

WAGNER COLLEGE

EVELYN L. SPIRO SCHOOL OF NURSING

Preceptor Handbook *2023-2024 Edition*



A Guide for Preceptors
Master of Science in Nursing Program
Family Nurse Practitioner

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Dear Preceptor,

Thank you for agreeing to precept Wagner College's nurse practitioner students.

We have created the Preceptor Orientation Handbook to guide your experience with our students and faculty.

As a requirement of accreditation we must collect certain information from our preceptors. The student will ask you to provide information for the Preceptor Request Form. This will include a request for a copy of your CV, license verification, certification, and days of availability. You are requested to sign the Student-Preceptor-Faculty Agreement form and complete the preceptor check list. These forms allow us to follow up with each preceptor and assist faculty with the placement of students.

Please feel free to contact anyone of the individuals listed for any questions or to discuss a student.

Faculty

Dr. Patricia Tooker, Dean School of Nursing, ptooker@wagner.edu

Dr. Kathleen Ahern, Professor and Director Graduate Nursing Studies, kahern@wagner.edu

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NURSING, M.S.

The Master's Program Mission Statement

The Master of Science nursing program is designed for professional nurses to prepare them to advance their nursing knowledge and abilities in the role of nurse educator and/or family nurse practitioner. The program is organized around key concepts of nursing, the individual, the environment, and health. The graduate student in the program will expand their knowledge base, synthesize knowledge into new concepts and apply theories, as they create new ideas and processes in nursing practice. The graduate student will learn strategies of leadership and change, to improve nursing practice and the health status of diverse populations. The program prepares its graduates to actively participate in improving the delivery of safe, patient-centered healthcare across the life span. The graduate student will be prepared to evaluate and conduct research for evidence-based practice and develop a foundation for doctoral studies.

The Philosophy of the School of Nursing (SON)

The School of Nursing philosophy is defined by the faculty based on the 4 nursing metaparadigms: **nursing**, **individuals**, and their relationship with the **environment** and **health**.

The faculty believes that **Nursing** is an art and science, which provides an essential service to society by assisting and empowering individuals to achieve optimal health. As a caring profession, nursing promotes the health and well-being of society through the leadership of its individual members and its professional organizations. Nursing education facilitates critical thinking skills with the use of information technology to educate professional nurses to become independent and collaborative practitioners who make clinical judgments and act with compassion and responsibility.

The faculty values human life and embraces diversity, equity, inclusion, and accessibility of each **Individual** as the core of professional practice. We foster and support equality of human dignity and diversity in an atmosphere of mutual respect and trust.

Individuals are in continual interaction with the **Environment** across their lifespan. The internal and external environment influences the health of the individual, groups, and populations. The internal environment includes psychological, physiological, ethical, and moral beliefs. The external environment includes population health, political, socio-economic, and cultural influences.

The faculty believes that **Health** is a dynamic state of being which is formed by the individual's holistic beliefs, experiences, and responses to their environment. The optimal state of health is unique for each individual throughout their lifespan and is impacted by the bio-psychological, spiritual, and sociocultural influences from one's internal and external environment.

The Spiro School of Nursing offers the following programs of professional study:

- Nursing (B.S., traditional undergraduate four-year program)
- Nursing (B.S., second degree, 15-month program)
- Nursing (M.S., Family Nurse Practitioner, Nurse Educator)
- Nursing (Post Master's Certificate Family Nurse Practitioner, Nurse Educator)
- Nursing (DNP, Doctor of Nursing Practice)

Master's End of Program Student Learning Outcomes

Upon completion of the Master of Science Degree, students will meet the following nursing program outcomes, as well as perform role competencies as established by national organizations for nurse practitioners and /or nurse educators:

1. Apply knowledge of nursing science, theory and interprofessional knowledge from related disciplines as a foundation for advanced practice, research, education, and policy.
2. Collaborate with the interprofessional team to develop a person-centered plan of care which is built on a scientific body of knowledge and compassion with respect for diversity, values, needs, resources, and the determinants of health unique to the individual and family.
3. Engage in strategies which address health care disparities and address population focused priorities of care which contribute to advocacy approaches and global policy development to improve population health.
4. Analyze advanced research which contributes to Nursing knowledge and evidenced based practice.
5. Collaborate in evidenced based quality improvement initiatives which enhance and promote a culture of safety and delivery of quality health care.
6. Participate with other members of the health care team to enhance interprofessional learning and desired outcomes.
7. Evaluate innovative solutions based on continually evolving health care systems to optimize organizational strategic planning and health care delivery.
8. Appraise the use of informatics and health care technology which is in accordance with the ethical, legal, professional, and regulatory standards for managing and improving the delivery of safe, high quality and efficient healthcare services.
9. Advocate responsibility for the professional identity of nursing in practice and leadership roles to ensure optimal healthcare outcomes.
10. Promote personal and professional development, reflection, life-long learning, and leadership in a variety of contexts.

Family Nurse Practitioner & Post Masters Nurse Practitioner

CLINICAL PLAN OF STUDY

Fall I

NR 641 Family Health Nursing I

Two credits. This course is the first course in the supervised clinical experience for the family nurse practitioner role. The emphasis is on developing clinical judgment in the primary care setting through critical analysis of subjective and objective client data. The clinical experience consists of 200 hours plus a weekly seminar. *Prerequisites: NR 609, 611, 615, 616, 617 and 623. Prerequisite or Corequisite NR 610 and NR 621.* In addition, all students are required to show evidence of a current RN license, malpractice insurance, recent physical examination with titers, and proof of current health insurance. *Offered fall semesters.*

Spring II

NR 643 Family Health Nursing II

Three credits. This clinical course is a continuation of Family Health Nursing I. Students are afforded the opportunity to enhance clinical skills and judgments developed in the previous course. Supervised clinical practices in primary care settings with preceptors are maintained. the clinical experience consists of 200 hours plus a weekly seminar. *Prerequisites: NR641. In addition, all students are required to show evidence of a current RN license, malpractice insurance, recent physical examination with titers, and proof of current health insurance. Offered Spring Semester.*

Summer

NR 699 Summer Practicum Supervision

Zero credit. This Practicum affords the NP student an opportunity to complete up to 75 hours of clinical precepted practice under guidance of faculty. The hours may be applied towards the required clinical hours for NR 643 and NR 645. *Prerequisite: NR 641 In addition, all students are required to show evidence of a current RN license, malpractice insurance, recent physical examination with tiers, and proof of a current health insurance. Offered summer semester.*

Fall III

NR 645 Family Health Nursing III

Three credits. This clinical course is a continuation of Family Health Nursing II. Students are afforded the opportunity to enhance clinical skills and judgments developed in the previous courses. This is the last clinical course for the family nurse practitioner. At the end of this course students are expected to demonstrate competency in this role. Supervised clinical practice takes place in a variety of primary care settings with preceptors. The clinical experience consists of 200 hours plus a weekly seminar. *Prerequisite: NR 643. In addition, all students are required to show evidence of a current RN license, malpractice insurance, recent physical examination with titers, and proof of current health insurance. Offered fall semester.*

Preceptor Selection Criteria

The clinical experience of the advanced practice nurse must be carefully monitored by a qualified preceptor. At Wagner College Evelyn Spiro School of Nursing, we follow the recommendations from the National Organization for Nurse Practitioner Faculties (NONPF) by requiring the following criteria:

1. Advanced Practice Nurses

- Current state authorization and national certification
- Extensive clinical experience in the role of APN
- Preceptor Request Form on file (**Appendix D**)
- Letter of Agreement on file (**Appendix C**)

2. Physicians

- Doctor of medicine or osteopathy from an accredited university
- Currently licensed and practicing in the role of primary care physician
- Preceptor Request Form (**Appendix D**)
- Letter of Agreement on file (**Appendix C**)

3. Clinical practice site should include a variety of primary care experiences including a variety of acute and chronic diseases.

4. Clinical site should be feasible to students learning objectives and allow students to engage in clinical experiences sufficient to meet the requirements for the role of the advanced practice nurse.

5. Preceptor should be prepared and willing to provide applicable supervision, instructions, feedback and evaluation of students.

6. Preceptor should be able to facilitate active participation of students in the delivery of healthcare.

7. If the preceptor is an APRN, they must have at least 1 year of clinical practice experience in his/her APRN role as a family nurse practitioner.

Preceptor Expectations

Review the Preceptor Orientation Handbook.

Demonstrate current evidence based clinical skills and adherence to the updated CDC guidelines.

Provide students with clinical experiences that maximize their healthcare knowledge by completing the clinical outcomes noted on the clinical evaluation tool.

Be a professional role model and mentor to students. Demonstrate enthusiasm that encourage students in active learning.

Use constructive feedback and create a conducive environment to encourage learning

Assess students throughout the rotation cycles as they become more sufficient with patient care, then gently push them to advance from assessment to diagnosis and treatment.

Complete students' formative and summative evaluation form at mid-term and the end of each semester and submit to appropriate faculty or student.

At any time during the semester, you have concerns about a student clinical performance where they may not be able to meet competencies outlined in the evaluation form, immediately contact the assigned clinical faculty members or any member provided in the directory.

If the preceptors are FNP, he/she must be board certified and have at least 1 year of clinical practice experience

Student Expectations

Review students learning outcomes from the syllabus and practicum evaluation tool.

Coordinate clinical schedule to meet required clinical hours with your preceptor that facilitates the needs of both participants.

Be enthusiastic to learn. Show up ready to clinical and prepared to learn. Remain engaged as an active learner. Ask pertinent questions regarding clinical findings of your clients. Collaborate with your clinical preceptor on the appropriate equipment needed for practice and resources such as text and lab manuals.

Remain professional, respectful, punctual, and responsible. Complete necessary clinical log information daily as mentioned on the syllabus and Typhon's instructions.

Complete and submit preceptor evaluation tool at the end of each semester.

(Appendix B)

Students expected to use Typhon to track patient encounters and track experiences.

- The FNP students use the Typhon system to record and maintain student and clinical data.
- Each student has a specific account assigned to them.
- Clinical encounters must be documented in Typhon.

Prior to beginning clinical ALL Students must be Complio compliant for physical health clearance. Students **CANNOT** report to the clinical setting to complete hours if they are not compliant with Complio. All Students must complete and upload updated information to Complio: <http://wagnercompliance.com/>

- current RN licensure and CPR certification by the AHA.
- Student NP Liability Insurance
- Clean Background check
- Complio Assigned UDS test
- Required Wagner Physical Exam forms (**found on Complio**).

Clinical Faculty Expectations

All Clinical faculty must complete and upload the following information to Complio:

- Current RN licensure and CPR certification by the AHA.
- NP Liability Insurance
- Complio Assigned UDS test
- Required Wagner Physical Exam forms.

Confirm student compliance with standards for immunization, CPR, liability insurance, and current unencumbered nursing license before beginning clinical.

Verify clinical site agreements for each clinical site used and facilitate active communication between the Evelyn Spiro School of Nursing, faculty, student, and preceptor.

Provide the preceptor with a Preceptor Orientation Handbook.

Review Student learning outcomes with the preceptor.

Provide leadership in the role of the advanced practice nurse as family nurse practitioner.

Make clinical site visits as scheduled and as needed.

- Provide productive verbal and written feedback to students after evaluations.
- Determine if the clinical site is feasible to meet the students learning objectives
- Complete the Site Visit Evaluation Tool (**Appendix A**)

Faculty review Typhon to ensure students are experiencing patient encounters with various primary care diseases and progress toward completing the experience on time.

Approved preceptors and clinical sites are maintained in Typhon.

Appendix A

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Family Nurse Practitioner Site Visit Evaluation Tool Used for clinical site visits for Nursing 641, 643, and 645

Student Name: _____

Faculty Conducting Visit: _____

Date of Visit: _____

Site: _____

Preceptor: _____

Type of Clinical Experience: _____

To be completed at each clinical site visit.

The evaluator will note student performance and site using the following scale:

- 4. Very good
- 3. Satisfactory
- 2. Needs Improvement*
- 1. Unsatisfactory*

NOB not observed

A rating of 1 or 2 requires comment by evaluator.

SITE EVALUATION	DATE	COMMENTS
1. Physical Environment conduciveness to learning.		

2. Quality of clinical resources at site such as number and diversity of patient encounters.		
3. Staff and Management support for student learning.		

1. Utilizes effective communication skills with preceptor.			
STUDENT EVALUATION	DATE	COMMENTS	NOB
3. Seeks assistance from preceptor as needed.			
4. Utilizes effective communication skills with patients and families.			
5. Exhibits appropriate professional appearance.			
6. Demonstrates competency in history taking.			
7. Demonstrates competency in physical examination skills.			
8. Demonstrates critical thinking and diagnostic reasoning skills.			
9. Demonstrates appropriate patient plan of care.			
10. Demonstrates competency in the teaching/counseling aspect of practice.			

Faculty comments regarding student:

1. Student strengths:

2. Areas needing improvement:

3. Recommendations for a second visit this semester.

Faculty comments regarding site and preceptor.

(Faculty should provide evaluation of the site as well as evaluation of the preceptor).

Student comments:

Student
signature_____Date_____

Faculty signature_____Date_____

Appendix B



Family Health Preceptor Evaluation

Nursing 641/643/645

Preceptor's Name _____

Address _____

—

5 = Strongly Agree 4 = Agree 3 = Uncertain 2 = Disagree 1 = Strongly Disagree

Please circle the number that best applies:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Conveys knowledge of his/her specialty in a clear and effective manner. | 5 | 4 | 3 | 2 | 1 |
| 2. Encourages learning through exposure to a variety of patients and procedures. | 5 | 4 | 3 | 2 | 1 |
| 3. Directs student to appropriate learning resources. | 5 | 4 | 3 | 2 | 1 |
| 4. Supports student's professional development by encouraging Progressive independence based on student's abilities. | 5 | 4 | 3 | 2 | 1 |
| 5. Evaluates student's progress in a timely manner using constructive criticism and identifying individual strengths. | 5 | 4 | 3 | 2 | 1 |
| 6. Available to student for consultation as necessary. | 5 | 4 | 3 | 2 | 1 |
| 7. Open to discussion of current research and alternative methods of treatment. | 5 | 4 | 3 | 2 | 1 |
| 8. Understands the role of the NP in practice. | 5 | 4 | 3 | 2 | 1 |

Would you recommend this practitioner for another Nurse Practitioner student?

YES NO

COMMENTS: _____

Appendix C

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Student: _____

Date: _____

Preceptor: _____

Letter of Agreement for Preceptors and Family Nurse Practitioner Students

This is an agreement letter for the placement of our graduate student into a practicum for Family Nurse Practitioner. The clinical specialization practicum involves three courses requiring a total of 600 hours of precepted experience in the role of nurse practitioner to satisfy program requirements. The preceptor is the primary role model and resource person to facilitate the achievement of student educational goals. The specific arrangements related to the time at the agency or with the preceptor are negotiated by the student and the preceptor. The preceptor is responsible for verifying the number of hours the student spends in a supervised relationship and in evaluating the student's performance with the assistance of course faculty.

It is understood that your office/department retains rights and ultimate responsibility for patient care where a student is involved. Each student will submit evidence of all health requirements required by the State of New York and is covered by malpractice insurance. In addition, the student will submit course and clinical outlines indicating the required scope of practice necessary to complete requirements.

Please let us know if these arrangements are agreeable to you or if you have any questions concerning this educational endeavor. Enclosed please find two copies of this agreement. The original should be signed and returned to us for our files. We look forward to working collaboratively with you.

Sincerely,



Patricia Tooker Dean and Associate Professor

ACCEPTED

Date: _____ **Signature:** _____

Title: _____

Appendix D

WAGNER COLLEGE EVELYN L. SPIRO SCHOOL OF NURSING

Master of Science in Nursing, Family Nurse Practitioner Preceptor Request Form

Student must fill out form completely for each Preceptor or it will be returned. Please print.

Date: _____ Semester: ☐ Fall ☐ Spring ☐ Summer Course # ☐ NR641 / ☐ NR643 / ☐ NR645

Last Name: _____ First Name: _____ Cell Phone: _____

Clinical Practicum Site and Affiliation Agreement Initiation Information. (Your place of employment cannot be your preceptor site, unless otherwise approved)

Practice Setting (circle one) ☐ Private Practice ☐ Clinic ☐ Hospital ☐ Long Term Care

Site Name (Full name not initials): _____

Site Address: _____

City: _____ State: _____ Zip Code: _____

Name of Parent Agency (if site is managed by a parent company): _____

If this is a new site or Parent Agency, the following information is required:

Person who is responsible for contract management at this site:

Last name: _____ First Name: _____ Position/Title: _____
Email: _____ Phone: _____ Fax: _____

Preceptor Information (A copy of the Preceptor's Resume/CV is required if not on file in Nursing Office).

Last name: _____ First Name: _____ Position/Title: _____
Email: _____ Phone: _____ Fax: _____

Education (Please check all that apply):

MSN ☐ DN ☐ P ☐ PhD ☐ MD ☐ O ☐ MASTERS (OTHER) ☐ DOCTORATE (OTHER) ☐

Years of experience as a practitioner: _____

What days of the week are you available (circle all that apply) ☐ S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S

Licensure (Verification of Preceptor's License is required. Print verification and submit along with this request). (NYS – <http://www.op.nysed.gov/opsearches.htm> / <https://newjersey.mylicense.com/verification> click person search).

RN License No. _____ Expiration Date: _____

APN: License No. _____ Expiration Date: _____ : _____
Specialty

MD/DO: License No. _____ Expiration Date: _____ : _____
Specialty

Certification Type: _____ Certifying Body: _____

Clinical Site Information

To the right is a list of types of patients that may be at your site. please check any and all that apply to this	<input type="checkbox"/>	Adult	<input type="checkbox"/>
	<input type="checkbox"/>	Family Practice	<input type="checkbox"/>
	<input type="checkbox"/>	OB/GYN	<input type="checkbox"/>
	<input type="checkbox"/>	Pediatrics	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
To the left, please estimate the percent of time the preceptor spends with each type of patient this			