Colorado State University-Pueblo
Department of Nursing

Graduate Nursing Program
Nurse Practitioner
Preceptor Handbook

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Introduction

The Graduate Nursing Program Nurse Practitioner Preceptor Handbook contains general information and policies/procedures for preceptors of nurse practitioner students at CSU-Pueblo. The handbook includes general guidelines for the nurse practitioner clinical experience, responsibilities of preceptors, students, and faculty and contact information for program coordinators at CSU-Pueblo.

The Department of Nursing (DON) reserves the right to change, delete, or add information to the handbook without previous notice and at its sole discretion. Changes that may be made to the policies in this handbook will be distributed to each enrolled student via their university email account and posting on Blackboard and to the CSU-Pueblo Department of Nursing website.

The Department of Nursing is grateful for the spirit of cooperation shown by health professionals who are willing to share their clinical expertise to increase the skills of the advanced practice nursing students.

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General Information

In 2003, the Colorado State University System confirmed approval of the Master of Science with a major in Nursing (MS) at Colorado State University–Pueblo. The graduate nursing program was initially accredited in 2006 by the National League for Nursing Accrediting Commission (NLNAC) and reaccredited 2011. The following program emphasis areas are offered:

- Adult/Gerontology Acute Care Nurse Practitioner
- Adult/Gerontology Acute Care/Family Nurse Practitioner
- Psychiatric-Mental Health Nurse Practitioner
- Nurse Educator

The CSU-Pueblo Department of Nursing graduate program is approved by Colorado Board of Nursing, 1560 Broadway, Suite 1350, Denver, CO 80202 and accredited by Accreditation Commission for Education in Nursing (ACEN), formerly National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Phone number for NLNAC is (404) 975-5000 and internet address is www.acenursing.org.
Graduate Program Outcomes:

1. Eighty percent of graduates will:
   - Complete the program within one and one half times the length of the program.
   - Express satisfaction with the program.
   - Pass national certification exam the first time.
   - Be employed in role related professional practice within six months to one year.

2. Eighty percent of employers will express satisfaction with graduates’ job performance.

Student Learning Outcomes for Nurse Practitioner Programs

At the completion of the program, graduates will be able to:

1. Integrate evidence-based practice, ethical decision making and technology into advanced nursing practice.
2. Utilize interprofessional collaboration to provide safe, quality patient-centered care.
3. Lead quality improvement initiatives that affect delivery of advanced nursing practice and health care services.

References

Master’s Essentials: Retrieved from http://www.aacn.nche.edu/
PROFESSIONAL STANDARDS

Students are expected to comply with the *American Nurses’ Association (ANA) Code of Ethics for Nurses* and the Colorado Nurse Practice Act.


http://www.dora.state.co.us/nursing/statutes/NursePracticeAct.pdf

Students are expected to dress appropriately and behave in a professional manner at all times in the classroom, laboratory and clinical sites.

Student nurse practitioners in the clinical setting should wear school insignia and/or student identification with photo badges. A name tag and school insignia may be obtained in the CSU-Pueblo bookstore. A student photo ID may be obtained in the Occhiato Student Center.

Students should wear business casual clothing with a laboratory coat and the appropriate insignia and/or name tags at all clinical sites unless the clinical site specifies the dress code.

COMMUNICATION

The DON and preceptor will adhere to the letter and intent of the Family Education Rights and Privacy Act (FERPA). FERPA governs requests for access to and release of information from student records.

Nurse Practitioner Clinical Experience

1. Course faculty must approve all clinical experiences.
2. Travel to and from clinical experience is the student’s responsibility.
3. Students are to engage in clinical experience and meet with the faculty member as part of coursework during the academic term for which they are registered.
4. The number of hours each student spends in practice with his or her preceptor is individualized with each clinical course and the student’s academic plan. Clinical times are allowed only during the regular student semester schedule unless prior authorization is obtained by the course instructor and graduate nursing program coordinator.
5. Clinical times are mutually set between the student and the preceptor.
6. Students are to share the course syllabus with the preceptor for a review of the course description, learning objectives and course requirements.
7. Students meet with the course instructor to coordinate the list of dates, places, the names and contact information of preceptors.
8. All preceptors must complete and sign a Clinical Preceptor Agreement Form.
9. If the preceptor is contracted with an institution, the student must verify with the graduate nursing program coordinator that a current contract is on file within the DON.
10. Students are not allowed in the clinical setting without a clinical preceptor and signed agreement.

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11. Students are expected to attend every clinical activity as scheduled. If unable to attend or to be on time due to unavoidable circumstances, prior notification to the clinical preceptor, clinical liaison and classroom instructor is mandatory.

12. Required clinical hours for NP synthesis:
   a. AGACNP - 540 total over 3 semesters
   b. FNP - 495 total over 3 semesters
   c. PMHNP - 540 total over 3 semesters

**Student Injury at a Clinical Site**

Worker’s Compensation Claim Forms are available from the CSU-Pueblo website: [www.csupueblo.edu](http://www.csupueblo.edu) (Quick Links – Human Resources – Worker’s Compensation - see Worker’s Compensation Designated Provider Form)

Employee (student) and supervisor (instructor) need to fill out worker’s compensation claim. Have student report to university Human Resources Office with claim form filled out.

Human Resource (HR) Office
Phone: (719) 549-2076

If life or death situation go to the nearest ER, otherwise go to St. Mary Corwin ER for treatment.

If needle stick or any exposure: baseline lab work is done through Centura Center for Occupational Medicine (CCOM).
HR will make the appointment at CCOM.
CCOM
4112 Outlook Blvd. Suite 37
Pueblo CO, 81008
(719) 565-6300

**Drug Screen Policy**

Because of the profound effect that the use of certain drugs have on the performance of individuals, the DON is legally and ethically obligated to protect patients and others in the health care setting from students who are under the influence of drugs/alcohol that affect coordination, behavior, judgment and decision making ability. Health care facilities where students attend clinical rotations may require a negative drug screen before students are allowed to provide care for clients.

Preclinical Substance Abuse Testing

1. Students scheduled to attend a clinical rotation in a facility that requires a drug screen will comply with the facility’s requirements for drug screens, which may include cost of the procedure.
2. If the drug screen is “negative”, the student may attend the assigned clinical rotation.
3. If the drug screen is “positive” for a substance not covered by a legitimate prescription, the student will not be allowed to continue in the clinical course, and is considered ineligible for

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any clinical experiences during that semester. The student must withdraw from the clinical course, or a grade of “F” will be assigned.

4. The student will be allowed to continue with nursing course work the subsequent semester, but must agree to the following:
   a. A drug screen must be submitted one week prior to each clinical rotation, at student expense. If the result is negative, the student may continue. Any further positive drug screen will result in immediate dismissal from the nursing program.
   b. Progression in the nursing course work will be based on space available, and schedule of course offerings. The sequence of course work must follow CSU-Pueblo curriculum guidelines for pre and co-requisites.

When there is reasonable cause to believe that a nursing student is under the influence of drugs or alcohol during a clinical or educational experience, CSU-Pueblo nursing faculty may require him/her to submit to a body fluid test, blood alcohol test or other accepted substance abuse screen by a contracted agency. Reasonable cause can be defined as a personal observation of behavioral conduct, inappropriate speech, body odors or impaired task functioning.

Reasonable Suspicion for Impairment

1. The student will be removed from direct patient care or the teaching setting and will be escorted to a contracted testing site for immediate testing at the student’s expense.
2. If the result of the drug/alcohol test is negative, the student will be allowed to continue in the clinical course.
3. If the result of the drug/alcohol test is positive for a substance not covered by a legitimate prescription, the student will receive a failing grade in that nursing clinical course and will be dismissed from the nursing program with no opportunity for re-admission for one year.
4. The student must follow the re-admission process for course failure to continue nursing program progression.
5. If readmitted, the student must submit a negative drug/alcohol test prior to entrance into the nursing program, and one week prior to each clinical rotation, at the student’s expense.
6. Any further positive drug screen will result in immediate dismissal from the CSU-Pueblo nursing program.

If a student refuses to submit to a drug screen, the result will be assumed “positive”. If a drug screen is reported as “dilute”, the student must repeat the drug screen within 24 hours. If a second “dilute” is reported, the drug screen will be considered positive. If a test result shows evidence of a legal, mood altering drug, students will be required to offer proof that the drug has been prescribed by a licensed health care provider, specifically for their use. A positive test for a substance with an accompanying prescription will be viewed as a negative screen. However, if the student is not able to perform safely in the clinical arena due to medication effects, they will need to meet with the graduate coordinator for further discussion of possible options to successfully meet clinical course requirements. It is possible that the student will not be allowed to continue in the clinical course while under the effects of this medication. Students are

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encouraged to inform the clinical instructor if taking medications that could affect performance, keeping in mind that patient safety is the priority.

**Clinical Progression in the Nurse Practitioner Areas of Emphasis**

All NP students are required to complete clinical hours in their respective nurse practitioner emphasis areas.

The clinical faculty/preceptor/site visitor will discuss the clinical evaluations with the student each semester in order to monitor the student’s progress in the program and to allow the student to progress to the next clinical course.

By the end of the last clinical course, students must obtain a rating of competency in all areas of interest on the evaluation tool in order to be eligible for graduation from the nurse practitioner program. An evaluation tool will be sent to each preceptor through email. The student is responsible to provide the correct information to the graduate nursing program associate on the agreement form. The following evaluation will be e-mailed:

**Evaluation of Nurse Practitioner Student by Preceptor**

The following questions pertain to preceptor information and will be used to update e-Logs reports. This information will not be given out to anyone outside of the University's Nursing Department without prior consent from the preceptor.

* Required
1. First Name*
2. Last Name*
3. Email Address*
4. What are your credentials?*
5. Please provide the name and full address of the facility at which you work.* (Street Address, City, State, Zip)
6. What is your specialty? What population do you serve? Briefly describe the facility at which you work.*
7. Who is your manager/contact, and what is their e-mail/phone number? (If Applicable)

**Student Information/Evaluation**

The following questions pertain to student information/evaluation and will be used to populate student reports. This information will not be given out to anyone outside of the University's Nursing Department without prior consent from the student.

8. What is the first name of the student you precepted?*
9. What is the last name of the student you precepted?*
10. Approximately how many hours of clinical time did you complete with this student?*
11. Was the student consistently on time and professional (punctual, prepared, appearance)?*

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12. Did the student demonstrate respect for the inherent dignity of every human being, regarding age, gender, culture, religion, socio-economic class, sexual orientation and ethnicity?*

13. Was the student able to differentiate between variations of normal and abnormal findings?*

If you are completing this form for observational experience (30 hours or less spent with the student), STOP HERE! All synthesis course (30 hours or more spent with the student) preceptors are required to complete the remaining questions.

14. Did the student integrate evidence into an advanced nursing practice role using technology to make ethical decisions for safe patient-centered treatment plans?

15. Did the student develop interprofessional treatment plans as influenced by the patient’s needs (ethical, legal, advocacy, etc.) utilizing available resources to participate in the improvement of health outcomes?

Required Comments:

This is the most valuable part of your evaluation of the student, and we appreciate the time you take to do this. Comments are especially important for any marginal or exceptional ratings.

16. Required Comments: Strengths

17. Required Comments: Areas Needing Improvement

Thank you for your time!

We appreciate the time that you have spent with our student and hope that the information you provided will help the student as an NP and help us to better guide them in their journey. With that being said, here is the final question...

18. Did you have a chance to sit and review this information with the student?

All NP students will submit an evaluation of the clinical site.

Roles of the Preceptor

The NP preceptor will:

- Collaborate with faculty and student to select patients and to provide learning activities appropriate to the clinical objectives.
- Orient student to clinical site’s resource policies and other processes.
- Observe the students directly and provide feedback on planned and actual management.
- Is available for consultation and review of patient history and physical examination, differential diagnosis, laboratory findings, working diagnoses and treatment plans.
- Provide ongoing feedback regarding the student’s clinical progress, strengths and weaknesses, and modifies clinical learning experiences with notification to faculty.

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- Validate student’s progress through the *Evaluation of Nurse Practitioner Student by Preceptor* electronic evaluation tool. (Estimated time to complete tool is 10-15 minutes.) This evaluation must be completed by the preceptor within 3-5 days. **All documents must be completed by the last day of the semester in order for the student to receive a final grade.**

- Contact faculty about actual or potential problems during the preceptorship.
- Introduce the student to professional colleagues and provide for an orientation.
- The preceptorship experience should involve as much patient-student interaction as possible.
- Allow the student to independently interview and assess patients and evaluate the student’s findings and planned management.
- Inform patients that a supervised nurse practitioner student is seeing them. Patients of course have the opportunity to say no.
- Review entries in the medical record and provide feedback on notes.
- Must document to demonstrate active involvement in the care of the patient even when the patient is being seen by a nurse practitioner student.
- Allow the student to participate in home visits, nursing home rounds and hospital rounds as appropriate. Night call is a reasonable part of their rotation. (The student is to have the opportunity to observe the demands of a professional partnership.)

**Role of the Student**

The NP student will:

- Establish a collegial relationship with the preceptor.
- Provide course instructor with a signed *Clinical Preceptor Agreement* form for each preceptor.
- Clarify own role and responsibilities.
- Dress professionally and wear a CSU-Pueblo name tag.
- Be responsible to know, meet, and communicate course objectives to the preceptor.
- Identify personal and professional educational needs, interests, and agreed upon individual learning objectives with preceptor.
- Arrive on time and adapt to the usual work pattern of the practice.
- Complete the designated number of clinical hours as required in the syllabi.
- Review the planned patient schedule with the preceptor each clinical day. Discuss pertinent patient information. Plan time for each patient.
- Identify, evaluate, and manage common acute conditions, emergent and stable chronic conditions.
- Co-manage patients with complex health problems.
- Determine health promotion and disease prevention knowledge and practices to identify risk factors. Develops health education and health promotion interventions.
- Evaluate psychosocial factors related to patient condition.
- Identify health care needs within the context of the sociocultural environment.

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- Recognize the influences of cultural diversity in health care and provide care to vulnerable populations.
- Collaborate with other health care professionals in the plan of care and make appropriate referrals.
- Present findings clearly and concisely, focusing on the reason for the contact. Document using legible notes when recording data in the patient’s records.
- Maintain all clinical program requirements for the specific emphasis.
- Contact preceptor and faculty immediately regarding problems during the preceptorship.
- Complete weekly or as directed by course syllabus and e-Logs.
- Remain at the site until the work is completed.
- Adhere to all clinical and program policies and procedures outlined in the graduate student nursing handbook and university policy.
- After clinical time is complete with each preceptor, student completes the electronic Student Evaluation of Clinical Site.

**Role of the Faculty**

The faculty will:
- Provide objectives in the course syllabus for student learning experiences.
- Monitor and evaluate the student’s clinical experience with input from the preceptor.
- Encourage the student to work with health care team members.
- Provide a pre-clinical orientation that may include:
  1. Philosophy and characteristics of various clinical sites
  2. Role of the advanced practice nurse
  3. Course syllabus and course objectives
  4. Explanation of projects and course evaluation measures
  5. Grading criteria
  6. Student adaptation and etiquette in a busy practice
  7. Legal limitations of activities
  8. Requirements for selecting preceptors
  9. Self-learning skills
  10. Student responsibilities
- Evaluate the student’s overall performance in conjunction with the preceptor.
- Perform site evaluations at the preceptor’s convenience

**Dismissal from the Clinical Setting**

The nursing clinical instructor and/or clinical preceptor may execute professional judgment and dismiss a student from the clinical experience. Grounds for dismissal from the clinical experience include, but are not limited to the following:

- Failure to adequately prepare in advance for the clinical experience
- Failure to dress appropriately for the clinical experience

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• Reason to question a student’s ability to provide appropriate care for the client, such as undue stress, illness, fatigue or suspected impairment
• Agency personnel request for student to be removed from site

If a student is dismissed by a clinical site and/or clinical preceptor, the student may not return to any clinical experience until they meet with the graduate nursing program coordinator and the course instructor and/or clinical preceptor. This meeting will be based on the availability of the graduate faculty members.