Governors State
U N I V E R S I T Y

Department of Nursing Clinical Practicum/Residency Handbook 2020-2021

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WELCOME

Congratulations! You have completed your core courses and are now about to embark on your clinical course/residency journey. Like all journeys, there are roadmaps (we call them policies and procedures) to follow. The purpose of this clinical manual is to provide information that will help the student achieve successful clinical/residency experiences.

Goals of the Clinical/Residency Experience

1.   Use the clinical experience to apply theory to practice.
2.   Collaborate with an experienced clinician to acquire the requisite clinical and critical thinking skills.
3.   Develop knowledge of the educational, financial, and administrative aspects of primary health care practice and selected health care institutions.
4.   Provide opportunities for collaboration with other disciplines in the provision of health care services.

Securing a Clinical/Residency Site

The clinical site population should reflect the population under study in the corresponding didactic courses. In selecting a clinical site, first meet with the Director of Clinical Education by mid-semester in the semester before taking the course. Consult the list of approved clinical sites available from the Director of Clinical Education or give the name of the potential clinical site to the coordinator. The Director of Clinical Education can consult the affiliation agreement (contract) data base to determine if the site has an agreement (contract) with the site. Review your goals, strengths, and weaknesses. Discuss your ideas for clinical or residency sites and potential preceptors with the course faculty and Director of Clinical Education. If needed, meet with your clinical faculty/clinical site/residency supervisor again for assistance.

The procedure for securing a clinical site entails several actions:

1.   Contact the preceptor you would like to work with. This may be someone you already know or may be from a preceptor list from your course instructor/Director of Clinical Education. For FNP's a list should be located in Typhon. Purchase of Typhon is mandatory for FNP students and will be bought online. The Director of Clinical Education will send an invitation with directions/tutorial for Typhon.

2.   Make sure that the preceptor's specialty is the same as the subject of the clinical course. For example, the Young Family in Health and Illness course (NURS 8120) student should be precepted by a Nurse Mid-wife, a Women's Health Nurse Practitioner, a Family Nurse Practitioner, an Obstetrician or a Pediatrician. For CNS and Nurse executive students, the preceptor's specialty should match the specific course focus.

3.   Once the preceptor agrees to work with you, notify the Director of Clinical Education. The Director of Clinical Education will communicate with the chosen preceptor to determine what paper work the site requires and inform the site what paper work is required by GSU.

4.   An affiliation agreement (education contract) must be signed by the authorized person at the chosen clinical site. The student does not communicate further with the preceptor until the affiliation agreement process is completed. The student, course instructor, and the Director of Clinical Education will work as a team to problem-solve issues which occur during this process.

5.   The Dean's Office personnel will obtain the necessary signatures and forward the affiliation agreement to the university's attorney's office where it will be filed. A copy will be sent to the designated person at the clinical site.

Preparation for Clinical

Before the student can begin clinical hours, several items have to be in place:

1.   All Mandatory Documents must be completed and uploaded in Castle Branch Clinical Tracker. (1) Semester before clinical begins. See Castle Branch Website https://www.castlebranch.com/sign-in For Clinical Requirements. There is a fee of $35.00
2.   The Mandatory Drug test must be completed.
3.   Orientation to the Clinical or Practicum Site must be completed.
4.   Other required paper work must be submitted, collected or uploaded (CPR card, Standard Precautions, HIPPA review form, Malpractice insurance, and Criminal Background Check).

If the forms are not in-place, the student will not be permitted to attend clinical.

Preceptor Qualifications - *Preceptor qualifications depend upon the focus or specialty concentration of the student:*

Family Nurse Practitioner students, preceptors may be: Nurse practitioners or Nurse Midwives who are actively engaged in clinical practice. They are required to hold a minimum of a clinical master's degree with at least one year of clinical experience. The preceptors also need to be recognized as an APRN in their practice state with prescriptive authority OR recognized as an APRN meeting federal guidelines (such as in VA clinics, the military, and US Public Health Service Corps). Family Nurse Practitioner students may also utilize licensed MDs / DOs in active clinical practice.

Clinical Nurse Specialist students work with Clinical Nurse Specialists, Nurse Educators and Nurse Executives, depending on their coursework. The Clinical Nurse Specialist preceptor must have a minimum of a clinical master's degree and be licensed as an advanced practice nurse. There may be some states that do not require Clinical Nurse. Specialists to be licensed. That is acceptable, if the student is doing clinical practice in that state. Nurse Educator and Nurse Executive CNS Preceptor should have a minimum of the master's degree in their specialty and the requisite experience. Certification is preferred.

Nurse Executive & Innovative Leadership students will need to work with a preceptor who has experience as a nurse administrator in a health care institution. Some examples include: Clinical Department Director/Supervisor, Chief Nursing Officer, Quality Assurance Director, and Vice-President of a specialty area. The preceptor must have a minimum of a master's degree in nursing. Certification is preferred.

Doctorate of Nursing Practice residency supervisors should have a doctorate or (at a minimum) a master's in nursing degree. They should have experience in the specialty role the student has chosen. Their position should be at a higher level than the student currently has experience with. For example, a dean, director or vice-president for nursing may be chosen.

Preceptor Interview

When the clinical placement is approved by all parties, and the affiliation agreement is in place, the student will want to meet with the preceptor to do an interview. The course syllabus and the clinical and course objectives of the student are discussed in the meeting. The purpose of the interview and discussion is to determine if the preceptor/student arrangement is workable for both sides.

Responsibilities of the Preceptor

1.   Work with the course instructor to support student success in the practicum.
2.   Orient the student to the facility.

3.   Design experience situations.
4.   Provide constructive feed-back to the student and course instructor.
5.   Verify student hours with a signature.
6.   Communicate with the course instructor any problems that need to be attended to.
7.   Evaluate the student at midterm and final.
8.   Provide an opportunity/ (opportunities) to improve performance if necessary.
9.   The course instructor will be available via telephone or e-mail to discuss any issues and to provide support/consultation to the preceptor.

Responsibilities of the Student

1. Arrive at the clinical site on time.
2. Adhere to the schedule agreed upon with the preceptor and/or site administrator.
3. Dress appropriately professional: No jeans, flip-flops, high heels, no long or fake nails. Wear a lab coat and GSU patch with identification as a GSU student.
4. Maintain good hygiene.
5. Complete all assignments in a timely manner and to the satisfaction of the preceptor/clinical course instructor.
6. Meet with the preceptor and the GSU site faculty.
7. Communicate appropriately with patients and site personnel.
8. Complete and submit required documents to the appropriate person(s)/computer systems.

Preceptor Evaluation (*by Student*)

The student and the preceptor evaluate each other. Therefore, evaluations are completed by the end of the clinical practicum and shared with the preceptors. Evaluations are then turned-in to the Director of Clinical Education or course instructor, and uploaded onto Typhon.

Preceptors may also request paperwork/forms to verify to their certification agency that they have precepted a student. The forms are online here:
https://www.govst.edu/Academics/Colleges_and_Programs/College_of_Health_and_Human_Services/Department_of_Nursing/Department_of_Nursing_Preceptor_/_Residency_Supervisor_Information/.

Preceptor Evaluation (*of the Student*)

Preceptors will be given a form to evaluate the student. The clinical instructor and the preceptor should discuss the student's performance. This is done in conjunction with the instructor observing the student at the site at least once during a semester. A midterm and final evaluation is required. The official grade is submitted by the course instructor. Both the clinical and didactic classes must be passed in order to progress to the next classes.

Evaluation of the Clinical Site

In addition to the student's evaluation of the preceptor, the student should do an evaluation of the clinical site. This information will help the faculty and Director of Clinical Education of Nursing in determining which clinical sites are appropriate for student clinical experience.

Scheduling of Clinical Hours

There are prescribed clinical hours for all the concentrations within the master's and doctoral programs. Refer to the course syllabus and check the certification organization for your specialty for specific requirements. Clinical hour requirements vary: for the MSN FNP and CNS tracks, the minimum is 500 hours for certification. Clinical hours for each class in these specialties vary, consult the course syllabus for more information. The clinical hours for the Nurse

Administrator/Nurse Executive specialty is 135.0. The clinical hours for the DNP are 1000 hours. However, if the student has a clinical MSN the requirement is a minimum of 500 clinical hours. The clinical hour's requirement is subject to change depending on changes in the appropriate nursing organizations.

1. Clinical practicum hours are to be scheduled at the convenience and the availability of the preceptor. Students are not to ask preceptors to conform to a schedule that meets the student's personal and employment needs.

2. The student's personal and work schedules are expected to accommodate the required number of clinical hours prescribed by the clinical course.

3. Prior to beginning the practicum experience, students and preceptors need to agree on the days and times that the student will be in the clinical agency. Any changes need to be discussed ahead of time and confirmed by the preceptor. The instructor and Director of Clinical Education must be informed.

4. Once the scheduling is agreed upon, the student obtains the preceptor's vita or resume and forwards it to the course instructor or specialty program coordinator. The student also is responsible for delivering the preceptor packet to the preceptor.

Documentation of Clinical Hours/Activities

A clinical log is kept by the student to document clinical hours and activities. Each hour/activity is signed by the preceptor, and reviewed by the clinical instructor. It is the student's responsibility to maintain documentation of clinical hours and to obtain the preceptor's signature at the appropriate time.

Frequently Asked Questions (*FAQs*)

When can I register for the first clinical/residency course?
You can register for your first clinical course when all of your core courses are completed satisfactorily. Consult your study plan and your advisor if you have questions or concerns.

When should I begin my activities to plan for and secure a clinical/residency site?
You should work with the Director of Clinical Education to plan and secure a site about one (1) semester before you start clinical.

How long will this process take?
Usually 4-6 weeks. However, if there is no affiliation agreement (contract) with the agency, it could take much longer.

What happens if my clinical/residency placement falls through?
Notify the clinical/residency course instructor and the Director of Clinical Education immediately and work with them to find a new site. These are the appropriate people to notify and discuss any problems occurring at the clinical site. If the issue is compatibility with the site personnel, the Director of Clinical Education and the course instructor will work with you to find a replacement. However, replacement is not guaranteed for the same semester.

What happens if an agreement cannot be reached with my first selection?
The Director of Clinical Education and course instructor will work with to find an alternative site. This may result in making up clinical hours.

What happens if there is a delay in arranging my site placement?
You may have to start clinical later than planned and do more clinical hours in a shorter time than planned.

Who fills out and sends the various verification forms to certification agencies, state boards of nursing, and doctorate of nursing practice programs?
You can find verification forms for certification agencies at their respective websites. After you fill out your information on the form, the verification information will be filled out by the program coordinator or the Department of Nursing Chairperson. Consult the department secretary for further instructions if necessary.

Clinical Requirement

The completion and documentation of at least five hundred (500) face to face clinical hours or more are a requirement for completion of the Family Nurse Practitioner and the Family Nurse Practitioner Certificate programs. The other 40 hours could be direct patient care or can be used as indirect patient care hours i.e., FNP related conferences, workshops. The total hours for the FNP program completion are 540 hours.

Family Nurse Practitioner Post Master's Certificate Program

The certificate program requires at least 500 face to face clinical practicum hours or more. The other 40 hours could be direct patient care or can be used as indirect patient care hours i.e., FNP related conferences, workshops. The total hours for the FNP program completion are 540 hours.
The Postmaster's degree must meet national standards for nurse practitioner practice and certification. Students can have up to three preceptors in a semester. If a student does not have a selected clinical site placement by the third week of school, the student is encouraged to withdraw from the course.

Student Requirements

To be enrolled in the nursing program, students must fulfill the requirements of the University, the Nursing Program, and the agencies used for practicum within the nursing program. Appendix A is a timetable for submitting documentation of nursing program requirements.

All students must have current requirements on file one semester AHEAD to register for any course in the nursing program. Documentation of requirements should be uploaded in Castle Branch. Students are required to upload in Castle Branch the following documents:

1. RN license in the state you will complete your clinical rotation
2. CPR-BLS certification
3. Tuberculosis skin testing or QuantiFERON gold test
4. Chest x-ray (for positive tuberculosis skin testing or QuantiFERON test)
5. Annual personal, professional liability insurance
6. Health insurance
7. Annual 10-panel urine drug screen
8. Yearly flu vaccine or declination
9. Tdap vaccine
10. Titer reports (mumps, measles, rubella, and varicella)
11. Hepatitis B immunization or positive antibody titer
12. Annual health physical,
13. Malpractice insurance 2 million per incident/6million arrogate coverage active. Students MUST submit a photocopy of renewed coverage on the anniversary of the date that coverage expires, showing inclusive dates.

Failure to have all requirements on file may impact the student's ability to continue in the program. Students are responsible for all costs related to these requirements.

Preceptor/Residency Supervisor Requirements:

1. A Family Nurse Practitioner Master's degree, or an MD/D.O. (Family Practice Provider)
2. Excellence in specialty
3. One year or more experience at facility and practice
4. Outpatient or clinic setting

Clinical Practicum Placement

Students are to submit a clinical site request form to the university Nurse Advisor and Director of Clinical Education. After the Nursing Advisor approved clinical site request form, the Director of Clinical Education initiates clinical placement. The student is to should email the clinical instructor for clinical objectives and requirements before meeting with the preceptor/residency supervisor.

Student's requirements for clinical placement:

1. Obtain information on the requirements of the chosen clinical site for approaching potential preceptors from the Director of Clinical Education. The Director of Clinical Education determines if the student is allowed to approach the potential preceptor directly or if the contact person is someone other than the preceptor at a particular institution.
2. Complete Clinical Site Request forms each term for the clinical site. The student is required to meet with the current instructor or Program Coordinator to create clinical objectives to present to the preceptor, designating the goals of the practicum. The preceptor, student, and faculty may consult with each other to modify the objectives if necessary (see above).
3. Once the procedure for approaching a potential preceptor is approved, the student makes an appointment for an interview.
4. Establish dates and times for clinical hours with the preceptor and the course instructor.
5. Complete Preceptor Form and upload in Typhon or eValue in the designated areas.
6. Attend facility orientation or onboarding process. Upload all facility orientation or onboarding paperwork into Typhon in the external document section - using the drop-down "Extra Orientation Documents for Site." In eValue place forms in the designated area TBA.
7. Attend periodic conferences with the preceptor and faculty
8. Document the clinical hours on a Clinical Summary Log form signed by the preceptor and course faculty. Upload the Clinical Summary Log in Typhon in the external area using the drop down "Clinical Summary Log.". Students using eValue will have preceptor electronically sign off hours each day you attend clinical.
9. Complete Clinical Site Evaluation and Preceptor Evaluation in Typhon using the EASI Evaluations tab. Midterm and Preceptor Evaluations are uploaded in Typhon Eternal area using the drop-down 'Preceptor Clinical Evaluation.
10. Students using eValue the Clinical Site Evaluation and Preceptor Evaluation will populate on your home page.
11. The student has acquired Castle branch Clinical Document Tracker and uploaded all required documents.
12. The student has received a Clinical Clearance Letter for the current semester.

Electronic Document Systems used in Family Nurse Practitioner Practicum:
Castle Branch: GSU Nursing Portal Link: https://portal.castlebranch.com/GO05. Castle Branch is the most secure document manager to upload student sensitive documents. Student will use the GSU Nursing Portal Link: https://portal.castlebranch.com/GO05 when initiating the Castle Branch website. Students can share documents with the clinical site or work or a potential employer securely. Castle Branch will keep track of sites when your records are viewed. Students are to maintain documents by keeping updated or face exclusion from the clinical site once the document reaches a 30-day renewal period in Castle Branch. Failure to have all requirements on file may impact the student's ability to continue in the program. Students are responsible for all costs related to these requirements.

Castle Branch Codes:

Package Code	Includes	Price	Additional Information
GO01 Use this code if this is your first time purchasing from Castle Branch	**Combined Package: Criminal Background & drug test** Statewide Criminal IL Nationwide Sexual Offender Index Drug Test Nationwide Patriot Act Residency History	**$86.00**	If any counties appear outside of the state of Illinois within the past 7 years from the Residency History search, that county will cost $13.00 per additional county search.
GO01dt	Drug Test **Only**	**$40.00**	
GO01re	Only, Statewide Criminal IL Nationwide Sexual Offender Index Residency History	**$37.00**	This package is for students who are doing their re-checks ONLY. There will be no additional charges.
GO01im **Purchase this first**	**Medical Document Manager	**$35.00**	A one-time fee of 35.00 to monitor Clinical Mandatory documents.

EValue

E-value is to begin fall 2020 with the new FNP starting course in 8221. EValue is a comprehensive software solution to help nursing programs manage changing accreditation requirements, demonstrate core competencies throughout their core curriculum and student clinical experiences, and improve learning outcomes. Students use case logs and time logs to enter experiences. Create calendars of student events & rotations, and optionally allow requests for preference-based scheduling. Students can create and customize their own multi-page portfolio website to showcase their experience-an invaluable tool for seeking employment after graduation! To gain access to system email and Director of Clinical Education.

Typhon

Typhon will continue until the last student has graduated approximately in 1 year.
Typhon is a comprehensive software solution to help nursing programs manage changing accreditation requirements, demonstrate core competencies throughout their core curriculum and student clinical experiences, and improve learning outcomes. Students use case logs and time logs to enter experiences. Create calendars of student events & rotations, and optionally allow requests for preference-based scheduling. Students can create and customize their own multi-page portfolio website to showcase their experience as an invaluable tool for seeking employment after graduation! To gain access to the system email contact the Director of Clinical Education.

GOVERNORS STATE UNIVERSITY
GRADUATE AND DOCTORAL NURSING PROGRAM
CLINICAL PRACTICUM CHECKLIST

Student Name: _____   Contact Telephone #: _____
Preceptor Name: _____   Contact Telephone #: _____
Practicum Site: _____   Preceptor Title: _____

	DOCUMENT DESCRIPTION	YES	NO	EXP DATE	COMMENTS
1.	Annual Health Physical				
2.	Resume self				
3.	Resume Preceptor				
4.	Active unrestricted RN License IL or IN or Both				
5.	CPR / BLS Provider Card				
6.	Annual FNP student liability insurance (2/6 mi), Other Concentrations (1/6mi)				
7.	Annual 10 Panel urine drug screen **Castle Branch only**				
8.	Annual Criminal Background Check **Castle Branch only**				
9.	Annual Flu Vaccine or declination				
10.	Tdap				
11.	Annual TB screen/ Chest X-ray				
12.	Mumps, Measles, Rubella titer report				
13.	Hepatitis B Immunization				
14.	Varicella titer report				
15.	Facility Orientation(s)				
16.	Annual Blood Bourn Pathogen Training				
17.	Clinical Site Orientation Form				

NOTE:
1. The above documents must be presented in an **e-portfolio** to the clinical instructor before attending clinical (preferably on the first day of class).
2. The clinical practicum **e-portfolio** must also be presented to your clinical instructor before giving it to your clinical preceptor on the first day of clinical: objectives, nursing license, resume, and proof of malpractice insurance, course syllabus, clinical evaluations, and course instructor contact information.
3. The documents must also be scanned into Castle Branch in the appropriate designated sections.
4. You **may not attend** your practicum until you have received a **Clinical Clearance Letter** from the Director of Clinical Education of Nursing. Any clinical performed before a Clinical Clearance Letter is issued will not be counted towards your clinical practicum. **Failure to complete the checklist promptly will delay the start of your practicum.**
5. The student is responsible for keeping all their required documents up-to-date in Castle Branch
6. Required clinical documents are subject to change and may include practicum site-specific required documentation as well
7. Include this signed checklist as the first document while scanning.

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