

# Master of Science in Nursing 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, share course syllabi with your preceptors in each course and discuss milestones with both 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, but always double check that they have received a copy and feel free to share yourself with any practicum site.

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

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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 in non-acute care settings and with multiple populations. 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 and differentiate primary care needs for individuals at different stages of life.

You are responsible for identifying an appropriate location and preceptor for each practicum course\*. Students are assisted in this effort by a practicum coordinator. This site should be identified two sessions (120 days) prior to each practicum course.

During the practicum, you will inform your preceptor(s) about course requirements and personal learning goals. Your faculty will also periodically meet with you and your preceptor to ensure progress toward course outcomes. 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. These logs are maintained using specific software and can be used to create a holistic picture of your clinical experiences and growth, which faculty can then evaluate. Your course instructor 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 are responsible for ensuring you complete a total of 625 hours of practical experience in approved and supervised settings (125 hours per 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.

**\*Minnesota residents** In order to meet the standards of the Minnesota Higher Education Board, Chamberlain is implementing the following policy. Chamberlain will support all Minnesota residents enrolled in post-licensure and graduate programs to ensure that sites are available for clinical, practicum, and fieldwork experiences within a 50 mile radius of their home address. Student may elect to choose a practicum site beyond a 50 mile radius of their home address. Students will notify the Chamberlain practicum coordinator of the preferred site(s) and potential preceptor, if identified, no later than four (4) months prior to enrolling in the clinical, fieldwork or practicum experience. Chamberlain representatives will work with students and sites to explore the feasibility of clinical/practicum/fieldwork experiences. When a site is willing to host a student, the practicum coordinator will determine the site required documents and agreements, and confirm the availability of the site on the student's behalf. The student must ensure that the clinical/practicum/fieldwork preceptor completes all documentation required for the experience.

### 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 at [chamberlain.edu/curriculum](http://chamberlain.edu/curriculum).
- 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 in the state where you complete your practicum hours. 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 non-acute primary care setting where advanced practice nursing is allowed to contribute to the improvement of clinical care for multiple populations.

The use of multiple preceptors across the practicum courses is expected so that more than one person is working with you in learning and applying clinical practice skills. In accordance with national accreditors, a preceptor may supervise only one FNP student at a time. A preceptor may supervise two students during the same session only if each student's practicum hours are scheduled on different days. Each student may also only utilize a total of 3 preceptors per session. Preceptors cannot be a family member or relative.

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

NOTE: 'Preceptor' is defined as a single individual and does not apply to practice sites. For example, your site may be an outpatient clinic staffed by multiple practitioners, but only one of them may function as your preceptor. In select states, MDs are ineligible to act as a preceptor. Contact your practicum coordinator for more information.

**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](http://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
- Your practicum site cannot be in a hospital or inpatient setting. If your preceptor sees patients in a clinic, but also does rounds in a hospital, you may accompany him/her for a limited amount of time. Please work with your course instructor for guidelines specific to your course. Without faculty prior approval, hours spent on hospital rounds may not be counted towards the practicum requirement.

**B. Criteria for Site Selection**

<b>Practicum Site Requirements per Practicum Course</b>	
<b>Courses Name</b>	<b>Practicum Site Facilities</b>
<b>NR-511:</b> Differential Diagnosis and Primary Care Practicum	Family Practice is preferred Internal Medicine Pediatric Primary Care (maximum one session)
<b>NR-601:</b> Primary Care of the Maturing and Aged Family Practicum	Family Practice is preferred Internal Medicine Pediatric Primary Care (if not previously used)
<b>NR-602:</b> Primary Care of the Childbearing and Childrearing Family Practicum	Family Practice preferred Women's Health (if not previously used) Pediatric Primary Care (if not previously used)
<b>NR-603:</b> Advanced Clinical Diagnosis and Practice across the Lifespan Practicum	Family Practice preferred Other specialties that may be considered include Primary Care, Retail Health, Women's Health and Urgent Care
<b>NR-667:</b> APN Capstone and Practicum*	Family Practice preferred Other specialties that may be considered include Primary Care, Retail Health, Women's Health, College Health and Urgent Care

\* NR-661 for students enrolled prior to September 2018.

NOTE: Requests for clinical experiences in ER, inpatient hospital and other specialty practices (cardiology, dermatology, weight loss clinics, hospice, long-term care centers, 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
<b>Family Practice:</b> 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
<b>Retail Clinic:</b> Primary care clinics located in a retail store that care for common illnesses and injuries	NR-603 and NR-667; may only be used for one practicum
<b>Internal Medicine:</b> Specialty dealing with the prevention, diagnosis and treatment of adult diseases	May be used for four sessions with a pediatric rotation to supplement practicum experiences
<b>Pediatrics:</b> Specialty dealing with the health and medical care of infants, children and adolescents from birth up to the age of 18	May be used for one session for any of the practicum courses
<b>Women’s Health:</b> 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-667; may only be used for one practicum
<b>Urgent Care:</b> Specialty that focuses on the immediate care and treatment of illnesses and injuries that do not appear to be life threatening; may not be in a hospital	NR-603 and NR-667; may only be used for one practicum

### 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 you find new practicum sites or preceptors
- Follow the steps provided in the **FNP Practicum Application Guide** to submit your Practicum Application online
- Submit the qualifying information for each preceptor who will support your practicum experience
  - Current resume or CV
  - Evidence of advanced practice certification (if applicable)
  - Evidence of licensure (advanced practice nursing or medical) in the state where you will complete practicum hours

### 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. In most states, Chamberlain will still secure the contracts on your behalf, but it is your responsibility to help ensure that 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 (112 days) prior to the start of the first practicum course and two sessions (112 days) 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.

Direct all questions about site selection to practicum operations at [fnppracticum@chamberlain.edu](mailto:fnppracticum@chamberlain.edu).

#### 4. Clinical Compliance Requirements

Compliance documentation is to assist in keeping you, your patients, preceptors, and organizations safe and compliant with legal requirements. This process is separate to, but runs in tandem with practicum site approvals. Failure to get compliance documents in, even if a site is approved, will delay your entering clinical. Keep in mind that organizations may have compliance documents in addition to those that Chamberlain requires.

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. These may include, but are not limited to: liability insurance, background check, drug screening, immunizations, proof of health insurance, evidence of HIPAA training, current American Heart Association - Basic Life Support CPR certification. A listing of Chamberlain requirements can be found in the **FNP-Post-Licensure Clinical Compliance Packet**.

Because a student must be fully compliant with all site requirements before beginning the practicum course, automatic registration for any of the practicum courses is not allowed.

#### 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 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 a clinical log software program and must be submitted to each practicum course instructor and included in your Professional Portfolio. Practicum log 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. Periodic audits may be conducted to assure accuracy of Practicum Log documentation and to validate clinical time which has been applied toward practicum hours. Travel time to and from the practicum site and time spent working on your 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 the clinical log software.

#### 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 University Student Handbook which can be found at [chamberlain.edu/handbook](http://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.

When at a clinical site you are required to dress appropriately, wear your Chamberlain lab coat and name tag at all times, and introduce yourself to each patient as a Chamberlain FNP student. A positive, open, professional communication style, willingness and eagerness to learn, and the ability to accept and act on constructive feedback in clinical sites are paramount to a successful practicum learning experience.

### III. Roles & Responsibilities

A successful practicum experience requires collaboration among course faculty, students, preceptors, practicum coordinators and the University. 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, minimally at the start of your practicum, at midpoint and around Week 7
- Responsible for the final clinical evaluation of your performance in each individual practicum site

## 2. Responsibilities of Chamberlain University

- 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 gender, age, race, color, national origin, religion, sexual orientation, political affiliation or belief or disability
- Evaluate academic performance of students in the course

## 3. Responsibilities of the Practicum Coordinator

- Assist in student efforts to secure a practicum site and preceptor
- Contact the practicum site and identify required compliance documentation
- Confirm student compliance with site requirements prior to the start of each practicum course
- 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 gender, age, race, color, national origin, religion, sexual orientation, political affiliation or belief or disability
- Provide feedback to Chamberlain and attend a minimum of three teleconferences 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 each practicum rotation
- 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](http://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 provide your preceptor(s) an electronic copy of this handbook and the FNP Preceptor Resource Manual 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](mailto:fnppracticum@chamberlain.edu).

## IV. MSN-FNP Program Outcomes

At the completion of the Chamberlain University's 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](http://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 PRACTICUM TOOLKIT

### Literature



Catalog



Viewbook



MSN Curriculum Grid



Academic Calendar



Professionalism Talking Points

### 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](mailto:fnppracticum@chamberlain.edu)



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