



**GEORGIA SOUTHWESTERN**  
SCHOOL OF NURSING

# **FAMILY NURSE PRACTITIONER STUDENT HANDBOOK**

**Master of Science in Nursing**

***2024-2025***

## TABLE OF CONTENTS

<b>Welcome</b> .....	5
FNP Student Handbook Purpose.....	5
Americans with Disabilities (ADA) Statement.....	5
Disclaimer.....	6
Mission Statement of GSW College of Nursing and Health Sciences.....	6
Philosophy/Organizing Framework.....	6
Program Accreditation.....	6
<b>Administration/Faculty/Staff</b> .....	7
<b>Family Nurse Practitioner Program (FNP)</b> .....	8
Program Overview.....	8
Nurse Practitioner Core Competencies.....	8
MSN Program Outcomes.....	8
<b>FNP Curriculum Overview</b> .....	9
Core Courses.....	9
Specialty Courses.....	9
<b>Proctored Exams</b> .....	9
<b>FNP Model Plans of Study</b> .....	
Full Time with Fall Entry.....	11
Part Time with Fall Entry.....	12
Part Time with Spring Entry.....	13
<b>FNP Policy and Progression</b> .....	14
Intellectual Property.....	15
Academic Integrity and Dishonesty Policies.....	15
Process for Resolution.....	16
Professional Conduct and Misconduct Policies.....	17
<b>FNP Student Clinical Course Guidelines</b> .....	21
General Clinical Information.....	21
NONPF Competencies.....	21

<b>FNP Student Behavior and Expectations at Clinical Sites.....</b>	<b>22</b>
Professional Etiquette.....	22
Student Use of Cell Phones.....	22
Student Interest in Each Patient and/or Procedure.....	22
Appropriate Dress.....	23
Active Learning.....	23
Communication.....	23
Clinical Role.....	24
Clinical Area Illness or Injury.....	24
Billing of Services.....	24
Maintain Satisfactory Clinical Standing.....	24
Clinical Documentation System .....	25
Completion of Clinical Hours.....	25
<b>FNP Student Preparedness for Clinicals.....</b>	<b>25</b>
Pre-Clinical Requirements.....	25
Credentialing Tracker Compliance.....	25
Unencumbered RN License.....	26
Basic Life Support (BLS) Certification.....	26
HIPAA/OSHA.....	26
Professional Liability Insurance.....	26
Health Data and Immunization Requirements.....	27
Criminal Background Check & Drug Screen .....	27
Additional Information on Background Check & Drug Screen.....	27
Clinical Site Selection.....	28
Preceptor Selection.....	28
Suggestions for Securing a Clinical Site and Preceptor.....	29
Clinical Planning Form Deadlines.....	29
Memorandum of Understanding.....	30
Clinical Planning Forms.....	31

Student Responsibilities Shared with Preceptor/Clinical .....	31
<b>APPENDIX – Information Found in the FNP Preceptor Handbook</b>	32
Recognition of Preceptor Role.....	32
Additional Considerations in Decision to Precept.....	32
Preceptor Responsibilities for Preceptorship.....	34
FNP Student Readiness for Clinical Rotation Verified.....	34
Preceptor Knowledge of Student Responsibilities.....	35
FNP Faculty Responsibilities to Preceptor.....	36
Courses Requiring Clinical Site with Preceptor.....	36
<b>NURS 6422 Primary Care of Adult Populations I</b> .....	36
Course Objectives.....	36
Clinical Rotation Focus.....	37
<b>NURS 6423 Primary Care of Adult Populations II</b> .....	38
Course Objectives.....	38
Clinical Rotation Focus.....	39
<b>NURS 6424 Primary Care of Pediatric Populations</b> .....	39
Course Objectives.....	40
Clinical Rotation Focus.....	41
<b>NURS 6425 Nurse Practitioner Practicum</b> .....	41
Course Objectives.....	41
Clinical Rotation Focus.....	42
Clinical Planning Forms.....	
Part A	43
Part B	44
Part C	45
Part D	46

## 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, expand upon and may supersede, 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 ensure 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 accommodation 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/resources/information/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 the 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 master's degree program in nursing at Georgia Southwestern State University is accredited by the [Commission on Collegiate Nursing Education](#). This CCNE approval for the MSN program extends from February 1, 2021 to December 31, 2026



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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 ten (10) core competencies regardless of population focus.

1. Knowledge of Practice
2. Person Centered Care
3. Population Health
4. Practice Scholarship and Translational Science
5. Quality and Safety
6. Interprofessional Collaboration in Practice
7. Health Systems
8. Technology and Information Literacy
9. Professional Acumen
10. Personal and Professional Leadership

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

[https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/nonpf\\_np\\_role\\_core\\_competenc.pdf](https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/nonpf_np_role_core_competenc.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.
8. 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 virtual simulation)

#### **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) (150 hours clinical rotation)
NURS 6423	Primary Care of Adults Across the Lifespan II (6 credit hours) (150 hours clinical rotation)
NURS 6424	Primary Care of Pediatric Populations (7 credit hours) (180 hours-)
NURS 6425	Nurse Practitioner Practicum (6 credit hours) (300 hours clinical rotation)

Course descriptions of the courses shown above may be found in the GSW Bulletin/Catalog at: <https://www.gsw.edu/registrar/bulletin/>

***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 two options for proctoring.

1. You can contact your course faculty and make arrangements to come to the GSW campus on the day of the exam.
2. You can use Respondus Lockdown browser and monitor for the proctoring. LockDown Browser and Monitor is a custom browser that locks down the testing environment in Brightspace. This is accessed through the course. More information is provided in each course that requires proctoring services.

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.

New for Fall 2023

**Georgia Southwestern State University**  
**School of Nursing**  
 Family Nurse Practitioner Part Time Program  
 Fall Entry

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)	
<b>Total Semester Credits/Cumulative: 5</b>		<b>Total Credits: 6</b>
YEAR TWO		
Summer Semester	Fall Semester	Spring Semester
NURS 6105 Research for EvidenceBased Practice (3-0-3)	NURS 6226 Diagnostic & Clinical Reasoning for Advanced Practice Nurses (2-0-2)	NURS 6422 Primary Care of Adults Across the Lifespan I (clinical required- 150 hrs) (3-9-6)
	NURS 6421 Advanced Health Assessment (virtual simulation – 45 hrs) (2-3-3)	
<b>Total Semester Credits 3</b>	<b>Total Semester Credits 5</b>	<b>Total Semester Credits 6</b>
YEAR THREE		
Summer Semester	Fall Semester	Spring Semester
NURS 6423 Primary Care of Adults Across the Lifespan II (clinical required – 150 hrs) (3-9-6)	NURS 6424 Primary Care of the Pediatric Populations (clinical required-180 hrs) (3-12-7)	NURS 6425 Nurse Practitioner Practicum (clinical required-300 hrs) (0-18-6)
<b>Total Semester Credits 6</b>	<b>Total Semester Credits 7</b>	<b>Total Semester Credits/Cumulative: 6</b>

revised 4.13.2022/PB

**Georgia Southwestern State University**  
**School of Nursing**  
**Family Nurse Practitioner Program PART TIME SPRING ENTRY**

YEAR ONE					
Spring Semester			Summer Semester		
NURS 6106	Advanced Pharmacology	(3-0-3)	NURS 6105	Research for Evidence Based Practice	(3-0-3)
NURS 6127	Scientific Underpinnings of the APN Role	(3-0-3)	NURS 6107	Advanced Pathophysiology	(3-0-3)
<b>Total Semester Credits/Cumulative: 6</b>			<b>Total Credits: 6</b>		
YEAR TWO					
Fall Semester		Spring Semester		Summer 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-150 hrs) (3-9-6)	NURS 6423	Primary Care of Adults Across the Lifespan II (clinical required-150 hrs) (3-9-6)
NURS 6421	Advanced Health Assessment (virtual simulation-45 hrs) (2-3-3)				
NURS 6129	Health Care Delivery Models (2-0-2)				
<b>Total Semester Credits 7</b>		<b>Total Semester Credits 6</b>		<b>Total Semester Credits 6</b>	
YEAR THREE					
Fall Semester		Spring Semester			
NURS 6424	Primary Care of Pediatric Populations (clinical required-180 hrs) (3-12-7)	NURS 6425	Nurse Practitioner Practicum (clinical required-300 hrs) (0-18-6)		
<b>Total Semester Credits 7</b>		<b>Total Semester Credits/Cumulative: 6</b>			

NEW for 23- 24

**Georgia Southwestern State University  
Family Nurse Practitioner  
Full Time Schema**

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-150 hours) (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 (virtual simulation required- 45 hrs) (2-3-3)		
<b>Total Semester Credits 8</b>	<b>Total Semester Credits 9</b>	
YEAR TWO		
Summer Semester	Fall Semester	Spring Semester
NURS 6423 Primary Care of Adults Across the Lifespan II (clinical required-150 hrs) (3-9-6)	NURS 6424 Primary Care of the Pediatric Populations (Total 180 clinical hours: (3- 12-7)	NURS 6425 Nurse Practitioner Practicum (clinical required-300 hours) (0-18-6)
NURS 6127 Scientific Underpinnings Of the APN Role (3-0-3)	NURS 6105 Research for Evidence Based Practice (3-0-3)	NURS 6129 Health Care Delivery Models, Economics and Policy (2-0-2)
<b>Total Semester Credits 9</b>	<b>Total Semester Credits 10</b>	<b>Total Semester Credits 8</b>

Total Program Hours 44

Revised 4.13.2022/PB

## **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, transfer credit and transient credit course work, must be completed within five (5) 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. A grade of a B is required to progress in the program.
3. A student can petition 1 time during the program to retake a course where they made less than a B. If the student makes a second C in the repeated class or a C in another class, the student will be dismissed from the program.
4. A student may be dismissed from the program for having less than a 3.0 GPA.
5. An "F" earned in a course may result in dismissal from the program.
6. A grade of a "I" may be given in extenuating circumstances. If a grade of I is not removed before the end of the following semester, it automatically becomes a F. The student must complete the requirements to have the I removed before continuing in 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
- Being dismissed from the clinical site
- Compromising patient safety
- Committing a felony
- Testing positive 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. You are on your honor as professional health care providers to do your own work.

### **Academic Integrity Policy**

The Online Master of Science in Nursing Program adheres to the GSW Policy on Academic Integrity. The GSW Policy is found in the Graduate Bulletin on the GSW Website.

The MSN Program Policy on Academic Integrity sets for the behaviors expected of students in the academic setting. The policy defines student expectations, academic integrity & academic dishonesty and delineates the procedure for handling violations of academic standards.

### **Responsibility of the Student**

As partners in their own learning, students are responsible for making themselves aware of how the principles of academic integrity apply in each academic setting they enter. While the faculty member is responsible for setting expectations, it is the student's responsibility to seek guidance from the faculty member, especially when unsure of how to apply the principles in a particular situation. When in doubt, seek guidance from the instructor.

### **Principles of Academic Integrity**

Accurate Attribution of Ideas: While the free exchange of ideas does not demand that every idea a person expresses be her or his own original thought, it does demand that a person accurately represent the origin of the thoughts she or he expresses. The forms of attribution vary depending upon the formality of the setting in which ideas are exchanged. In conversation, attribution might be as simple referring to where you heard an idea while in a class presentation or a written assignment, a specific style of attribution or documentation will be required. The school of Nursing follows APA guidelines to accurately credit sources in academic writing

### **Academic Dishonesty**

Violations of academic integrity will be subject to sanction by the MSN Academic Integrity Committee. The examples given below are intended to clarify the standards by which academic dishonesty may be judged.

- **Plagiarism:** Plagiarism includes, but is not limited to, asking someone to write part or all of an assignment, copying someone else's work (published or unpublished), inadequately documenting research, downloading material from electronic sources without appropriate documentation, copying and pasting from sources or representing others' works or ideas as one's own. This includes giving or receiving work submitted by a student in a previous semester.
- **Self-Plagiarism (Multiple Submissions)** A student may not submit substantial portions of the same work for credit more than once without the explicit consent of the faculty to whom the work is submitted for additional credit. If a work product is to be substantially revised or updated, the student must contact the faculty member in advance to discuss necessary revisions. In cases where multiple submissions are approved, faculty members will require copies of the original documents for comparison.
- **Cheating on Examinations** Cheating on an exam includes, but is not limited to, giving or receiving unauthorized help before, during, or after an in-class or out-of-class exam. Examples of unauthorized help include using unauthorized notes in either hard copy or electronic form, viewing another student's exam, taking pictures of exams with cell phones or other electronic devices, allowing another student to view one's exam, and discussing an exam or sharing information on an exam's content with other students after the exam has occurred in one section but not in another.
- **Unauthorized Collaboration** Unauthorized collaboration includes giving or receiving unauthorized help for work that is required to be the effort of a single student, such as the receiving or giving of unauthorized assistance in the preparation of a laboratory or writing assignment, online exams, etc. Unauthorized collaboration includes giving your Go VIEW login credentials to anyone; these credentials are for your use only (see also GSW Computer and Network Acceptable Use Policy section Sharing of Access).
- **Falsification:** Falsification includes, but is not limited to the fabrication of citations or sources, of experimental or survey results, and of computer or other data. Falsification also includes falsifying or fabrication of clinical experiences or documentation.
- **Direct Quotes** No direct quotes can be used unless it would change the intent of the quote. Example: Dr. Martin Luther King stated "I have a dream" vs. Dr. Martin Luther King stated he had a dream.

### **Process for Resolving Academic Dishonesty Issues**

Instances of academic dishonesty are a serious violation of academic standards and may result in suspension or expulsion from the MSN program. While faculty members have the primary responsibility for establishing the parameters of academic integrity in the academic situations they supervise, it is the responsibility of all members of the GSW academic community to report suspected instances of academic dishonesty.



Therefore, any MSN student may file a complaint to the MSN Faculty, Director of the FNP program or Associate Dean.

Any member of the academic community who has evidence of academic dishonesty should report his or her suspicion and evidence to the faculty member of the student(s) believed to be in violation of the policy. The faculty member is then responsible for responding, and if she or he has adequate evidence, may file an Academic Dishonesty Violation Report with the Academic Integrity Committee.

### **Process for Resolving Academic Integrity Violations**

If an instructor discovers a case of academic dishonesty, he or she will contact the student to discuss the violation. If the student does not contest that a violation has occurred the faculty member's syllabus policies will establish how the violation will be handled in his or her course.

If the student does contest violation, the student will contact the Chair of the Academic Integrity Committee and provide documentation related to the violation. The Chair of the Academic Integrity Committee will convene a meeting to review the documentation provided.

After review, the student charged with violation of academic integrity will be given the opportunity to meet with the committee, in person or virtually, to offer his or her input related to the violation.

The Academic Integrity Committee will discuss the incident to determine if a violation did occur. If the Academic Integrity Committee confirms that a violation has occurred, the faculty member's syllabus policies, GSW policies and the MSN program policies will establish how the violation will be handled in the course. If the student does not agree with the decision of the MSN Academic Integrity Committee, an appeal may be filed according the GSW policy.

### **MSN Professional Conduct Guidelines**

The nursing profession holds its members responsible, self-directed, and accountable, to uphold professional behaviors. The School of Nursing adheres to the professional and ethical behaviors set forth in the ANA Code of Ethics, ANA Standards of Nursing Practice, National Council of State Boards of Nursing, and the Rules and Regulations of the State Boards of Nursing. Professional behaviors are linked to positive outcomes and patient safety. MSN students must adhere to the expected professional behaviors and standards to be successful in this program.

MSN students are engaged in a number of professional relationships and therefore have obligations to different individuals and groups. These include patients and their families, health care personnel, fellow students, community partners, nursing faculty and staff, and other university personnel.

Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this

context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, and morals displayed by the student to faculty, peers, patients, and colleagues in other health care professions. Students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a professional advanced practice student.

**Professional Behaviors:**

1. **Effective Communication:** The ability to exchange information between individuals with the use of verbal, non-verbal, and written strategies. Use of effective communication strategies enables students to facilitate professional and therapeutic communication with peers, faculty, patients/clients, families, groups, and other professionals. Nursing students are expected to interact with faculty and staff in a thoughtful and professional manner in all interactions involving faculty/staff, patients/clients and their families, other students, the public, and all members of the health care team. MSN students shall not condone or participate in incivility towards other professionals, students, or faculty/staff.
2. **Professional Care:** The MSN student has the responsibility to be prepared for the clinical environment and to deliver safe, quality nursing care. Failing to be prepared for clinical experiences, failing to assess and evaluate a patient/client/ status, and failing to act in the best interest of the patient. Nursing students shall provide care to patients/clients without discrimination based on race, creed, color, sex, age, nationality, sexual orientation, or disability. Students shall demonstrate respect of diverse beliefs held of patients/clients, faculty, staff, and health care professionals.
3. **Confidentiality:** Access to and sharing of information that identifies a specific client, their condition, and other information must be guarded with the best interests of the client in mind. MSN students shall be educated about and adhere to HIPAA policies and institutional policies and procedures, including the National Council of State Boards of Nursing guidelines for use of social media. students may not post, release, or otherwise disclose photos, identifiable case descriptions, images, or records related to the educational, clinical, or research activities of the school via social networking sites (e.g., Facebook, Twitter, YouTube, etc.), non-educational blogs, message boards, Internet websites, personal e-mail, or anything other than standard professional means of query and/or dissemination.
4. **Representation:** MSN students shall accurately represent themselves as being an advanced practice student to others including, but not limited to peers, faculty and staff members, representatives of the University, patient/client, nurses, and all members of the health care team. Proper representation is essential for all student work regardless of how it is communicated (written or oral).
5. **Assessment of personal competence:** MSN students shall seek consultation and supervision whenever their ability to carry out patient/client care is inadequate because of lack of knowledge or experience. Failing to obtain instruction or supervision when implementing nursing care for which one lacks the educational preparation, ability, knowledge, or experiences is unethical.

6. **Personal responsibility:** MSN students must assume personal responsibility for their own actions and set a high standard of self-expectation. The student is responsible for using sound judgment in not going to clinical if doing so would put others at exposure risk. This is particularly important when working with individuals in certain high-risk categories (compromised immune systems, newborns, elderly, pregnant women). If the student has reason to believe they have been exposed to a contagious illness, have active symptoms, or diagnosed with an infectious disease, they must notify their clinical faculty member to determine the best action which may be staying home and arranging make-up of the clinical experience.
7. **Professional demeanor:** MSN students are representatives of GSW's School of Nursing and must realize that behavior positively or negatively affects the judgment of others about the School of Nursing and University. When acting as GSW advanced practice students, professional behavior is required both on and off campus and in "virtual sites" (i.e. online activities).

### **Professional Misconduct**

Violation of professional conduct expectations is subject to sanctions up to and including program dismissal.

MSN students as future advanced practice nurses are expected to conduct themselves in a professional manner and uphold high standards of honesty and ethical behavior in study and clinical practice. Unethical or unprofessional behavior in the clinical setting demonstrates the lack of integrity needed for advanced practice nursing.

When a faculty member determines a student's behavior reflects unsafe or unethical nursing practice, lack of adherence to established policies and procedures, and/or unprofessional conduct, the MSN faculty reserves the right to immediately assign a course grade of "F" and the student will be administratively withdrawn from the course at that point.

Such behaviors may include, but are not limited to:

- Committing fraud or deceit while enrolled in the MSN program, including falsifying, plagiarizing, or in a negligent manner making incorrect entries on records or any other written work, including falsification of Typhoon entries.
- Committing a HIPAA violation including engaging in activities that breach client confidentiality, such as unauthorized access to clients' charts, photocopying documents from the clients' chart, verbally communicating with unauthorized individuals, and communicating to others about client information in public places or posting on social media.
- Participating in disorderly conduct or breach of the peace, such as obstruction or disruption of teaching, physical or verbal abuse, or detention of any person while engaged in any MSN activity. This includes unprofessional and/or inappropriate communication with faculty, staff, clients, or peers.

- Negligently or willfully implementing nursing care in a manner that fails to meet generally accepted standards for the students' level of preparation, such as recommendation for or administration of inappropriate or dangerous medication or performance of procedures without supervision or outside the scope of practice.
- Negligently or willfully violating any rule, regulation, or policy of the MSN program such as testing policies, clinical policies or academic integrity policies.
- Exhibiting a physical, mental, or emotional behavior which renders the student unable to provide nursing care with appropriate skill and safety in accordance with course objectives and clinical facility policies and procedures.
- Any behavior leading to dismissal from a clinical site or experience will result in automatic dismissal from the MSN program.

### **Sanctions for Professional Conduct Violations**

Any professional misconduct violation will result in one of the following sanctions:

- Reprimand – official warning in writing that continuation or repetition of conduct will result in further discipline
- Suspension – exclusion from enrollment in classes for a minimum of 1 year.
- Expulsion – permanent dismissal from the MSN program
- All second offenses will result in expulsion.

All disciplinary actions will be included in the student's permanent academic record.

### **Process for Resolving Professional Conduct Violations**

If an instructor discovers a case of professional misconduct, he or she will contact the student to discuss the violation. Penalties may include an administrative withdrawal, failure of the course, and in some cases, expulsion from the program.

After meeting with the instructor, the student may accept the penalty or request a review by the Faculty - Student Conduct Board. If a review is requested, the instructor will contact the Chair of the Faculty - Student Conduct Board to schedule a meeting. The instructor and student will provide any related documentation to the Chair of the Faculty - Student Conduct Board. The Chair of the Faculty - Student Conduct Board will convene a meeting to review the documentation provided.

The student charged with violation of professional misconduct will be given the opportunity to meet with the board, in person or virtually, to offer his or her input related to the violation. The Faculty - Student Conduct Board will discuss the incident to determine if a violation did occur. The student will be notified of the decision of the Faculty - Student Conduct Board within 24 hours.

If the student does not agree with the decision of the MSN Faculty - Student Conduct Board, an appeal may be filed according to the MSN Chain of Command and GSW policy as follows: Associate Dean, Dean, and then the Director of Student Rights and Responsibilities.

## **FNP STUDENT CLINICAL COURSE GUIDELINES**

### **General Clinical Information**

GSW requires family nurse practitioner students to complete **780 direct patient care clinical hours and 45 hours of virtual simulation** in their program of study. 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 (2021) as " Direct patient care clinical hours may include student provision of care delivered to the patient through telehealth and global health experiences. Simulation is not direct patient care, and these hours may not be included in the direct patient care total".

[https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/2022/ntfs\\_/20220201\\_NTFS\\_draft.pdf](https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/2022/ntfs_/20220201_NTFS_draft.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) (2021) <https://www.nonpf.org/page/14>**

**FNP Certification** - Each state 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%20State%20ment.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 phones 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 phones 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.

- A student will NOT be just an observer, or appear disinterested, but voluntarily participate to the greatest extent that they are allowed.
- Students will not go to another area of the clinic to work on non-clinical assignments.
- Students will introduce themselves as a family nurse practitioner student to patients and everyone in the clinical setting.

### **Appropriate Dress:**

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

- Students 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 Scrubin Uniforms. Visit: [gswgraduateprogram.scrubin.com](http://gswgraduateprogram.scrubin.com). Enter the Access Code: gswgpgm229. Login and Shop \*If you do not have a login, one will be created for you during your first purchase. The size lab coat required is 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 by calling 229- 928-0660 or email their order to [orders@southwesttrophyandgifts.com](mailto:orders@southwesttrophyandgifts.com) , the contact person is Stephanie Jones. When calling you should identify yourself as a GSW FNP Student and name tags must include: YOUR NAME  
FNP Student  
Georgia Southwestern State University
- FNP student name badge is to be clearly visible at all times.
- Students should bring a stethoscope, resources, 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 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 is stored in a secure and HIPAA compliant server. The software allows students to keep track of clinical hours, type of patients, type of visit, ICD-10 codes, and E/M (CPT) codes.

Students are expected to see a variety of patient acuities in a clinical day to receive the minimum of 8-hour credit towards completion of clinical hours. Clinical credit is based on the complexity of the documentation in the software management system and is based on the feedback from the clinical instructor.

### **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. Any request for extension of clinical time that will not be completed by the established due date within the course, must be submitted in writing to the clinical faculty and lead faculty for the course. All requests for extensions, will be brought before the FNP faculty for decision. The student will have the opportunity to speak with the clinical faculty regarding their request. All clinical hours must be verified by the preceptor in order to be applied to graduation.

***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 the program.

Students who do not complete requirements by the deadline established by the The Clinical Services Manager will not be registered for clinical courses for the semester. This will negatively impact the students' progress 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. An 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. A copy of the BLS 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. Workplace coverage cannot be used by students 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.

- An initial Physical Exam (must be documented by MD, NP, or PA. The form can be found here: <https://www.gsw.edu/college-of-nursing-and-health-sciences/school-of-health-sciences/files/Student-Physical-Form.pdf>)
- 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 positive findings by respective clinical sites.

***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.

Clinical sites chosen should follow the NONPF statement on Primary Care Nurse Practitioner. The clinical site should help the FNP student to focus on comprehensive, continuous care that is characterized by a long-term relationship between the patient and FNP. The clinical site should assist the FNP student in understanding the regulatory control according to the services they perform, and population served. The clinical site scope of practice must be tied to formal APRN education and not pre-APRN education or on-the-job training.

**Students should begin working on clinical site placement as soon as possible. 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 to serve as a preceptor.
- Preparation at the appropriate level of current practice and preferably with a minimum of one year’s 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, FNP, PNP, AGPCNP, WHNP), CNM (certified nurse midwife), or PA (physician assistant/associate).
- May not be an immediate family member or a direct supervisor.

**Suggestions for Securing a Clinical Site and Preceptor**

- Start early!!
- 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.
  - Contact Clinical match me, a preferred clinical matching service.
  - Ask friends or colleagues for suggestions.

**CLINICAL PLANNING FORM DEADLINES**

<b>SEMESTER</b>	<b>COURSE</b>	<b>DEADLINE</b>
<b>FALL</b>	<b>NURS 6424</b>	<b>JULY 5</b>
<b>SPRING</b>	<b>NURS 6422</b>	<b>NOVEMBER 5</b>
	<b>NURS 6425</b>	<b>NOVEMBER 5</b>
<b>SUMMER</b>	<b>NURS 6423</b>	<b>APRIL 5</b>

***All planning forms must be submitted by the assigned due dates. If a student fails to submit the forms by the deadline, they will not be allowed to continue and will have to wait till the course is offered again.***

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 will be performed. Failure to do so will result in loss of credit for those clinical hours and an administrative withdrawal from the course involved.

### **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 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)

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

### **Student Responsibilities Shared with Preceptor/Clinical Site:**

The student should initially meet with the preceptor to discuss objectives and give an 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. **The preceptor may allow an approved, qualified person to be assigned in order for the student to observe a single unique experience.**

6. All alternate Preceptors 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 the 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**

## **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 to serve as a preceptor.
- Preparation at the appropriate level of current practice and preferably with a minimum of one year's 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 FNP, PNP, AGPCNP, WHNP), or PA (physician assistant/associate).

#### **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. The preceptor follows-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. 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. The faculty will need a few minutes to confidentially discuss the student's progress.
  - F. At the conclusion of the rotation, the preceptor will complete an evaluation 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. Ramona Mulleins-Foreman, FNP Program Director (229) 931-4467

In order for the student to meet the clinical outcomes as noted in the clinical syllabus, the following activities need to be performed by the student for them to be successful.

- 1 Gather a comprehensive/focused history, perform physical examinations, and develop a rudimentary problem list (including differential diagnoses for the chief complaint) for stable patients.
- 2 Write comprehensive/focused visit notes, histories, and physicals.
- 3 Write prescriptions and orders (for preceptor signature).
- 4 Present patients to preceptor verbally and propose appropriate diagnostic studies and treatment options.
- 5 Perform selected diagnostic and therapeutic skills and procedures under direct preceptor supervision.
- 6 Demonstrate the ability to address clinical problems and triage them appropriately, recognizing what requires immediate intervention, what can be deferred, and what must be referred to another clinician.

### **Preceptor Responsibilities for Preceptorship**

1. Qualified people 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 clinical 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. The preceptor may allow an approved, qualified person be assigned in order for the student to observe a single unique experience.
9. Preceptors are urged to contact faculty at any time during the clinical experience with, concerns, or problems.
10. 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
- All 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 an 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. The student should seek ongoing feedback from the preceptor.
7. The student should adhere to all policies and procedures specific to the practice settings during the clinical experience at the clinical site.
8. Students must report every accident or injury immediately after its occurrence to the preceptor and the FNP faculty member.
9. The student should demonstrate professionalism in behavior and dress at all times.
10. Students will evaluate preceptors upon completion of each practicum experience.
11. 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***

Spring Semester 1	Summer Semester 1	Fall Semester 2
<p><b>NURS 6422</b>                      Primary Care of Adults Across the Lifespan I (clinical required-150 hrs.)</p>	<p><b>NURS 6423</b>                      Primary Care of Adults Across the Lifespan II (clinical required-150 hrs.)</p>	<p><b>NURS 6424</b>                      Primary Care of Pediatric Populations (Clinical required-180 pediatrics)</p>
<p><b>Spring Semester 2</b></p>		
<p><b>NURS 6425</b> Nurse Practitioner Practicum (clinical required-300 hrs.)</p>		

**NURS 6422 Primary Care of Adults Across the Lifespan 1**

This 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 Outcomes**

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

- 1) Synthesize and apply current best evidence for clinical decision-making management, consultation, and referral for individuals across the lifespan with acute and common health conditions and their families {Domain 2} (PO5)  
Competency: SOAP Notes
- 2) Recognize epidemiology, pathophysiology, and management plans of common presenting diseases in primary care {Domain 2} (PO5)  
Competency: SOAP Notes
- 3) Demonstrate the role of the NP as a member of the interdisciplinary healthcare team in the provision of safe, quality care based on population foci. (Adults across the Lifespan). {Domain 2}, {Domain 6} (PO1)  
Competency: Preceptor Evaluations.
- 4) Synthesize health assessment data (including subjective, objective, and diagnostic findings) to formulate evidenced based differential diagnosis and individualized, holistic management plans (including pharmacological and non-pharmacological management). {Domain 2} (PO5) Competency: SOAP notes, Typhon entries, Preceptor evaluations
- 5) Acknowledges cultural, psychosocial, ethical, and spiritual differences, and influence on perception of health promotion and participation in providing care to patients and their families. {Domain 9} (PO3)  
Competency: Preceptor Evaluations
- 6) Uses health information systems and patient care technologies in an effective and secure manner when assessing, monitoring patients, and delivering care. {Domain 8} (PO8) Competency: On-Call Assignment, Typhon entries

**Clinical focus:**

The population of focus for this semester is adults, ages 19 and up. The expectation for this semester is that you will continue to improve on assessment skills, verbally reporting exam findings, and establishing and prioritizing a differential diagnosis list. You will build on previous semester's knowledge to incorporate the plan of treatment and management of the patient. Laboratory, diagnostics, procedures, education, and referrals will be included.

This semester you will be moving toward a more focused exam. It is expected that a minimum of one patient per hour will be seen and documented on in Typhon. As the course

progresses, it is expected that the acuity and the number of patients seen and documented on will increase.

It is your responsibility to seek a variety of patients as far as age, gender, social economics, culture, and presenting complaint. This gives you the best clinical experience to apply the didactic learning in preparation for the certification exam and for practice.

### **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 Outcomes:**

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

- 1) Synthesize and apply current best evidence for clinical decision-making management, consultation, and referral for individuals across the lifespan with acute and common health conditions and their families {Domain 2} (PO5) Competency: SOAP Notes
- 2) Recognize epidemiology, pathophysiology, and management plans of common presenting diseases in primary care {Domain 2} (PO5) Competency: SOAP Notes
- 3) Demonstrate the role of the NP as a member of the interdisciplinary healthcare team in the provision of safe, quality care based on population foci. (Adults across the Lifespan). {Domain 2}, {Domain 6} (PO1) Competency: Preceptor Evaluations.
- 4) Synthesize health assessment data (including subjective, objective, and diagnostic findings) to formulate evidenced based differential diagnosis and individualized, holistic management plans (including pharmacological and non-pharmacological management). {Domain 2} (PO5)

Competency: SOAP notes, Typhon entries, Preceptor evaluations

- 5) Acknowledges cultural, psychosocial, ethical, and spiritual differences, and influence on perception of health promotion and participation in providing care to patients and their families.  
{Domain 9} (PO3)  
Competency: Preceptor Evaluations
- 6) Uses health information systems and patient care technologies in an effective and secure manner when assessing, monitoring patients, and delivering care. {Domain 8} (PO8) Competency: On-Call Assignment, Typhon entries

**Clinical focus:**

The population of focus for this semester is adults, ages 19 and up. The expectation for this semester is that you will continue to improve on assessment skills, verbally reporting exam findings, and establishing and prioritizing a differential diagnosis list. You will build on previous semester's knowledge to incorporate the plan of treatment and management of the patient. Laboratory, diagnostics, procedures, education, 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. It is expected that a minimum of one patient per hour will be seen and documented on in Typhon. As the course progresses, it is expected that the acuity and the number of patients seen and documented on will increase.

It is your responsibility to seek a variety of patients as far as age, gender, social economics, culture, and presenting complaint. This gives you the best clinical experience to apply the didactic learning in preparation for the certification exam and for practice.

**NURS 6424 Primary Care of OB & Pediatric Populations**

This course is designed to prepare Family Nurse Practitioners to assume responsibility for health promotion, maintenance, and management of the common acute and chronic health problems, 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. Pediatrics (180 clinical hours).

**Course Outcomes:**

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

- 1) Synthesize and apply current best evidence for clinical decision-making management, consultation, and referral for individuals across the lifespan with acute and common health conditions and their families {Domain 2} (PO5) Competency: SOAP Notes
- 2) Recognize epidemiology, pathophysiology, and management plans of common presenting diseases in primary care {Domain 2} (PO5) Competency: SOAP Notes
- 3) Demonstrate the role of the NP as a member of the interdisciplinary healthcare team in the provision of safe, quality care based on population foci. (OB & Pediatrics). {Domain 2}, {Domain 6} (PO1) Competency: Preceptor Evaluations.
- 4) Synthesize health assessment data (including subjective, objective, and diagnostic findings) to formulate evidenced based differential diagnosis and individualized, holistic management plans. (including pharmacological and non-pharmacological management). {Domain 2} (PO5) Competency: SOAP notes, Typhon entries, Preceptor evaluations, web-based videos
- 5) Acknowledges cultural, psychosocial, ethical, and spiritual differences, and influence on perception of health promotion and participation in providing care to patients and their families. {Domain 9} (PO3) Competency: Preceptor Evaluations, web-based videos
- 6) Uses health information systems and patient care technologies in an effective and secure manner when assessing, monitoring patients, and delivering care. {Domain 8} (PO8) Competency: On-Call Assignment, Typhon entries

**Clinical focus:**



The clinical 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.

### **NURS 6425 Nurse Practitioner Practicum**

**The clinical** experience provides an opportunity for the student 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.

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

- 1) Synthesize and apply current best evidence for clinical decision-making management, consultation, and referral for individuals across the lifespan with acute and common health conditions and their families {Domain 2} (PO5) Competency: SOAP Notes
- 2) Recognize epidemiology, pathophysiology, and management plans of common presenting diseases in primary care {Domain 2} (PO5) Competency: SOAP Notes
- 3) Demonstrate the role of the NP as a member of the interdisciplinary healthcare team in the provision of safe, quality care based on population foci. (Across the Lifespan). {Domain 2}, {Domain 6} (PO1) Competency: Preceptor Evaluations.
- 4) Synthesize health assessment data (including subjective, objective, and diagnostic findings) to formulate evidenced based differential diagnosis and individualized, holistic management plans (including pharmacological and non-pharmacological management). {Domain 2} (PO5) Competency: SOAP notes, Typhon entries, Preceptor evaluations
- 5) Acknowledges cultural, psychosocial, ethical, and spiritual differences, and influence on perception of health promotion and participation in providing care to patients and their families. {Domain 9} (PO3)

### Competency: Preceptor Evaluations

- 6) Uses health information systems and patient care technologies in an effective and secure manner when assessing, monitoring patients, and delivering care. {Domain 8} (PO8) Competency: On-Call Assignment, Typhon entries
- 7) Integrate the above outcomes and culminate into practice as a Nurse Practitioner leader. {Domain 10} (PO1)  
Competency: Case Presentation

### **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 200 hours must be completed in a primary care agency/practice and must be completed first. The balance (70 hours) may be used to reinforce clinical learning in pediatrics, geriatrics, women's health, or an approved specialty setting. Approximately one-half of the 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.



FAMILY NURSE PRACTITIONER
College of Nursing & Health Sciences

\*\*\* Clinical Placement Planning Forms\*\*\*

The packet consists of 4 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 Email Address

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

COURSE INFORMATION

-Please mark-

Course Number: Number of clinical hours required in parenthesis

NURS 6422 Pri Care of Adults I (150) NURS 6423 Pri Care of Adults II (150)

NURS 6424 Pri Care of Pediatric Population (180) NURS 6425 Practicum (300)

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 used this preceptor before?  Yes  No

Please mark your status as a preceptor for GSW College of Nursing: **NEW** \_\_\_\_\_ **Established** \_\_\_\_\_  
*(Please attach a signed 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: \_\_\_\_\_

**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 C – PRECEPTOR’S PRACTICE INFORMATION**

(Must be completed in full)

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

(Last)

(First)

(Middle)

**Clinic/Agency Preceptor’s Information**

**Clinic/Agency Name:** \_\_\_\_\_

**Clinic/Agency Street Address:** \_\_\_\_\_

(clinic location – number and street)

\_\_\_\_\_  
(City) (State) (Zip Code) (County)

**Office Manager:** \_\_\_\_\_

*(print if handwritten)*

**Email Address** \_\_\_\_\_

*(print if handwritten)*

Telephone with area code \_\_\_\_\_ Fax Number \_\_\_\_\_

**Number of Patients seen by Preceptor per day:#** \_\_\_\_\_

**Age Range of Patients seen by Provider:** \_\_\_\_\_

**Clinic/Agency Mailing Address (if different from street address):** \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip Code) (County)

**The *Legal Name* of the clinic, group or physician who owns the practice:** \_\_\_\_\_

(Note: Legal name and clinic name may or may not be the same)

**Person Legally Authorized to Sign Contracts:**

**Name** \_\_\_\_\_

(Last)

(First)

(Middle)

**Complete Mailing Address** \_\_\_\_\_

(Street or P.O. Box)

\_\_\_\_\_  
(City) (State) (Zip Code) (County)

Telephone Number with area code \_\_\_\_\_ Fax \_\_\_\_\_

**Email** \_\_\_\_\_

*(print if handwritten)*

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

\_\_\_\_\_ *expiration date* \_\_\_\_\_.

If your clinical site does not have an existing MOU with GSW, please complete the semester contract below:

\_\_\_\_\_ *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 \_\_\_\_\_ *Preceptor name and title* \_\_\_\_\_ as preceptor.

**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* \_\_\_\_\_

*Teresa Teasley*

Teresa Teasley, DNP, CNE, RN  
 Interim Dean and Professor  
 College of Nursing and Health  
 Sciences