

WESTERN CONNECTICUT STATE UNIVERSITY
Master of Science in Nursing
GUIDELINES FOR CLINICAL COURSES

Specific Policies for Students in Clinical Facilities

1. Professional apparel that meets agency guidelines is expected. Conservative and professional dress clothing and a lab coat are the norm.
2. The student will work within the policies of the office/agency and maintain a constructive relationship with the agency.
3. The student is required to supply the department health information as requested.
4. The student must wear a name pin which identifies her or his status as a Western Connecticut State University graduate nursing student with the following designation:

Full name, RN _____

WCSU Graduate Student _____

The graduate student name pin is worn only when the student is participating in or involved in experiences related to the graduate student role.

5. The student is responsible for her or his individual costs related to clinical experiences.
6. The student must provide a copy of all current RN licenses to the department and a copy of current malpractice insurance policy (face sheet only) covering Advanced Practice nursing students.

General Guidelines Regarding Clinical Courses

Participation in approved clinical experiences at the required number of hours for each specific course requires that the student must consistently demonstrate:

1. Appropriate preparation and active involvement in learning experiences.
2. Evidence of professional behavior that reflects integrity, accountability, and responsibility.
3. Effective and appropriate communication skills.
4. Effective, appropriate, and professional documentation on client's records and clinical encounter logs, including correct spelling.
5. Participation in clinical seminars
6. Availability to meet with preceptor and faculty supervisor for site visit(s).
7. Timely completion of clinical encounter logs documenting variety of experiences using the required system.
8. A minimum of two clinical conferences with instructor (midterm & final).
9. Completion of clinical portfolio that includes relevant clinical case studies and reflective statements of self-evaluation of progress toward personal and professional objectives.
10. Clinical courses are graded as Pass/Fail. In order to advance to the next course/or to remain in the program, students must achieve a passing grade in both the classroom and clinical portions of the course as evidenced by a satisfactory rating on clinical evaluations and achieving a passing grade of no less than B- in the lecture portion of the course. (Please see the attached Department of Nursing grading criteria). Re-admission to the program is at the discretion of the Dept. of Nursing and on a space available basis).
11. All clinical hours must be completed prior to advancing to the next clinical course. Incomplete grades must be requested by the student prior to the end of the semester and are given at the discretion of the faculty supervisor.
12. "Banking" of clinical practice hours prior to the beginning of a clinical course will not be permitted.

Attendance at Clinical Experiences

Students are to negotiate acceptable hours with the preceptor prior to starting clinical practicum. The student is expected to accommodate the preceptor's availability and schedule. Students are expected to treat the agreed upon clinical hours as they would a place of employment. If the student is to be absent for a scheduled clinical day due to illness or emergency, the preceptor should be notified prior to the beginning of the clinical day. The student should negotiate the procedure for contacting the

preceptor in case of absence prior to starting clinical practicum. Make-up hours are then to be negotiated. Students also must contact the faculty member promptly. Students are required to keep a log of completed clinical hours and have the preceptor sign the log verifying time spent. Specific intervals required to complete clinical hours are set by each course. If the student is not attending clinical as scheduled, the faculty member should be notified promptly.

Criteria for Grading Clinical Progress

Faculty Role

Faculty assumes the ultimate responsibility for the evaluation of the student. Faculty employ several methods including making site visit(s) to observe the student in actual patient care situations as well as interactions with staff and preceptor. Additionally, regular review of student's clinical logs documenting the student's clinical experiences and supportive evidence from the clinical preceptor are utilized. All clinical courses are graded as Pass/Fail. Students who do not achieve a passing grade in both the classroom and clinical portion of a nursing course will not be permitted to continue in the program. Re-admission to the program is solely at the discretion of the Dept. of Nursing.

Preceptor Role

While the faculty member assumes ultimate responsibility for the formal written evaluation, the preceptor's input will provide supportive evidence for the ratings. The evaluation form will provide a framework and serve as a guide in collecting objective and subjective data about student performance. The preceptor's primary role is teaching. In the teaching process, the preceptor will observe the student in practice and fit those observations into the evaluation framework. The preceptor is in a position to collect data that gives evidence of student competence. Also, the preceptor has the opportunity to support professional practice standards. The preceptor's observations of the student's performance should be compared with practice standards, validated with faculty, and shared with the student. The student's response to your day to day feedback also becomes a part of your evaluation data. Preceptors do not fail students or stall a student's progress. Instead, the student's performance either meets or fails to meet criteria as evidenced by a satisfactory evaluation from both the preceptor and faculty supervisor. As a general rule, preceptors are asked to fill out the "Preceptor Evaluation Form" midway through the student's hours and near the end of the completion of hours. Preceptors are encouraged to contact the faculty at any time with any questions or concerns.

Faculty Contacts and Support

Doreen Graham
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Teresa Puckhaber
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Monica Sousa
Professor
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Eileen Campbell
Associate Professor
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CLINICAL FACULTY SUPERVISOR ASSIGNMENTS

Date: _____

Student: _____

Clinical faculty supervisor: _____

Clinical faculty supervisor phone #: _____

You are responsible for the following:

- Contacting your faculty supervisor on a regular basis for consultation and feedback regarding your clinical encounter logs.
- Submitting your clinical encounter log to that person on a regular basis and/or every 12 clinical hours completed.
- Setting up a mutually agreed upon time for a clinical visit. This must occur at least once a semester but may be more frequent based on student, preceptor, and faculty assessment.

Western Connecticut State University

**Adult Nurse Practitioner/Clinical Nurse Specialist
Adult Gerontology Primary Care Nurse Practitioner
Adult Gerontology Acute Care NP
Psychiatric Mental Health Nurse Practitioner**

Health & Malpractice Requirements

I certify that I have evidence of:

1. A physical examination within ONE YEAR prior to the start of the program, including a health statement that states that there is no physical or emotional impediments to participation in clinical nursing activities and assignments;
2. A negative PPD within one year prior to the start of the program, or documentation of follow-up to a positive PPD;
3. A history of chicken pox or appropriate titer;
4. Hepatitis B immunization series, or statement of declination;

I decline hepatitis immunization:

Signature _____ Date _____

II. I also hereby agree to comply with any additional requirement(s) of agency (ies) in which clinical placement(s) for the Adult Nurse Practitioner/Clinical Nurse Specialist program may occur, including, but not limited to:

- Additional documentation of health status
- Annual review of OSHA content, including Universal Precautions
- Current CPR certification
- Background check

III. Proof of valid advanced practice student malpractice insurance policy: include a copy of the face-sheet as documentation.

IV. Copy of all current Registered Nurse licenses.

Signature on this form certifies that all requirements have been met and can be provided in hard copy at any time.

Signature _____ Date _____

Please return to:

**The MSN Coordinator
Department of Nursing
181 White Street
Danbury CT 06810**

WESTERN CONNECTICUT STATE UNIVERSITY

Department of Nursing

**Adult Nurse Practitioner /Clinical Nurse Specialist Program
Adult Gerontology Primary Care Nurse Practitioner
Adult Gerontology Acute Care NP
Psychiatric Mental Health Nurse Practitioner**

RESPONSIBILITIES OF PRECEPTORS FOR STUDENTS PREPARING ADVANCED PRACTICE NURSES

Clinical preceptors are essential to the preparation of Advanced Practice Nurses. Your clinical expertise and practical knowledge is a most valuable asset, and we are very grateful that you have agreed to participate in this important activity.

Students will come to this clinical experience with the following preparation:

- Demonstrated knowledge and skill in the fundamentals of history taking and physical examination of the normal adult client.
- Completion of the theory related to advanced health assessment skills and commonly encountered deviations from normal.
- Completion of a clinical master's degree in nursing, or mid-way through degree requirements .
- Extensive clinical experience in nursing, often in a specialty area.

Advanced Practice Registered Nurse Competencies include:

- Develop a comprehensive data base, including complete functional assessment, health history, physical examination, and appropriate diagnostic testing.
- Perform a risk assessment of the client, including the assessment of lifestyle and other risk factors.
- Identify signs and symptoms of common physical and emotional illnesses.
- Order basic laboratory tests and interpret other laboratory and diagnostic data.
- Relate assessment findings to underlying pathology or physiologic changes.
- Establish a differential diagnosis based on the assessment data.
- Develop an effective and appropriate plan of care for the client, including appropriate medications and referrals where necessary, while taking into consideration life circumstance and cultural, ethnic, and developmental variations.
- Demonstrate sound critical thinking and clinical decision making.

Your role and responsibilities as a preceptor include:

Initially, seeing patients with the student, allowing the student to observe your history taking, physical exam, diagnostics, and treatment skills.

- Providing opportunities for the student to observe pertinent abnormal findings in the physical examination and diagnostic testing results.
- Allowing the student to see patients alone, do the history, physical exam, and complete other appropriate assessments.
- Being available to check the student's assessment findings
- Making time to hear a case presentation from the student and confer about diagnoses, plans for treatment, or management.
- Including the student in appropriate educational seminars or observations.
- Periodically evaluating the student's progress and performance, and informing faculty of unacceptable student performance, including lack of progress toward course objectives .
- Countersigning the student's log to verify clinical hours completed.
- Completing the enclosed evaluation form at the mid-term and conclusion of the clinical component for this course.

Students will have met the following health requirements:

- A physical examination within one year prior to the start of the program
- Negative PPD within one year prior to the start of the program, or documentation of follow-up to a positive PPD
- History of chicken pox or appropriate titer
- MMR immunization (if applicable) or appropriate titer
- Hepatitis immunization series
- Annual flu vaccine

Students have also agreed to comply with any additional requirements you might impose.

Students hold current licensure as Registered Nurses, and also carry malpractice insurance covering their practice as advanced practice nursing students.

Signature of preceptor _____ Date _____

Signature of student _____ Date _____

Revised 7/31/06; 12/08 epg; 11/09 epg ; 09/12 lh; 3/24

Preceptor Agreement for Clinical Placement

Student Name: _____ Date: _____

I have made the following clinical placement for the clinical practicum portion of

Course number/Title:

A copy of all credentials for EACH PRECEPTOR is required to be kept on file in the Department of Nursing.

Provide a copy of preceptors:

- current license(s)
- current CV or resume
- current certification(s), if applicable

Full name (printed), title, and credentials of proposed preceptor:

Full name of clinical agency, address, and telephone number:

Clinical site and contact person, if different than above:

Contact person:

Telephone

Clinical agency

I understand that all placements are subject to the mutual agreement of Western
Connecticut State University, the clinical facility, and the preceptor.

Signature of Student: _____ Date: _____

Signature of Preceptor: _____ Date: _____

Signature of faculty supervisor: _____ Date: _____

Signature of MS Coordinator: _____ Date: _____

Please return to:

**WCSU Department of Nursing
181 White Street
Danbury, CT 06810
Att: MSN Coordinator**

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