

Master of Science in Nursing Degree Program Family Nurse Practitioner (MSN/FNP) Specialty Track Practicum Handbook



Welcome to your MSN/FNP practicum experience.

In the five Family Nurse Practitioner (FNP) practicum courses, learning requires collaboration among you, your faculty and your practicum preceptor. It is critical that you identify and formalize arrangements in advance of the practicum experience. The information in this handbook will help you plan for optimal practicum learning experiences. Read all of the information carefully and follow the guidelines provided.

In the practicum courses, learning activities will help contribute to your professional portfolio, which provides evidence of your progress and development in achieving program outcomes. Review each practicum syllabus carefully and discuss milestones with your practicum preceptor and faculty to avoid missing deadlines and valuable learning opportunities. The practicum coordinator will email a copy of this handbook to your preceptor to ensure that you both understand course requirements.

Enjoy your practicum experience and take advantage of every opportunity to apply your new knowledge and skills.

Sincerely,

John Distler, DPA, MBA, MS, FNP-C, FAANP

*Dean, Nurse Practitioner Tracks
Chamberlain College of Nursing*

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Comprehensive consumer information is available at chamberlain.edu/studentconsumerinfo.



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Practicum Guidelines & Procedures

I. General Guidelines

The practicum courses offer nurse practitioner students an opportunity to apply newly developed skills and relate theoretical content to advanced practice nursing situations. This professional experiential learning helps further prepare students for the highest level of advanced practice. On a larger scale, it allows students to enhance skills in communication, teamwork, critical thinking and professionalism.

You are responsible for identifying an appropriate location and preceptor for your practicum – a minimum of two sessions days prior to the beginning of the first practicum course. It is highly recommended that you select a practicum site that will be available for support and learning in all five practicum courses.

During the practicum, you will inform your preceptor(s) about course requirements and personal learning goals. You are also responsible for maintaining a log of the practicum experiences, including accurate reflections on activities and attainment of course outcomes and specialty competencies. Each assigned faculty member is responsible for evaluating your performance and all associated assignments completed during the practicum experience. You are responsible for making travel arrangements and paying for all related practicum expenses.

You must be scheduled and are responsible for completing a total of 625 hours of practical experience in approved and supervised settings (125 hours in each practicum course). The scheduled hours will be arranged in conjunction with your approved practicum site and preceptor (as is reasonable to satisfy the practice experience requirement). Chamberlain allows flexibility in scheduling these hours, however, hours may not be carried over between sessions nor completed prior to the course start. The requirement may be met with full days, partial days or consecutive days as agreed upon with your preceptor. If you cannot complete the required 125 practicum hours within the time frame of the practicum course, and have completed a minimum of 75 percent of the course requirements, you will receive a grade of Incomplete. Incompletes must be resolved within six weeks of the end of the course or sooner, as determined by the practicum course faculty. As a professional responsibility, you are required to schedule practicum hours so that patient safety is assured.

II. Student & Preceptor Eligibility for Practicum

1. Prerequisite Requirements for Students

- Complete NR-500, NR-501, NR-503, NR-505, NR-506, NR-512 (MSN core courses) and NR-507, NR-508, NR-510 and NR-509. A suggested curriculum plan is available on chamberlain.edu or by [clicking here](#)
- Submit all necessary documents as requested by your practicum and compliance coordination teams.

2. Preceptor Qualifications

The FNP preceptor must possess a master's degree in nursing at the minimum, be nationally board-certified as a nurse practitioner and hold an active, unencumbered advanced practice license which corresponds to their area of clinical practice. The preceptor must also have at least one year of practice as a nurse practitioner. Other types of health professionals may also serve as a preceptor for FNP students: (e.g. Medical Doctor (MD) or Doctor of Osteopathy (DO)). MDs and DOs must have an active medical license.

All preceptors must have applicable expertise and the ability to help you achieve your learning goals. Preceptors must be willing and available to work with you in a setting where advanced practice nursing is allowed to contribute to the improvement of clinical care.

Although having the same preceptor for all practicum courses is not required, it is highly encouraged as this promotes continuity of learning and the development of a professional and collegial relationships. The use of multiple preceptors must be approved by the practicum course faculty and communicated to the student's practicum coordinator.

You must submit a practicum application and corresponding documents for all practicum sites and preceptors you wish to use. You may not partner with a site or preceptor without the required approvals and documents on file prior to your practicum experience.

When you fill out the practicum application you will be required to provide the following about your preceptor:

1. Name
2. Contact information (email, address, phone, etc.)
3. Title and credentials
4. Degrees, licensure and certifications
5. Years of experience (must be a practicing FNP for at least one year)
6. Resume or CV

3. Practicum Site Selection

Securing a practicum site and preceptor can take several months so it's best to begin the process early in your program. The application for your proposed practicum site, preceptor Curriculum Vitae (CV) and preceptor license must be submitted to Chamberlain a minimum of two sessions prior to the start of NR-511, your first practicum course. If you identified a potential site and/or preceptor during the admission process, you still must fill out and submit the practicum application form two sessions before the start of your first practicum. All practicum site applications are reviewed to ensure alignment with program requirements.

Once your practicum site application is approved, your practicum team will work with your site to secure a clinical affiliation agreement and any other legal documents that may be required. If you are currently employed at your selected site, these legal documents may still be necessary.

Once all the required contracts are signed and your preceptor is approved, you may have to fulfill additional site requirements such as pass a drug screen/background check, provide additional immunization history, etc. You will be provided a comprehensive list of your responsibilities and these must be fulfilled at least 30 days prior to the start of your practicum.

A. Location for Practicum Experience

- When identifying an appropriate practicum site, start with your personal and professional network and then branch out as needed. Be sure you read all the information in this handbook.
- There is information designed to help you find a practicum site and preceptor on your student portal. Go to my.chamberlain.edu > **Resources > My Degree & Courses > Post-Licensure Practicum > MSN FNP Immersion and Practicums.**
- It is important to remember that the practicum gives personnel in facilities the opportunity to observe you as a potential employee; you may consider employment goals in selecting a site as well.
- The site may be in the institution where you are currently employed but you must function outside of your RN role and work as an FNP student with your preceptor

B. Criteria for Site Selection

Practicum Site Requirements per Practicum Course	
Courses Name	Practicum Site Facilities
NR-511: Differential Diagnosis and Primary Care Practicum	Family Practice is required
NR-601: Primary Care of the Maturing and Aged Family Practicum	Family Practice is required
NR-602: Primary Care of the Childbearing and Childrearing Family Practicum	Family Practice preferred
	Other specialties that may be considered include Internal Medicine, Pediatrics, Women's Health and Urgent Care
NR-603: Advanced Clinical Diagnosis and Practice across the Lifespan Practicum	Family Practice preferred
	Other specialties that may be considered include Internal Medicine, Pediatrics, Women's Health and Urgent Care
NR-661: APN Capstone Practicum	Family Practice preferred
	Other specialties that may be considered include Internal Medicine, Pediatrics, Women's Health, Retail Clinic and Urgent Care

NOTE: Requests for clinical experiences in ER, inpatient hospital and other specialty practices (cardiology, dermatology, weight loss clinics, college health clinics, home visits, geriatrics, hospice, long-term care centers, correctional facilities, etc.) will not be considered as they will not provide enough exposure to family practice populations

Practicum Site Types

Practicum Site and Description	When is this appropriate practicum site
Family Practice: Continuing and comprehensive healthcare for the individual and family – care for all ages, sexes, each organ system and every disease entity	Preferred practicum site type for all FNP practicum courses
Retail Clinic: Primary care clinics located in a retail store that care for common illnesses and injuries	NR-603 and NR-661; may only be used for one practicum
Internal Medicine: Specialty dealing with the prevention, diagnosis and treatment of adult diseases	NR-602, NR-603 and NR-661; may be used for all three of these courses if you have adequate pediatric and women's health exposure in the first two practicum courses
Pediatrics: Specialty dealing with the health and medical care of infants, children and adolescents from birth up to the age of 18	NR-602, NR-603 and NR-661; may only be used for one practicum
Women's Health: Specialty that focuses on the treatment and diagnosis of diseases and conditions that affect a woman's physical and emotional well-being	NR-602, NR-603 and NR-661; may only be used for one practicum
Urgent Care: Specialty that focuses on the immediate care and treatment of illnesses and injuries that do not appear to be life threatening	NR-602, NR-603 and NR-661; may only be used for one practicum

Direct all questions about site selection to practicum operations at FNPpracticum@chamberlain.edu.

C. Practicum Application

Once the site has been selected and preceptor(s) identified:

- Complete the Practicum Application at least two sessions prior to the beginning of the first practicum course and anytime there are any new practicum sites throughout the program
- Follow the steps provided in the [FNP Practicum Application Guide](#) to submit your Practicum Application online.
- Submit the qualifying information for each preceptor that will support your practicum experience
 - Current resume or CV
 - Evidence of licensure
 - Evidence of advanced practice certification (if applicable)

D. Site Agreements

A Clinical Affiliation Agreement is required for all practicum sites. Your practicum coordination team will work with your site to secure the necessary contracts. The clinical affiliation agreement must be signed by a duly authorized officer from the facility being used for the practicum experience and returned to Chamberlain. In the event Chamberlain is unable to reach the contact indicated on your practicum application, your practicum coordination team may seek your assistance in communicating with the site. Chamberlain will still secure the contracts on your behalf, but it is your responsibility to help ensure meaningful communication is established between Chamberlain and your chosen site.

The process of completing site contracts can take several weeks to months. The practicum application must be submitted at least two sessions prior to the start of the first practicum course and two sessions prior to the start of any subsequent practicum course in which the practicum site is changed. Your practicum coordinator is available to assist with contractual agreements.

4. Clinical Compliance Requirements

There are a number of documents that must be submitted at least 30 days prior to your practicum start date. Some are required by Chamberlain, others may be required by your practicum site. Your clinical compliance team will send you a comprehensive list of all required documentation.

It is your responsibility to ensure all requirements are understood and completed 30 days prior to beginning the practicum experience at each site. This may include, but is not limited to: liability insurance, background check, drug screening, immunizations, proof of health insurance, evidence of HIPAA training, current CPR certification or other requirements.

A listing of possible requirements can be found by reviewing the [Post-Licensure Clinical Compliance Packet](#).

5. Portfolio

Throughout the FNP program, you will collect selected assignments and compile them as artifacts within a Professional Portfolio to demonstrate professional growth and expertise. The final portfolio, which will be submitted at the end of the degree program, will be assessed against the learning outcomes of the program. Chamberlain College of Nursing will provide detailed information regarding how and when to submit the Professional Portfolio at the end of the program.

6. Practicum Log

The FNP Practicum Log is maintained through eLogs and must be submitted to the faculty and included in your portfolio. Documentation must demonstrate activities related to course outcomes and specialty competencies. All hours must be documented on the FNP Practicum Log and signed by the preceptor. Travel time to and from the practicum site and time spent working on the practicum portfolio documentation shall not be included in the practicum hours. Both you and your preceptor will receive instructions on how to access and use eLogs.

7. Ethical Behavior

You are expected to present professional demeanor, behavior, appearance and communication at all times. You must comply with the policies in the Chamberlain College of Nursing Student Handbook which can be found at chamberlain.edu/handbook. As indicated in the handbook, you are bound by the American Nurses Association Code of Ethics. You must also agree to abide by all requirements, policies and procedures of the practicum site.

III. Roles & Responsibilities

A successful practicum experience requires collaboration among course faculty, students, preceptors, practicum coordinators and the College. Students, faculty and preceptors must assure that practicum hours are not misappropriated or falsely represented during the practicum experience. Practicum hours are intended to facilitate learning and must be focused on helping the student achieve learning goals.

1. Responsibilities of Faculty

- Is available via email or telephone to provide support to you and your preceptor during each practicum course
- Serves as a combination of facilitator, organizer, professional relations coordinator, role model, coach and mentor
- Maintains ongoing and effective communication throughout each practicum experience
- Conducts regular meetings with you and your preceptor via teleconference
- Responsible for the final evaluation of your learning

2. Responsibilities of Chamberlain College of Nursing

- Define competencies as a foundation for student learning goals in each practicum course
- Review and approve practicum site and preceptor for appropriateness for meeting student learning goals and course outcomes
- Suggest activities to enhance the educational experience
- Provide a faculty member to serve as instructor and facilitator
- Instruct students to abide by practicum site policies, procedures and requirements
- Investigate and respond to complaints from the practicum site, preceptor or student
- Maintain communication with student and preceptor during the practicum course
- Refrain from unlawful discrimination on the basis of race, creed, color, religion, national origin, sex or gender, age, disability, marital status, sexual orientation, citizenship status, or any other category protected by applicable law
- Evaluate academic performance of students in the course

3. Responsibilities of the Practicum Coordinator

- Contact the practicum site and identify required compliance documentation
- Confirm student compliance with site requirements prior to the start of each practicum course
- Contact the preceptor and provide the course syllabus, preceptor manual and practicum handbook
- Facilitate the process of changing preceptor(s) when requested by a student and approved by the faculty member
- At the completion of the course, send a survey to preceptors, students and faculty regarding the overall practicum experience

4. Responsibilities of the Practicum Preceptor

- Collaborate with Chamberlain faculty to promote student success in the practicum courses
- Orient the student to the practicum site environment, policies and procedures
- Identify suitable experiential opportunities that align with the course outcomes
- Serve as mentor for students in professional development
- Ensure students do not replace paid staff
- Provide supervision of the student's clinical practice and constructive feedback about his or her performance in the practicum
- Protect from disclosure all personal student-identifying information or records of student's participation except as set forth by an agreement or required by law
- Refrain from unlawful discrimination on the basis of race, creed, color, religion, national origin, sex or gender, age, disability, marital status, sexual orientation, citizenship status, or any other category protected by applicable law
- Provide feedback to Chamberlain and attend meetings with faculty as requested

5. Responsibilities of the Student

- Submit a Practicum Application at least two sessions prior to the start of the first practicum course and two sessions prior to a change in the practicum site
- Obtain and submit required documents for preceptor(s)
- Assist as needed with completion of required clinical affiliation agreement with the practicum site
- Be familiar with all policies and procedures related to practicum experiences
- Meet deadline dates for all assignments and learning activities
- Demonstrate competence in practicum assignments
- Abide by practicum site rules and regulations
- Conduct oneself in a professional manner during the practicum assignment
- Accept instruction from facility personnel as a learning opportunity
- Maintain communication with the course faculty
- Maintain practicum log as instructed by faculty
- Comply with all practicum site and clinical compliance requirements throughout all practicum experiences, which may include, but are not limited to: proof of liability insurance, HIPAA training, proof of licensure, proof of CPR certification or other requirements, background screening, physical examination, drug screening, proof of health insurance and current immunizations
- Conduct formative evaluation of the practicum experience and actively seek early resolution if learning goals are not being met
- Integrate learning goals that lead to the development of competencies noted in the *MSN Essentials for Advanced Practice Nursing* as published by the American Association of Colleges of Nursing and the Nurse Practitioner Core Competencies published by the National Organization of Nurse Practitioner Faculties

- Perform a self-evaluation on the practicum experience
- Provide for and fund all travel arrangements and any associated expenses

Orientation to the Practicum

Information about the practicum experience is available via the Chamberlain Student Portal at my.chamberlain.edu. The portal includes tips for finding a practicum site and preceptor, description of the practicum, forms, grading rubrics and contact information.

Preceptor Receipt of Handbook

You should verify that your preceptor(s) receives an electronic copy of this handbook and the FNP Preceptor Resource Manual from your practicum coordinator(s) to ensure understanding of course requirements and the preceptor role.

A copy of this handbook, the [MSN FNP Preceptor Resource Manual](#) and additional preceptor resources can be found on the [Preceptor Resource Portal](#).

Direct all questions about the practicum to your practicum coordinator at FNPpracticum@chamberlain.edu.

IV. MSN/FNP Program Outcomes

At the completion of the Chamberlain College of Nursing MSN/FNP Program, the graduate will be able to:

1. Practice safe, high-quality advanced nursing care based on concepts and knowledge from nursing and related disciplines
2. Construct processes for leading and promoting quality improvement and safety in advanced nursing practice and healthcare delivery
3. Use contemporary communication modalities effectively in advanced nursing roles
4. Evaluate the design, implementation and outcomes of strategies developed to meet healthcare needs
5. Develop a plan for lifelong personal and professional growth that integrates professional values regarding scholarship, service and global engagement
6. Apply legal, ethical and human-caring principles to situations in advanced nursing practice
7. Design patient-centered care models and delivery systems using the best available scientific evidence
8. Manage human, fiscal and physical resources to achieve and support individual and organizational goals
9. Compose a plan for systematic inquiry and dissemination of findings to support advanced nursing practice, patient-care innovation and the nursing profession
10. Collaborate interprofessionally in research, education, practice, health policy and leadership to improve population health outcomes
11. Apply principles of informatics to manage data and information in order to support effective decision making

Admission and graduation requirements for the MSN program can be found in the current academic catalog at chamberlain.edu/catalog

Our Mission:

To educate, empower and embolden diverse healthcare professionals who advance the health of people, families, communities and nations.



THE MSN/FNP SPECIALTY TRACK TOOLKIT

Literature



Catalog



Viewbook



MSN Curriculum Grid



Academic Calendar

Forms & Worksheets



FNP Clinical Compliance Packet



FNP Practicum Application Guide



FNP Practicum Application (Reference Only)



FNP Preceptor Profile (Reference Only)

For more information, email FNPpracticum@chamberlain.edu

Chamberlain College of Nursing is certified to operate by the State Council of Higher Education for Virginia, 101 N. 14th Street, 10th floor, James Monroe Building, Richmond VA 23219, 804.225.2600. Chamberlain College of Nursing is approved to operate by the Virginia Board of Nursing Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463, 804.367.4515. Unresolved complaints may be reported to the Illinois Board of Higher Education through the online complaint system <http://complaints.ibhe.org/> or by mail to 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377. Chamberlain College of Nursing is authorized for operation by the THEC, <http://www.tn.gov/thecc>.

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125 YEARS
of Extraordinary Care