FAMILY NURSE PRACTITIONER
CONCENTRATION

CLINICAL PACKET
Effective Summer 2017
Most recently edited 8/17/19

This document is to be used in conjunction with the APN Department Handbook. Please refer to The APN Handbook for additional governing policies and procedures.
WELCOME TO STUDENTS

Welcome to the FNP Program at Indiana State University! We know all of you are anticipating starting the clinical portion of your program of study. This Clinical Packet is designed for students and preceptors. You should read this information thoroughly and share with your preceptor(s). They should understand their responsibilities, as well as where you are in the program of study.

You are responsible for identifying your own preceptor. You may have more than one in order to meet your needs. You may continue with the same preceptor(s) throughout the program or you may change during or between semesters based on your needs and the commitment of the preceptor(s). It is acknowledged that there is difficulty at the national level for all nursing programs finding preceptors. We have a clinical placement coordinator that can assist. In addition, students can contact their advisor to assist in identifying prior preceptors in their area. All students are encouraged to seek preceptors well in advance of entering the clinical courses (624, 644, 664, and 670).

We want you to have a firm foundation in family practice, as this is the focus of the program and what you will pursue board certification in. Therefore, you must have as your primary preceptor someone in a family practice/primary care setting. This should be in an outpatient office setting (not urgent care, not inpatient hospitalist, etc.). It is acceptable to supplement with general pediatrics, internal medicine, or OB/GYN in order to meet specific requirements. Specially exposure (such as cardiology, neurology, emergency room, etc.) is allowed in the later semesters in the program. Since this packet is utilized throughout the program, students will want to refer to the course descriptions to become acquainted with the required clinical hours and area of focus for each specific course.

Your preceptors may be nurse practitioners (nurse midwives, pediatric, family, adult, geriatric, women’s health), physicians, or physician assistants. All are acceptable, but we encourage you to have experience with family nurse practitioners to better understand the FNP role. This is also an important consideration for certification. Non-physician preceptors should have practiced at least 1 year minimum and must be board certified. All identified clinical preceptors must submit the preceptor agreement, verification of license, and certification documentation prior to entry into the clinical setting. It is not permissible to attain clinical hours at your direct place of employment. It is also not permissible to have a family member, relative, significant other, spouse, or friend as a preceptor.

You must have an unencumbered nursing license for the state in which clinical course related hours will be completed. Any encumbrance must be immediately reported, in writing, to the Chairperson of the APN Department. All state licenses and/or certifications must be updated upon expiration and a copy of the current license/license verification/certification must be emailed to the APN Department at ISU-APN@mail.indstate.edu

Students are also required to have current CPR licensure throughout the program and be in compliance with immunization requirements.

When contacting potential preceptors, please let them know the requirements for our program and expectations as noted in the clinical packet. For example, students entering into the first semester of clinical, APN 624, should explain that they are focusing on practicing advanced assessment skills (interview and physical exam). APN 624 students should NOT be focusing on treatment at this point and preceptors should be made aware of this. Medical management will become part of your focus in the final three semesters of clinical experiences.

You will need to obtain the completed preceptor agreement as well as the necessary

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copies of license and board certification verifications. All documents for preceptor approval must be submitted via the clinical tracking system to officially have an agreement reviewed by course faculty. You must receive approval for the preceptor before doing any clinical hours in the program. You must wait until the semester officially starts to begin your clinical rotation in all courses.

Some preceptors/clinics/affiliations may require a contract with ISU (ISU does not require anything other than the agreement found in this packet). PLEASE do not confuse the preceptor agreement with a contract or affiliation agreement. These are two very different things. The agreement is found on pages 22 – 24 of this clinical packet and is all that ISU requires. However, your preceptor’s office or organization may require a contract/affiliation agreement with ISU and this is considered a legal document. If your preceptor’s office states they require a contract, follow the process at https://www.indstate.edu/health/department/son/clinical-agency-info/clinical-agencies. First, see if ISU already has a contract in place with the organization at https://www.indstate.edu/health/department/son/clinical-agencies/agency-contracts If they already have an affiliation agreement in place, you just need the preceptor agreement. If they do not have a current contract in place, you need to initiate the contract/affiliation agreement (the link to “Initiate New Contract” is on https://www.indstate.edu/health/department/son/clinical-agency-info/clinical-agencies).

Please let faculty know you are initiating a contract. Sometimes it is advantageous for faculty to review the preceptor agreement prior to initiating the contract to ensure the site and preceptor are appropriate. Discuss this with faculty to avoid a possible waste of time for all parties involved. The contract process can take up to 2 MONTHS depending on the agency, so be sure that you plan accordingly if the site requires a contract. In addition, once the contract is approved you must still send in the preceptor agreement (the final 3 pages of the clinical packet) to your clinical instructor for approval. You cannot start in the clinical setting until this approval is received from your instructor (approval from Mark Schaffer for the contract is not accepted as preceptor approval, this is completed by your course faculty).

Indiana State University maintains professional liability insurance for students engaged in clinical activities acting within the scope of their duties. The University likely covers all liability connected to clinical, community engagement and service learning opportunities through coursework. Additional information can be found by clicking here. Students may download a copy of the liability documents for in-state and out-of-state students in each clinical course Blackboard site. Students who are residents of U.S. territories or reside outside of the United States will be required to purchase a malpractice policy and provide proof/copy of a certificate of insurance to the department and maintain continuous coverage until their degree/certificate is awarded.

Please check your ISU email often as announcements will be sent regarding the course this way only. All contact regarding the course will come via ISU email.

If you have any questions, please contact your course faculty member or academic advisor for direction.

Sincerely,
ISU FNP faculty

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WELCOME TO PRECEPTORS

Indiana State University College of Health and Human Services, School of Nursing, Department of Advanced Practice Nursing faculty and staff are pleased with your decision to volunteer as a clinical preceptor for graduate family nurse practitioner students. The program has a rich history of providing quality, off-campus clinical rotations to its students. It is indeed to the credit of our many fine preceptors throughout the nation that such an enriching educational environment has developed.

This packet provides information explaining the qualifications and responsibilities of clinical preceptors, as well as the responsibilities of students and faculty during clinical experiences. In order to maintain quality preceptors, we have implemented a review process. Most importantly, we want you to understand the degree of trust we place in preceptors and the critical role you have in the educational process. It takes a special person with unique abilities and the willingness to devote the necessary time and effort to fulfill the preceptor role.

- **When completing a new preceptor agreement:** Please complete the final pages of this packet and provide proof of licensure and certification. Please provide the month/year the clinical will begin and the month/year the agreement will end on the first page of the agreement.
- **When completing a preceptor renewal:** If you have already been designated as a clinical preceptor and are renewing your agreement, simply complete the first page of the “Preceptor Agreement” (with signature and preceptorship dates) and return it to the student who is responsible for submitting it to the Department of Advanced Practice Nursing. You do not need to submit a full packet for renewals as long as contact and site information are unchanged. Please note, the student will need updated license or board certification if either expires during the period of preceptorship.

On behalf of the Department of Advanced Practice Nursing at Indiana State University, we extend our sincere appreciation for your willingness to serve as a clinical preceptor.

For departmental communications, please use the following mailing address:

Indiana State University  
Department of Advanced Practice  
School of Nursing  
College of Health and Human Services  
401 N. 4th Street  
Terre Haute, IN 47809  
Office: 812-237-8501  
Fax 812-237-4300

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Criteria for Physician Preceptors

Preceptor Qualifications:

1. Licensed to practice medicine in the state. (Copy of state license verification required. Copy of board certification, if applicable.)

2. Actively engaged in family practice or other specialty area involving the family in an outpatient/ambulatory setting.

3. Can provide and/or facilitate achievement of the student’s learning objectives based upon the preceptor responsibilities listed below:

Preceptor Functions & Responsibilities:

1. Precepts the nurse practitioner student on a one-to-one clinical basis.

2. Serves as an exemplary role model, host, sponsor and teacher to the nurse practitioner student.

3. Provides the student orientation to the clinical staff and area.

4. Provides temporary office space and examination room facilities for the student.

5. Facilitates selection of appropriate clients for the student to meet specified outcomes based on the student’s level in the program of study, learning readiness, skill level, and the preceptor’s level of expertise.

6. Provides the student with clinical experiences as appropriate to meet the course requirements/objectives and specific educational expectations.

7. Critiques the student’s clinical skills and knowledge during the designated preceptor period. Discusses results of clinical evaluation with the student.

8. Maintains communication with the nurse practitioner faculty; discusses/evaluates student progress in the clinical area.

9. Notifies faculty of areas of concern regarding the nurse practitioner student.
Criteria for Non-Physician Primary Care Provider Preceptors

Preceptor Qualifications:

1. Licensed to practice professional nursing in the state and is eligible to practice in an advanced practice role as deemed appropriate by the State Board of Nursing or other regulatory agency OR licensed to practice as a physician assistant in the state (Copy of license verification required.)

2. Maintains national board certification for the clinical population served. (Copy of certification required.)

3. Has been employed in an advanced provider role within a primary care setting or specialty setting for at least one year.

Preceptor Functions & Responsibilities:

1. Precepts the nurse practitioner student on a one-to-one clinical basis.

2. Serves as an exemplary role model, host, sponsor and teacher to the nurse practitioner student.

3. Provides student orientation to the clinical staff and area, including any appropriate clinical policies.

4. Provides temporary office space and examination room facilities for the student.

5. Facilitates selection of appropriate clients for the student to meet specified outcomes based on the student’s level in the program of study, learning readiness, skill level and the preceptor’s level of expertise.

6. Provides the student with clinical experiences as appropriate to meet the course requirements/objectives and specific educational expectations.

7. Critiques the student’s clinical skills and knowledge during the designated preceptor period. Discusses results of clinical evaluation with the student.

8. Maintains ongoing communication with the nurse practitioner faculty, discuss/evaluate student progress in the clinical area.

9. Notifies faculty of areas of concern regarding the nurse practitioner student.

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Family Nurse Practitioner Student Responsibilities

1. Responsible for understanding and practicing within the scope of advanced nursing practice as regulated by the Nurse Practice Act in the state in which the clinical practice occurs. Students are responsible for determining any state requirements that may hinder their ability to complete clinical practice in their states.

2. Maintains current license to practice professional nursing, appropriate immunization status, and CPR certification. Provides this information to Indiana State University and/or preceptor/clinic prior to the clinical experience. Provides proof of current immunization status, CPR certification and Federal Background check upon request.

3. Obtains and submits the signed preceptor agreement to the Department of Advanced Practice Nursing, Indiana State University, College of Health, and Human Services, School of Nursing prior to the beginning of the clinical rotation and has received approval from FNP faculty. Students must review preceptor agreements prior to submitting to faculty to ensure legibility and completeness. A preceptor agreement should not be submitted without copies of the preceptor’s licensure and board certification documents including expiration dates.

4. Negotiates goals/objectives with the preceptor for fulfilling clinical requirements each semester.

5. Provides the preceptor with written objectives for the clinical experience and negotiates educational and clinical experiences for their attainment.

6. Maintains a collegial relationship with the preceptor.

7. Submits the Clinical Agency Form as required making sure it is maintained accurately and up-to-date at all times and is initialed each clinical day by both the student and the preceptor.

8. Evaluates attainment of learning objectives and seeks clinical experiences for unmet objectives.

9. Assumes responsibility for arranging site visits with the faculty and preceptor at the clinical site when within driving distance of ISU. Notifies preceptor and faculty of any absences prior to scheduled date of practice.

10. Assumes responsibility for individual learning needs recognizing own limitations and strengths.
12. Acknowledge that the breach of the Student Academic Integrity Code with falsification of any clinical documents, hours, and patient data will result in immediate dismissal from the FNP program and from ISU.

13. Must provide accurate and timely accounting for clinical hours as directed in course. Time spent in the clinical setting being credited toward clinical hours must be reasonably represented and directly related to a patient encounter. This time may include chart review and consultation time with the preceptor in addition to face-to-face time with patients.

14. Must dress professionally and appropriately according to the clinical practice setting (a lab coat or appropriate attire suitable to the office setting).

15. Represents role of FNP student in clinical setting. This not only includes always wearing required ISU name pin and documenting with signature followed by credentials ISU FNP-S at clinical site, but also clearly demonstrating role of FNP student and not practicing in the role of RN or other advanced practice nurse position (if applicable). This is extremely important for post-master’s students who may already be nurse practitioners in a different specialty.

Family Nurse Practitioner Faculty Responsibilities

1. Provides clarification of clinical educational requirements and objectives with the preceptor as desired or deemed necessary.

2. Assesses the adequacy of clinical site/experience and appropriateness of clients for the student's learning objectives and clinical experiences.

3. Critiques student’s clinical competency via examination of clinical journal, clinical patient data, preceptor evaluations, student’s self-evaluation and student and preceptor conferences and communication via email or site visits.

4. Discusses the student’s progress with the clinical preceptor and student.

5. Facilitates and enhances the student - preceptor- faculty relationship by providing ongoing, constructive feedback and other information as appropriate.
REQUIRED CLINICAL HOURS FOR FNP TRACK

**Required Clinical Hours per Semester**

APN624 (offered Fall/Spring) = 135 hours *
APN644 (offered Spring/Summer) = 135 hours *
APN664 (offered Fall/Summer) = 180 hours *
APN670 (offered Fall/Spring) = 225 hours *

**TOTAL:** 675 hours

*Number of clinical hours needed per week is dependent on the number of weeks in the semester. Summer session is significantly shorter than fall or spring semesters and will require more hours per week to complete course requirements. Students are responsible for achieving the required number of hours and must arrange clinical dates to successfully meet clinical requirements for each semester. Student must consult their course calendar and syllabus for all due dates.

**Breakdown of Total Clinical Hours for FNP Track**

1. Health Assessment, Maintenance and Promotion (hours completed during 624) = 135 hours

2. Behavioral Health/Counseling (includes ADHD, anxiety, depression, addictions, smoking cessation, medication education, and lifestyle modification) = 40 hours

3. Management of Uncomplicated Pregnancy (Ambulatory Prenatal Management- includes pregnancy to 8 weeks postpartum) = 50 hours

4. Women’s Health/Gynecological Care (includes contraception management, STDs, annual exams, hormone therapy, breast health, bone density evaluation) = 50 hours

5. Pediatric Management: Newborn (<1 year), Pre-School, School-Age and Adolescent (18 years or younger) = 134 hours

6. Adult Management (Ages 19-59 years) = 133 hours

6. Geriatric Management (Ages 60+ years) = 133 hours

**TOTAL** 675 hours

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Course Descriptions and Student Behaviors

624 Health Assessment and Health Promotion (1st clinical course)

Course Description: This course provides a framework for systematic data collection, organization, documentation and communication of health care data with a focus on differentiating between normal and pathological findings in clients throughout the life span. An emphasis on the holistic approach facilitates an analysis of developmental, familial, historical, cultural, environmental, occupational and nutritional factors that are integral to the health and illness of the individual/family. Clinical experiences are utilized for the application of knowledge to practice.

135 Clinical Hours, offered in Fall and Spring semesters, (Clinical hours for this course include 35 adult, 10 newborn, 35 pediatric, 35 geriatric, 20 women's health)

COURSE OUTCOMES:
Upon completion of this course, the student will be able to:

1. Integrate selected theoretical and empirical knowledge in identifying the unmet needs of individuals/families.
2. Formulate a comprehensive assessment of individual/family health-promoting and protecting behaviors across the lifespan using advanced skills.
3. Utilize therapeutic communication strategies in interviewing to maximize data collection.
4. Demonstrate an organized method of performing a comprehensive nursing assessment utilizing advance assessment skills for individuals/families in a variety of primary health care settings.
5. Differentiate normal and pathological findings to identify unmet needs of individuals/families.
6. Collaborate with the multidisciplinary health team in meeting the unmet health needs of individuals/families.
7. Validate research findings relevant to nursing assessment of individuals/families.
8. Demonstrate accountability for one's own nursing actions and commitment to maintaining advanced nursing practice standards in primary health care nursing.
9. Model and maintain professionalism and civility as a graduate nursing student.
10. Demonstrate scholarly and effective graduate-level writing skills, including use of APA format.
644 Theoretical Foundations of Family Health Care: Management of Common and Acute Health Problems I

Course Description: The focus is on the Family Nurse Practitioner’s role in the recognition and management of selected common chronic and acute health problems of clients across the lifespan encountered in primary health care settings. The course integrates assessment, current research findings and theory into the diagnostic reasoning and management of health care. Concepts of health promotion and maintenance, anticipatory guidance, health education, behavioral management strategies and family focused care are emphasized. Clinical experiences are utilized for the application of knowledge to practice.

135 Clinical Hours, offered in Spring and Summer semesters, *Number of clinical hours needed per week is dependent on the number of weeks in the semester. Summer session is significantly shorter than fall or spring semesters and will require more hours per week to complete course requirements. Students are responsible for achieving the required number of hours and must arrange clinical dates to successfully meet clinical requirements for each semester. Student must consult their course calendar and syllabus for all due dates.

COURSE OUTCOMES:
Upon completion of this course, the student will be able to:

1. Describe the anatomic and pathophysiologic features to the clinical course of common health problems of individuals/families across the lifespan.
2. Recognize subjective and objective signs of selected common chronic and acute health problems encountered in primary care settings.
3. Recognize modifiable and non-modifiable risk factors for common chronic and acute health problems across the lifespan.
4. Discuss diagnostic or screening tests of the selected system and related disease processes across the lifespan.
5. Identify the rationale for selecting specific medications for the management of common acute conditions across the lifespan.
6. Design basic therapeutic management plans for common and acute conditions across the lifespan.
7. Identify cultural considerations pertaining to the care of clients across the lifespan.
8. List relevant epidemiological factors associated with common health problems.
9. Identify appropriate community, regional, and state resources to assist individuals/families with selected health needs.
10. Identify evidence-based research findings for the management of common chronic and acute health problems of individuals/families across the lifespan.
11. Identify researchable questions related to case studies and problems deriving from the practicum site.
12. Participate in the interdisciplinary team approach in the

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management of common acute and chronic health problems across the lifespan.

13. Identify common health promotion and disease prevention strategies across the lifespan.
14. Recognize appropriate coding and billing practices for diagnosis and procedures.
15. Model and maintain professionalism and civility as a graduate nursing student.
16. Demonstrate scholarly and effective graduate-level writing skills, including use of APA format.

**Beginning Student: - first medical management course.**

1. Student spends initial time observing preceptor.
2. Student assessment skills should be validated by the preceptor.
3. Student management plans need significant guidance.
4. Student needs high level of direction, which decreases as skill level increases.
5. As student progresses, preceptor allows student to take on more independent responsibilities.

**664 Theoretical Foundations of Family Health Care: Management of Common and Acute Health Problems II**

**Course Description:** This course is a continuation of Nursing 644. The focus continues on the Family Nurse Practitioner’s role in the recognition and management of selected common chronic and acute health problems of clients across the life span encountered in primary health care settings. The course integrates assessment, current research findings and theory into the diagnostic reasoning and management of health care. Concepts of health promotion and maintenance, anticipatory guidance, health education, behavioral management strategies and family focused health care are emphasized. Clinical experiences are utilized for the application of knowledge to practice.
Clinical Hours, offered in Summer and Fall semesters, *Number of clinical hours needed per week is dependent on the number of weeks in the semester. Summer session is significantly shorter than fall or spring semesters and will require more hours per week to complete course requirements. Students are responsible for achieving the required number of hours and must arrange clinical dates to successfully meet clinical requirements for each semester. Student must consult their course calendar and syllabus for all due dates.

COURSE OUTCOMES:
Upon completion of this course, the student will be able to:
1. Apply the anatomic and pathophysiologic features to the clinical course of selected health problems of individuals/families across the lifespan.
2. Evaluate subjective and objective signs of common chronic and acute health problems encountered in primary care settings.
3. Evaluate modifiable and non-modifiable risk factors for common chronic and acute health problems across the lifespan.
4. Select, interpret, and discuss diagnostic or screening tests of the selected system and related disease processes across the lifespan.
5. Demonstrate appropriate medication selection for the management of common and acute conditions across the lifespan.
6. Design expanded therapeutic management plans that emphasize appropriate health education, counseling and follow-up appropriate to the family nurse practitioner role.
7. Integrate cultural considerations into the management of healthcare across the lifespan.
8. Correlate relevant epidemiological factors associated with common health problems. Refer to appropriate community, regional and state resources to assist individuals/families with selected health needs.
9. Refer to appropriate community, regional and state resources to assist individuals/families with selected health needs.
10. Apply evidence-based research findings in the management of common chronic and acute health problems of individuals/families across the life span.
11. Explore researchable questions related to case studies and problems deriving from the practicum site.
12. Initiate interdisciplinary team involvement in the management of common acute and chronic health problems across the lifespan.
13. Integrate common health promotion and disease prevention strategies into the care of patients and families across the lifespan.
14. Identify appropriate coding and billing practices for diagnosis and procedures.
15. Model and maintain professionalism and civility as a graduate nursing student.
16. Demonstrate graduate-level writing skills including the use of APA format.
Intermediate Student: - second medical management course
1. Student becomes more proficient in analyzing data, is more skilled with assessing and formulating management plans.
2. Student improves use of time and resources.
3. Student may require assistance in prioritizing and coordinating care.
4. Student requires support and assistance for complex cases.
5. Student is ready to demonstrate other NP functions such as patient/family teaching and participating in teams.

670 Family Nurse Practitioner Preceptorship

Course Description: This clinical practicum provides the student with an in-depth focus on the development of leadership and clinical management skills and the application, refinement and synthesis of knowledge and skills developed in previous didactic and clinical courses. Interdisciplinary collaborative practice and the student’s own advanced nursing practice model are emphasized.

225 Clinical Hours, offered in Fall and Spring semesters,
*Number of clinical hours needed per week is dependent on the number of weeks in the semester. Summer session is significantly shorter than fall or spring semesters and will require more hours per week to complete course requirements. Students are responsible for achieving the required number of hours and must arrange clinical dates to successfully meet clinical requirements for each semester. Student must consult their course calendar and syllabus for all due dates.

COURSE OUTCOMES:
Upon completion of this course, the student will be able to:

1. Demonstrate clinical competency in assessing health status and managing needs of individuals/families in primary care settings reflective of evidence-based practice.
2. Evaluate the impact of culture and environment on the health practices of individuals/families.
3. Actively participate in an interdisciplinary approach to the delivery of health care, including provisions for appropriate consultation, collaboration, referral and continuity of care.
4. Evaluate health promotion and disease prevention strategies across the lifespan.
5. Analyze the impact of a personal advanced practice framework on the delivery of patient care.
6. Demonstrate graduate-level writing skills, including use of APA format.
7. Model and maintain professionalism and civility as a graduate nursing student.
Advanced Student: - *final medical management course*

1. Student is expected to perform all role functions in an organized, efficient, skillful and independent manner.
2. Student is expected to engage in interdisciplinary role collaboration, consultation and referral.
3. Student and preceptor develop a more collegial relationship.

**Additional Clinical Information**

1. Clinical hours may be obtained only when ISU is in session according to the ISU academic calendar.

2. Students are allowed to accumulate a maximum of 25 hours toward APN 664 after meeting the required 135 hours for APN 644. Students are allowed to accumulate a maximum of 25 hours toward APN 670 after meeting the required 180 hours for APN 664. However, clinical hours must be while ISU is in session and guidelines for logging these cases must adhere to the requirements for the future course.

3. Students must request faculty approval prior to exceeding 10 clinical hours in a day or exceeding 24 hours in a clinical week.

4. Clinical requires a 1:1 preceptorship with an advanced provider. It is not acceptable for more than one student provider to be with a preceptor during a clinical day. Students should coordinate this with their preceptor if more than one student is on rotation at the clinical site.

**SPECIALTY SETTINGS**

The focus of our program is outpatient primary care and designed for students to be prepared to successfully obtain board certification as family nurse practitioners. However, students often ask about pursuing a clinical site in a specialty such as dermatology, emergency, cardiology, pain management, hospitalist experience, endocrinology, nursing home/long term care, home visits, etc.

The Family Nurse Practitioner faculty within the Advanced Practice Department recognizes the importance of exploring these specialty areas for expanded role opportunities and has established the following guidelines regarding rotation of family nurse practitioner students into specialty settings:

- Pediatric, internal medicine, and OB/GYN are not considered specialties and are part of expected clinical program hours (see breakdown of hours for 624 and clinical management courses 644, 664, 670)
- Specialty clinical hours are limited to 24 hours throughout the entire FNP program
- Students may not enter into a specialty setting in the 624/644 courses (although rare, exceptions are considered under extreme circumstances and must be pre-approved by the chair and the faculty for the course)

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Retail Clinics/Convenient Care/Urgent Care:
Retail clinics/convenient care/urgent care clinical sites are not considered specialty settings. Students are limited to a maximum of 80 total program clinical hours in the medical management courses. Note: these settings are not approved for APN 624. Students should recognize that program population requirements are consistent regardless of the type of clinical site.

Nursing Home Rounds
During clinical management courses, students may be with a preceptor that makes rounds at a nursing home. Students should be actively involved in decision-making and co-management of the patient care as directed by the preceptor to receive credit.
- The student in courses 664 and 670 may count time with the preceptor in the nursing home setting when a direct hands-on experience has been obtained during the rotation.
- Observational time is not considered part of the clinical time.
- These rounds count toward the 15 hour allowable rounding maximum per course for APN 664 and APN 670.

Inpatient Rounds
Preceptors with hospital privileges may ask the FNP student to accompany them to make rounds, assist with completion of admission H & Ps or discharges. The student must adhere to the policies of the institution governing advance practice providers. It is the student’s responsibility to comply with all requirements of institution while participating in the care of the hospitalized patient which may include additional paperwork and the process of obtaining privileges.
- A maximum of one hour of inpatient rounds towards clinical day maybe logged towards clinical time
- The total number of hours from the inpatient rounds experience are limited to 15 hours for 664
- The total number of hours from the inpatient rounds experience are limited to 15 hours for 670
- The total number of inpatient rounds hours for the entire FNP program may not exceed 30 hours

Live Conferences/Outside Educational Opportunities
Students are encouraged to participate in local, regional and national peer conferences and educational offerings and to join their advance practice provider organizations. The organizations often allow students to join for a nominal fee and allow for important networking and professional development opportunities. To receive credit for the time, the following conditions apply:

- All live conference or educational opportunities that the student wishes to use for clinical hour credit must be approved in advance by the course faculty to receive credit. The conference/educational brochure must be scanned and sent to the course faculty member for approval before participating in the event.

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• No more than 20 total conference/educational hours can be logged during the program and these hours are only allowed in APN 664 or APN 670. Educational meetings that occur in the clinical setting are governed by the following rule
  o Meetings that take place in the clinical site that have a guest speaker during “lunch and learn” sessions (typical sponsored by pharmaceutical companies) will count for one hour only if the presenter was a licensed health care professional (i.e., physician, PA, NP). Those meetings where the pharmaceutical representative was the presenter are not approved for clinical time.

• This education time counts toward the required clinical time for the student’s current course (APN 664 or APN 670) or, if the student has met the requirements for the current course, toward the allowable “banked time” for the next clinical course (APN 670).

• Professional meetings within the locale that are professional advance practice oriented can be counted as one hour only and are part of the total of 20 hours possible.

• National meetings that are clinically oriented and professional peer conferences such as those with approved continuing education credits sponsored by the American Academy of Nurse Practitioner (AANP), American Nurses Credentialing Center (ANCC), or Pri-med, are appropriate to count towards the total allowable 20 hours.

• To get credit for the conference/educational time, the student needs to enter information in the electronic clinical tracking system and within the patient database with appropriate patient population identified so that the time will be appropriately accounted for as part of the total course/program clinical hours. Note: Post Masters FNP students who are already certified advanced practice nurses are not eligible for conference/educational time due to the requirement of 500 direct patient contact hours in the post master’s certificate program.

In summary, students have a limit of 24 hours in a specialty setting; students have a limit of 80 hours in retail care/convenient care/urgent care; students may make nursing home and in-patient rounds with their preceptors and are limited to 15 hours for 664, and 15 hours for 670. Students may attend outside conference and educational opportunities and are limited to 20 hours during the entire program. Students in APN 624 are not eligible for conference time.

When in doubt if activities count towards clinical hours, students should contact their course faculty member for guidance.
MEDICAL MISSION TRIPS
Students providing direct, hands on patient care as part of a medical mission trip may utilize those hours for clinical application. The mission trip must be approved in advance and permission from the course faculty member must be obtained prior to the mission trip. The supervising provider will need to fill out the Preceptor Agreement for approval as with other clinical sites. The preceptor must have an active, unencumbered license in the United States and preceptor to student ratio must be 1:1 for any clinical hours.

Prior to departure, the student will develop three clinical goals/objectives and evaluate their experience upon return. Clinical hours will be entered into the electronic clinical tracking system for the age and/or category patient group in which you provided care. It is understood that some variation in acquired clinical/patient data will be experienced and may not be readily available to the provider when in this setting. It is anticipated that guidance may be needed for clinical hour entry by faculty and should be sought when the trip is complete.

Students should understand that the medical mission trips are not ISU sanctioned, and ISU is not liable for occurrences during their trip. The student assumes full responsibility for their liability as a volunteer with the medical mission sponsoring organization. ISU student malpractice insurance does not provide coverage for a student on a non-ISU sanctioned mission trip. A student should check with their mission sponsor for malpractice coverage and may need to purchase a personal malpractice insurance policy prior to mission departure. Credit is not awarded towards a course grade. The experience may be applied toward clinical hours. These hours are negotiated with course faculty based on the time spent seeing patients during the experience. Medical mission trips may account for a maximum number of 20 patient hours during the entire program and are only considered for clinical credit for courses beyond APN 624.

*Immunization requirements vary dependent on the country/region being visited. It is each student’s responsibility to find out which immunizations are required. Check out http://wwwnc.cdc.gov/travel up to date information. Travelers should also check out http://www.travel.state.gov/content/travel/english.html to check for travel warnings and be certain to register with the Smart Traveler Enrollment Program (STEP).
**INDIANA STATE UNIVERSITY**  
**COLLEGE OF HEALTH AND HUMAN SERVICES**  
**FNP Clinical Agency Student Scheduling Form**  

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Semester</th>
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<tbody>
<tr>
<td>Student Name</td>
<td>ISU Faculty</td>
<td>Faculty Phone</td>
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<tr>
<td>ISU Clinical Instructor</td>
<td>Contact</td>
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</table>

Faculty are available to students

<table>
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<tr>
<th>Date</th>
<th>Time of Clinical (ie. 0800-1700)</th>
<th>Agency and Unit</th>
<th># of Students (on this day-with this preceptor)</th>
<th>Student Role (Active vs Passive Participation)</th>
<th>Student Initials</th>
<th>Preceptor Initials</th>
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Both the student and the preceptor initials are required above each clinical period. The initialing of this form is verification of the accuracy of the clinical hours completed. Falsification of clinical hours may result in dismissal from the FNP program and/or Indiana State University in congruence with the ISU Student Academic Integrity Code.

**Note:** (multiple copies of this form may be necessary per semester)

<table>
<thead>
<tr>
<th>Initials:</th>
<th>Printed Name:</th>
<th>Signature:</th>
<th>Preceptor Hours tracked on this form</th>
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This document is to be used in conjunction with the APN Department Handbook. Please refer to The APN Handbook for additional governing policies and procedures.
Participation in Clinical: Student Guidelines

Health Requirements:

During enrollment in the Department of Advanced Practice Nursing, School of Nursing, College of Health and Human Services at Indiana State University, students are expected to demonstrate appropriate health practices by regular health care and personal health behavior.

If you have a health condition or you are pregnant or have been hospitalized you must have a physician’s clearance for participation in clinicals.

HIPAA Statement

The ISU School of Nursing, College of Health and Human Services complies with all federal and state laws related to the confidentiality of patient medical information including the Privacy Regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996. Students are required to comply with such laws and the medical record confidentiality policies and procedures of any health care facility they are assigned.

Name Tags

In each clinical experience, all students must wear a name tag identifying themselves as an ISU student. Name tags are ordered in advance of entering the clinical setting. Students should identify themselves as a graduate FNP student when speaking to the vendor.

http://thetrophyshopterrehaute.com

SAC Committee review 2/7/2015
Exec. Committee Approval 11/30/2015, Vote 5-0-1
APN Faculty Approval 12/1/2015, Vote 8-0-0, 9/27/2016 8-0-0; 9/4/2019

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IMPORTANT CONTACTS
DEPARTMENT OF ADVANCED PRACTICE NURSING
COLLEGE OF HEALTH AND HUMAN SERVICES
INDIANA STATE UNIVERSITY

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Deb.Vincent@indstate.edu

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FNP PRECEPTOR AGREEMENT

I have reviewed the preceptor guidelines. I can provide the student with clinical experiences that meet the majority of the learning goals as agreed upon by the student, the faculty advisor, and me. I understand that there will be no remuneration for this service. I will facilitate and review the student’s learning activities and will submit the required evaluations to the faculty member. I can request and receive verification of preceptorship for re-certification credit.

If renewing a previously approved agreement, this page is sufficient along with current licensure and certification documentation.

Current course #:______Section #:______(to be filled out by student)

*All information below must be legible or please type.

I________________________________________agree to serve as a
(name of preceptor)

preceptor for the nurse practitioner student _______________________
(name of student)

from________________________(beginning date of preceptorship) to
________________________(anticipated end of preceptorship).

I agree to the preceptorship for the time period indicated above.
Preceptor Signature_____________________________Date ________

May ISU disclose your contact information for future students seeking
preceptors?______yes  or  _____no

Student Signature_____________________________Date submitted________

Note to Student: Please keep one copy of the preceptor agreement for your
records and upload the agreement into Medatrax for faculty review.

For office use only:

Reviewed by_______________________________Date ________

Approved as a clinical preceptor  ______yes  ______no
Name: ____________________________________________

Current Agency________________________________________

Position or Title:________________________________________

Office phone with area code ____________________________

Fax number____________________________________________

Office Address: _________________________________________

(street)

_________ (city) __________ (state) ______ (zip)

Email (personal or office) ________________________________

Alternate email ________________________________________

Preferred Method of Contact: _____ Phone   _____ Email

Type of practice/specialization______________________________

Designated rural health site? _____yes _____no

Designated health professional shortage area? _____yes _____no

Designated medically underserved area? _____yes _____no

***License Information (*Must provide copy of proof of current licensure and certification along with this agreement)

Professional License Number/State____________________________________

Board Certification: _____yes _____no

Certifying Board:________________________________________

1.____________________________________________________Date________________
**Preceptors may submit CV instead of completing this page if preferred.**

## Education

### Undergraduate Degree

1.  
   (Name of institution)  (City/State)  (Degree/Year)

2.  
   (Name of institution)  (City/State)  (Degree/Year)

### Graduate Degree

1.  
   (Name of institution)  (City/State)  (Degree/Year)

### Postgraduate Specialty Training

1.  
   (Name of institution)  (City/State)  (Degree/Year)

2.  
   (Name of institution)  (City/State)  (Degree/Year)

## Preceptor’s Employment Last Five Years  
(most recent first)

<table>
<thead>
<tr>
<th>Employer</th>
<th>City/State</th>
<th>Dates</th>
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