NURS 6422 Primary Care of Adults Across the Lifespan I This is the first of two courses that focuses on the primary care health concerns of young adults, adults and older adults and facilitates student development in the nurse practitioner role. The course prepares students to assume entry level responsibility diagnosis and management of common acute and chronic health problems. Students demonstrate clinical competency and skills in precepted clinical experiences. Using evidenced based guidelines, students assess health behaviors, plan and implement culturally appropriate strategies for health promotion and disease prevention, and evaluate health outcomes. Health maintenance and health restoration are explored in light of contemporary health care environments, including underserved and vulnerable populations.

Course Objectives:

By the completion of the course, the student should be able to:

1. Analyze the interrelationship among the physiologic, psychological, and economic forces that influence the responses of adults to health and illness within a family framework.
2. Differentiate physiologic dynamics and clinical manifestations of selected conditions commonly experienced by adults.
3. Delineate comprehensive plans of management including therapeutic actions, educational, counseling, and pharmacologic and non-pharmacologic interventions and follow-up plans which promote, maintain and restore the health status of adults.
4. Discuss the rationale for determining alternative plans of management for common health problems of adults using evidence-based practice.

Clinical focus:

The expectation for this semester is that you will continue to improve on verbally reporting the exam findings and establishing and prioritizing a differential diagnoses list. You will build on last semester's knowledge to incorporate the plan and management of the patient. Laboratory, diagnostics, procedures, and referrals will be included. This semester you will be moving toward a more focused exam. This means that the number of patients you encounter should increase from last semester. There is no set number for this because it depends on the patient and the setting. An average may be eight patients in an eight-hour day. The population of focus is adults, which is ages 18 to 60.

NURS 6423 Primary Care of Adults Across the Lifespan II This is the second of two courses that prepare family nurse practitioner students to assume the entry level responsibility of diagnosis and management of common acute and chronic health concerns of young adults, adults and older adults in a primary care setting. Students demonstrate clinical competency and skills in precepted clinical experiences. Using evidenced based guidelines, students assess health behaviors, plan and implement culturally and ethically appropriate strategies for

health promotion and disease prevention, and evaluate health outcomes. Health maintenance and health restoration are explored in light of contemporary health care environments, including underserved and vulnerable populations.

Course Objectives:

By the completion of the course, the student should be able to:

1. Analyze the interrelationship among the physiologic, psychosocial, environmental and economic forces that influence the responses of adults to health and illness
2. Differentiate normal aging from the changes associated with disease.
3. Assess the functional status and activities of daily living of adults with health care problems.
4. Diagnose physical, cognitive and environmental health problems in the adult using health history, physical examination, screening, and diagnostic data.
5. Delineate comprehensive plans of management including therapeutic actions, educational, counseling, and pharmacologic and non-pharmacologic interventions and follow-up plans which promote, maintain and restore the health status of adults.
6. Develop ethically and culturally appropriate individualized health care plans respecting the needs of all individuals

Clinical focus:

Clinical Rotations will be in a primary care setting where students are expected to apply their knowledge of health assessment, diagnostic reasoning, evidence-based practice and psychosocial issues to adults across the life-span. Student's will demonstrate their clinical competency by succinctly reporting relevant subjective and objective clinical findings, developing an appropriate differential diagnosis, and ordering and interpreting diagnostic finding on each patient seen in the clinic to their preceptor. Students should be prepared to present and explain the plan of care they determine to be most appropriate for that patient.

For the purpose of this course adults are defined as individuals 20 years of age and older. It is expected that students should see, and record in Typhon a minimum of one patient for every hour reported present at the clinical site. Example: if the students reports 8 hours at the clinic then a minimum of 8 patients should be logged into Typhon. Typhon logs are regularly reviewed. It is expected that more patients will be logged into Typhon is the acuity of the patients recorded are low. Students should be able to write a well-organized Comprehensive and Episodic SOAP notes, in patients with multiple comorbidities having chronic stable or common acute illness.

NURS 6424 Primary Care of OB & Pediatric Populations is designed to prepare Family Nurse Practitioners to assume responsibility for health promotion, maintenance, and management of common acute and chronic health problems of women of child-bearing age, infants, children, and adolescents in health care settings. Emphasis is on the description of the condition or disease, etiology

and incidence, clinical findings, differential diagnosis, management, complications, and preventive and education measures. Consideration is given to cultural and ethical issues that affect health care delivery and client adherence to the management plan. Established protocols for patients are used to indicate the need for consultation, referral, and community resources. Women's health (45 clinical hours) and Pediatrics (135 clinical hours).

Course Objectives:

By the completion of the course, the student should be able to:

1. Determine physiologic dynamics and clinical manifestations of selected conditions and diseases experienced by women and children.
2. Analyze ethical and legal issues influencing comprehensive plans of care for women of child-bearing age and the pediatric population.
3. Develop comprehensive programs of care involving teaching and guidance which promote, protect, maintain and restore the health status of women and children.
4. Discuss alternative treatment regimens and rationales for choices made in care delivery through evaluation of treatment results.
5. Construct comprehensive programs of care involving teaching and guidance which promote, protect, maintain and restore the health status of women and children.
6. Integrate best evidence into practice in caring for women across the lifespan with accessible, equitable, affordable, safe and effective health care both locally and globally
7. Provide culturally appropriate reproductive and primary care for women of all ages.

Clinical focus:

This course has two clinical foci: pediatrics and women's health. The Pediatric focus should be done in a pediatric setting that allows students to see children from infancy to late adolescence managing common acute and chronic stable problems. Students will identify normal psychological and physical growth and development patterns. Students should see 8-10 patients per day. The acuity of the patients should increase as clinical and diagnostic skills progress. Similarly, students in the women's health portion of the course will focus on common women health issues and pregnancy. Students should ideally perform clinical hours for this section of the course in on clinic focusing on gynecology and pregnancy (no deliveries or hospital experiences are required).

Clinical Rotations will be in a primary care setting where students are expected to apply their knowledge of health assessment, diagnostic reasoning, evidence-based practice and psychosocial issues to adults across the life-span. Student's will demonstrate their clinical competency by succinctly reporting relevant subjective and objective clinical findings, developing an appropriate differential diagnosis, and ordering and interpreting diagnostic finding on each patient seen in the clinic to their preceptor. Students should be prepared to present and explain the plan of care they determine to be most appropriate for that patient.

For the purpose of this course adults are defined as individuals 20 years of age and older. It is expected that students should see, and record in Typhon a minimum of one patient for every hour reported present at the clinical site. Example: if the students reports 8 hours at the clinic then a minimum of 8 patients should be logged into Typhon. Typhon logs are regularly reviewed. It is expected that more patients will be logged into Typhon is the acuity of the patients recorded are low. Students should be able to write a well-organized Comprehensive and Episodic SOAP notes, in patients with multiple comorbidities having chronic stable or common acute illness.

NURS 6425 Nurse Practitioner Practicum experience provides the student an opportunity to assume responsibility for the primary healthcare services of individuals and families under the supervision of an established nurse practitioner and/or physician preceptor. Students are expected to practice as a Nurse Practitioner, assuming increasing responsibility for planning and implementing therapeutic processes and for documenting and evaluating outcomes of care. This intensive practice experience allows the student to apply theories through the investigation and management of health problems in primary healthcare settings.

Course Objectives:

By the completion of the course, the student should be able to:

1. Implement the nurse practitioner role in selected health care settings.
2. Integrate the physiological, psychosocial, cultural, and economic factors influencing the health status of individuals and their families into the assessment and management of healthcare.
3. Analyze the effects of a plan of care on the individual and family.
4. Collaborate and consult with other health providers and community agencies.
5. Analyze the effects of the Nurse Practice Act on the delivery of nurse practitioner services in the geographic area of practicum placement.

Clinical focus:

The ideal practicum experience will afford the student the opportunity to strengthen their clinical practice across the lifespan. Focus may be in specific population groups such as pediatrics and explore opportunities in clinical areas that they have expressed an interest in. Students must complete 270 faculty and preceptor approved clinical practice hours during the semester; a minimum of 135 hours must be completed in a primary care agency/practice. The balance (135 hours) may be divided into shorter approved clinical experiences.

Approximately one-half of hours should be completed by midterm. A satisfactory

faculty evaluation of student performance must be obtained to successfully complete the course. Faculty and preceptors will conduct a Midterm and Final evaluation of student performance.

Clinical Planning Forms Part A through PART D can be copied and completed. Completed forms must be scanned and returned electronically.

No smart phone photographs will be accepted.

An Electronic version of the forms is available at:

<https://www.gsw.edu/Assets/SchoolofNursing/2018%20MSN-FNP/2018%20FNP%20Clinical%20Planning%20Forms%20NEW1.pdf>

SEMESTER	COURSE	Submission DEADLINE to FNP Faculty
FALL	NURS 6421	JULY 5
	NURS 6422	JULY 5
SPRING	NURS 6423	NOVEMBER 5
	NURS 6424	NOVEMBER 5
SUMMER	NURS 6228	APRIL 5

Memorandum of Understanding

A two year Memorandum of Understanding with an Applied Learning Experience is available should clinical site prefer to the PART D Semester Contract Agreement. Please allow extra time for processing. If clinical site already has a MOU/ALE, please indicate on PART D with the expiration date.



*** Clinical Placement Planning Forms***

The packet consists of 5 pages. Students are responsible for completion of these forms.
Only completed forms will be accepted. NOTE: YOUR PRECEPTOR SHOULD ONLY BE ASKED TO REVIEW
and SIGN forms. Scan and email complete forms to msnclinical@gsw.edu

PART A – STUDENT INFORMATION

Student Name _____
(Last) (First) (Middle)

Complete Permanent Address _____
(Street or PO Box)

(City) (State) (Zip Code) (County)

Contact Information with area codes: Cell Phone _____

Home Phone _____ Work phone _____

Personal Email or Other contact information_

(print if handwritten)

GSW EmailAddress _

Current RN licensure: State(s) _____ #(s) _____ Expiration date: _____

COURSE
INFORMATION

Course
Number:

____ NURS 6 421 Assessment ____ NURS 6242 Primary Care1 ____ NURS 6243 Primary Care II

____ NURS 6244
OB/PEDS

____ NURS 6425
PRACTICUM

Term & Year: _____ SPRING 20 _____ SUMMER 20 _____ FALL 20 _____

FNP Student Signature

Date



PARTB – PRECEPTOR INFORMATION
(Must be completed in full. All information is confidential)

Student Name: _____
(Last) (First) (Middle)

Preceptor Name: _____
(Last) (First) (Middle)

Have you served as a Preceptor before? ____ YES ____ No

Please mark your status as a preceptor for GSW College of Nursing: **NEW** _____ **Established** _____
(Please attach CV or Resume)

Credentials (mark one): NP ____ PA ____ DO ____ MD ____ CNM ____ Other _____

License Number _____ State _____ Expiration Date _____

Certification Agency _____ Expiration Date _____

Years in current role _____ Best phone number to contact _____

Email address: _____

This address will be used for Documentation program

I agree to serve as preceptor for the student requesting my supervision:

Preceptor's Signature

If your state requires a delegation for your preceptor, enter the name of the:

Delegating Physician _____
(Last) (First) (Middle)

his/her Certification _____ Expiration date _____

Certifying Agency _____

Specialty of Physician Preceptor (mark the most accurate)

- | | | | |
|---------------------------------------|-------------------------|------------------------|-----------------|
| ____ Cardiology | ____ Geriatrics | ____ Neonatology | ____ Obstetrics |
| ____ Women's Health | ____ Emergency Medicine | ____ Gynecology | ____ Neurology |
| ____ Pediatrics | ____ Family Practice | ____ Internal Medicine | ____ Oncology |
| ____ Other (provide specialty): _____ | | | |

Certification of Nurse Practitioner (mark the most accurate):

- | | | |
|-----------------------|---------------------|-----------------|
| ____ Adult-Acute | ____ Family | ____ Geriatrics |
| ____ Medical-Surgical | ____ Midwifery | |
| ____ Peds Primary | ____ Women's Health | Other _____ |

PART D – CONTRACT WITH GSW & CLINICAL SITE

This clinical site has an existing MOU with GSW under the name of:

_____ *expiration date* _____.

This form will serve as a *Semester Contract Agreement* between:

_____ **Clinical site name** _____

_____ **City** _____

_____ **state** _____

_____ **zip** _____

and the College of Nursing and Health Sciences at the Georgia Southwestern State University, Americus, Georgia, when appropriate signatures have been affixed below by Dr. Sandra Daniel, Dean of the College of Nursing and Health Sciences, and the authorized agency representative for the clinical site.

The agreement will grant permission to _____

_____ **Student name** _____

a student enrolled in the Family Nurse Practitioner program at GSW to obtain part of his/her clinical experience through this facility.

The student will work with _____ **as preceptor.**

_____ **Preceptor name and title** _____

The term of the agreement will be:

_____ **Spring semester:** January 1, _____ through April 30, _____

_____ **Summer semester:** May 1, _____ through July 15, _____

_____ **Fall semester:** August 1, _____ through December 15, _____

If the terms of this agreement are acceptable to you and your agency, please sign below and keep a copy for your records.

_____ **SIGNATURE of Person Legally Authorized to Sign Contracts** _____

_____ **Date** _____

Sandra D. Daniel, PhD, RN



Dean and Professor,
 College of Nursing and
 Health Sciences



For use in NURS 6425 PRACTICUM only

PART E – AFFILIATED HOSPITAL INFORMATION

Complete this form only if you will be doing your clinical rotation with patients in the hospital in collaboration with your preceptor.

Hospital Information:

Legal Name of Hospital _____
(This must be the hospital affiliated with preceptor for the specified term)

Projected Effective Date of Contract _____
(Beginning of specified term)

Chief Nursing Administrator or Education Coordinator with title: _____

(Last) (First) (Middle)

Complete Mailing Address _____

(Street or P.O. Box)

(City) (State) (Zip Code) (County)

Telephone Number with area code _____ FAX _____

Person Legally Authorized to Sign Contracts:

Name with title _____

Complete Mailing Address _____

(Street or P.O. Box)

(City) (State) (Zip Code) (County)

Telephone Number with area code _____ FAX _____

Email _____

(print)