

# OVERVIEW OF GUIDELINES FOR CLINICAL ROTATIONS

## Penn State College of Nursing - Nurse Practitioner Options

This information is provided as an elaboration for clarification of the MSN Program Handbook policies for NP students preparing for clinical practicums. All graduate nursing students (including NP students) are responsible for reading and following all policies in the MSN Program Handbook located on the College of Nursing website at: <http://www.nursing.psu.edu/graduate/handbooks>

### CLINICAL ROTATIONS

1. Students are primarily responsible for the identification of clinical preceptors and sites. Assistance may be provided by faculty. The College of Nursing will provide a list of local preceptors/sites that have been used by the program. There is also a list of sites with current contracts. Preceptors may include nurse practitioners and/or physicians, though it is important to arrange for some part of the clinical time to be with a nurse practitioner preceptor each semester. Course Faculty must approve any new preceptors. Student's must obtain prior approval for clinical sites greater than one hour driving distance from their campus. Once a preceptor and site have been identified, the following information should be sent to the course instructor and Erica Carpenter ([ekc11@psu.edu](mailto:ekc11@psu.edu)), the graduate staff assistant at Hershey: Full Name of the Preceptor, Name of the Practice, Full Practice Address, Phone number, email, and phone number. This information is required for the preceptor information to be entered in Typhon (clinical tracking system).

**A. Family and Adult Gerontology Primary Care NP:** The focus of clinical experience is Primary Care. Special emphasis is on experiences with rural and under-served populations. Students need to consider that clinical time will be scheduled primarily Monday through Fridays, so work schedules will need to flex around class and clinical schedules.

**B. Adult Gerontology Acute Care NP:** The focus of clinical experience is acute care and critical illness. Clinical times may vary with preceptor's schedules. Students will need to adjust their schedules as needed to complete clinical hours.

2. Students who identify potential Alternative Clinical Experiences need to follow the policy on Alternative Clinical Experiences and complete the Alternative Clinical Form which can be found on the [forms page](#) of the College of Nursing website: <http://www.nursing.psu.edu/graduate/forms/clinical-preceptor>. More information can be found in the Graduate Handbook.
3. It is the responsibility of the student to contact their preceptor to discuss a mutually agreeable schedule and obtain directions to the clinical site. Ideally, this will be arranged prior to the beginning of the semester. Students may need to complete facility specific paperwork and /or attend an orientation at the facility prior to starting clinical.
4. Some clinical sites require a formal agreement to place students at their clinical site. Please notify your clinical instructor and the College of Nursing office immediately if the site requests a contract. The College of Nursing will work with the Penn State legal department to negotiate a binding contract between the clinical site and the University. Please note that this process may take up to 90 days and the student will not be permitted to work at the site until the formal contract has been approved. The College of Nursing office will inform the student and clinical instructor once the contract has been approved.

5. Students will be responsible for bringing all required paperwork to the preceptor. This will include: 1) *The Preceptor Agreement Form* 2) An introductory letter from the College of Nursing 3) the *Preceptor Evaluation of Student Clinical Performance* 4) *Student, Preceptor, and Faculty Responsibilities form* 5) *Course Syllabus* to their preceptor on or before the first day of the clinical rotation. These forms will be accessible to the student in the current clinical course in ANGEL or at <http://www.nursing.psu.edu/graduate/forms/clinical-preceptor> (here is the website that has all the site forms) Be certain that you are choosing the forms for your CURRENT course.
6. **The Preceptor Agreement form must be completed on or before the first clinical day and signed by the preceptor. The completed and signed form can be scanned and emailed to your clinical faculty and copied to the course coordinator.** The course coordinator is listed on the course syllabus. Students should bring all other preceptor paperwork to the preceptor at this time.
7. Faculty will discuss the student progress with preceptors throughout the semester to validate minimum clinical competency. The *Faculty Evaluation of Student Clinical Performance* will be completed by your clinical faculty, in consultation with your preceptor at mid-semester and at the end of the semester. *The Preceptor Evaluation of Student Clinical Performance* will be completed by each preceptor at the end of each clinical rotation.
8. Students will complete *Student Evaluation of Preceptor and Clinical Site* at the end of each semester (or end of rotation). A link to the online evaluation can be found in the Clinical Paperwork and Preceptor Forms folder of your clinical course in ANGEL. Completion and submission of this documentation is needed to complete requirements of each clinical course each semester.
9. **Compliances:** All students must provide documentation of their a) current Pennsylvania Nursing License, b) annual TB screening, c) CPR certification; BLS is required for all students, with ACLS and/or PALS for some clinical agencies d) Ten panel drug testing, e) student malpractice insurance, and f) state and federal criminal background clearances. Please refer to “*Required Professional Credentials*” in the MS Program Handbook for more information. Additional requirements may be requested by your clinical site. Students completing clinical rotations outside of Pennsylvania are required to obtain a current license for the state in which they are completing their rotation; this is in addition to their Pennsylvania License. Compliance files are maintained by Certified Background. Students may not start their clinical rotation until all documentation has been uploaded and approved by Certified Background. All documents must be kept updated to continue your clinical rotation throughout the academic year – **this is the students’ responsibility. If any item expires, the student may not complete any clinical time until it is updated in Certified Background.** Students should keep copies of these documents in a personal file so they are available, if requested by their clinical agency. When sharing documents at clinical sites, write “copy” on any forms dispersed; this is a safety measure for the protection of your professional identification.

## **DRESS CODE**

Students are expected to wear appropriate professional attire for all clinical experiences. Students need to wear a lab coat\* with a name tag.. Both can be purchased at a uniform shop. Some clinical facilities may have other requirements for their dress code. Students should check with their clinical faculty or the site to identify variations in the dress code. In-patient sites should verify appropriate attire with their preceptors; i.e. scrubs versus street attire.

The name tag should have the following lines:

1. Name and educational credentials (Ex. RN, BSN)
2. Penn State College of Nursing
3. Nurse Practitioner Student

\*Note that some sites prefer students do NOT wear lab coats. Each student should check with the preceptor regarding this. If lab coats are not required by the site, a name tag should be worn at all times.

## **LAB FEES**

A clinical lab fee will be charged to cover the cost of working with live models and / or standardized patients, and skills labs during your clinical semesters. This is a one-time clinical lab fee for the duration of the program that will not exceed \$100.00. Fee schedules will be reviewed annually for new incoming students and notice of fee changes will be communicated as part of the admission process.

## **CLINICAL AND TYPHON**

1. All clinical hours must be completed during the semester in which students are registered for the course, so it is important to plan accordingly. Students may not complete clinical hours when the University is closed.
2. All clinical experiences / patients will be logged into the Typhon clinical tracking system. All students will receive an orientation to Typhon during their first clinical semester; usually the first week. You must register and pay a one-time fee of \$80.00 for the use of Typhon. An email will be sent to you with your Typhon login and password during your first clinical semester. The student is responsible for tracking the required clinical hours per semester. All clinical encounters must be logged into Typhon within 7 days of the initial encounter date.
3. Clinical hours are logged in the patient case log area of Typhon; specifically Time with Patient in the following manner:
  - a) Multiply the number of hours in daily shift by 60 to determine total shift minutes
  - b) Divide total daily shift minutes by number of patients seen to determine minutes allocated for each patient. The number of minutes is entered as the Time with Patient for each patient seen that day.

**Shift hours x 60 = Total Shift Minutes**

**Total Shift Minutes / Total Number of Patients Seen**

For example, if a student spends an 8 hour shift at the site and sees 10 patients, then:

$8 \times 60 = 480$  minutes per day

$480/10 = 48$  minutes per patient

The student would enter **48 minutes** for each patient seen that day

4. During the semester, students must communicate their clinical schedule monthly to their Clinical faculty member. This can best be done by emailing or faxing a monthly calendar depicting the proposed schedule for clinical hours for the upcoming month.

## COURSE SPECIFIC INFORMATION

### **Family and Adult Gerontology Primary Care Options:**

**N 872** (3 cr, 135 clinical hours): The focus of clinical is primary care, working with Nurse Practitioners or physicians. Students should identify a preceptor, with assistance from faculty as needed by the middle of the semester preceding the initial or subsequent clinical experience.

**N 872A** (4 cr., 180 clinical hours): The focus of clinical is primary care, 14 years and older, working with Nurse Practitioners or physicians. Students should identify a preceptor, with assistance from faculty as needed by the middle of the semester preceding the initial or subsequent clinical experience.

**N 873/873A** (4 cr., 180 clinical hours): The focus of clinical is primary care, working with Nurse Practitioners or physicians. Students should identify a preceptor, with assistance from faculty as needed by the middle of the semester preceding the initial or subsequent clinical experience. This semester may include the Women's Health experience which requires (90) clinical hours.

\*\*Students in N873 must complete a total of (180) clinical hours. **Note that the 90 hours of Women's Health is not in addition to but is included in the 180 total.** Women's Health may also be completed in the following semester in N874 or N874A. If Women's Health is not completed in this course, all 180 clinical hours will be completed in the primary clinical site.

**N 874/N 874A** (6 cr., 270 clinical hours): The focus of clinical is primary care, working with Nurse Practitioners or physicians. Students should identify a preceptor, with assistance from faculty as needed by the middle of the semester preceding the initial or subsequent clinical experience. This semester may include your required 90 clinical hours for Women's Health experience, as a component of the total required hours.

This semester students may wish to specialize clinical time based on an interest or a desire for greater proficiency with a certain patient population. Students are expected to immerse themselves in the role of nurse practitioner and function independently in this role therefore, 50% of this semester will be spent in Family or Adult Gerontology Primary Care. If your clinical NP faculty evaluates you as competent in family primary care, you may have an opportunity to attend specialty clinics. Examples may include but not be limited to clinical experiences in cardiology, endocrinology, dermatology, and internal medicine. Students may also do additional hours in pediatrics or women's health as needed.

**N 876** (2 cr., 90 clinical hours): This course is dedicated to a concentrated pediatric experience. N876 may be taken in the spring (with N875) or in the summer (following N875). If a student takes this course in the Summer, N875 must be complete as a pre-requisite. Students should identify a preceptor, with assistance from faculty as needed by the middle of the semester preceding the initial or subsequent clinical experience.

### **Adult Gerontology Acute Care Option**

**N862** (4 cr., 180 clinical hours): Preceptors and clinical sites will be arranged by students and faculty. 180 clinical hours, including a minimum of 30 clinical days, this semester should be equally divided between two clinical sites. Additional hours may be completed at the student's discretion or as required by faculty to achieve competency. The sites for this rotation will be in the Hershey area. The population focus is patients with complex acute, critical, and chronic illness across the continuum of care. This must include a minimum of one medical intensive care unit and one surgical intensive care unit rotation sometime in the program.

**N863** (4 cr., 180 clinical hours): Same as for N862.

**N864** (6 cr., 270 clinical hours): Preceptors and clinical sites will be arranged by students and clinical faculty. The sites for this rotation may vary based on your specific area of interest. A minimum of 270 hours, including a minimum of 45 clinical days, must be completed for this semester but additional hours may be completed at the student's discretion or as required by faculty to achieve competency. The population focus is patients with complex acute, critical, and chronic illness across the continuum of care.

\*\*\* For Post-Master's Certificate students, clinical course hours are determined based on review of prior transcripts and a gap analysis.

### **Clinical Hours**

The clinical hours in each course refer to the MINIMUM required clinical hours. All required clinical hours are direct care clinical time. Direct care clinical hours refer to time spent in direct care of patients in the clinical setting with preceptors and/or faculty. In addition to direct patient contact, clinical hours include time spent in consultation with the preceptor, reviewing and entering patient notes and research conducted to diagnose and treat patients while in the practicum setting. Completion of course and program requirements is based on accomplishment of clinical competency. The NP faculty evaluates students' clinical competency and may require more than the minimum number of clinical hours for successful completion of any clinical course.

**FNP- 135 + 180 + 90 + 270 = 675 hours**

(Includes 90 hours of pediatric and 90 hours of women's health)

**AGPCNP- 180 + 180 + 270 = 630 hours** (Includes 90 hours of women's health).

**AGACNP- 180 + 180 + 270 = 630 hours.**

Approved 1/2010

Revised 4/2010, 9/2011, 7/2012, 12/2012, 8/2014

PENNSTATE



College of Nursing

Date\_\_\_\_\_

I \_\_\_\_\_, have read and understand the *Guidelines for NP Clinical Rotations* and the *MSN Student Handbook* for The Pennsylvania University Graduate College of Nursing – Nurse Practitioner Program. If I have any questions, I will direct them to the Coordinator of the Nurse Practitioner Program. The Coordinator can be reached through the Graduate Assistant by calling (814)-863-2211.

Student signature\_\_\_\_\_

Please return this form by mail or fax to:  
Erica Carpenter, Graduate Assistant at Hershey Campus.  
90 Hope Drive  
1300ASB/A110  
Hershey, PA 17033  
Phone: 717-531-4211  
Fax: 717-531-5339