UNIVERSITY OF MASSACHUSETTS WORCESTER
GRADUATE SCHOOL OF NURSING

Preceptor Handbook
Advanced Nursing Science: Adult-Gerontology Primary Care Nurse Practitioner Clinical Practicum III
731C Syllabus

Summer Semester
Academic Year 2018-2019
UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL
GRADUATE SCHOOL OF NURSING

Course Number: N731C

Course Title: Advanced Nursing Science: Adult-Gerontology Primary Care Nurse Practitioner Clinical Practicum III (N731C)

Course Credits: 1 credit

Pre-requisites:
1. Advanced Nursing Science: Adult-Gerontology Primary Care Nurse Practitioner Health Promotion & Disease Prevention Seminar (730C2)
2. Advanced Nursing Science: Adult-Gerontology Primary Care Nurse Practitioner Theory II (N731A)
3. Advanced Nursing Science: Adult-Gerontology Primary Care Nurse Practitioner Clinical Practicum II (N731B)

Co-requisite course: none

Time: per preceptor schedule

Location: TBD

Course Faculty:

<table>
<thead>
<tr>
<th>Rachel Richards, DNP, ANP-BC</th>
<th>Susan Feeney, DNP, FNP-BC, NP-C</th>
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</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Adult Gerontology Primary Care Nurse Practitioner Program Coordinator</td>
<td>Family Nurse Practitioner Program Coordinator</td>
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<tr>
<td>University of Massachusetts Medical School</td>
<td>University of Massachusetts Medical School</td>
</tr>
<tr>
<td>Graduate School of Nursing</td>
<td>Graduate School of Nursing</td>
</tr>
<tr>
<td>Phone: (508) 856-3403</td>
<td>Ph: (508) 856-5045 Fax: (508) 856-5851</td>
</tr>
<tr>
<td>Cell phone: 978-836-8937</td>
<td>Cell ph: (603) 801-6376</td>
</tr>
<tr>
<td><a href="mailto:rachel.richards2@umassmed.edu">rachel.richards2@umassmed.edu</a></td>
<td>Email: <a href="mailto:Susan.feeney@umassmed.edu">Susan.feeney@umassmed.edu</a></td>
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<td></td>
<td>Office hours by appointment</td>
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**Course Description:** N 731C
This is the third of three advanced practice nursing courses to prepare adult-gerontology primary care nurse practitioners in the care of acute and complex chronic health conditions in the community. The focus of the course is to actualize the role of the adult-gerontology primary care nurse practitioner. Clinical experiences further refine and enhance diagnostic reasoning and formulation of complex management plans needed by the advanced practice nurse. The student operationalizes standards of care and evidence-based practice to provide direct care of health and illness states to adolescent and adult through end of life patient and their families. The student expands their capacity to manage additional and more complex patients with maximal independence.

**Course Objectives:**
Upon completion of this course the learner will be able to:

1. Evaluate subjective and objective data to diagnose and generate comprehensive plans of care with minimal supervision.

2. Implement teaching/coaching activities of the advanced practice nurse in the care of the adolescent and adult to end of life patient and their families.

3. Evaluate health outcomes and modify plan of care to optimize health and quality of life.

4. Engage in self-appraisal to identify ongoing learning needs and implement a plan to meet these needs.

**Course Methodology:**
This is a one credit course for the clinical component and will include 90 clinical hours. On a weekly basis there will be generally be 16-24 clinical hours. In certain circumstances, the clinical hours may be more concentrated to allow for specific learning. Clinical practicum, weekly logs, and an OSCE comprise the method for evaluation. Each student will be assigned a clinical preceptor(s). The preceptor is responsible for participating in the evaluation of the student.
However, the graduate school of nursing faculty is responsible for the evaluation of student performance and grading in the clinical setting.

**Course Evaluation:**

1. Clinical practicum 90 hours (Pass/Fail)
2. Objective Structured Clinical Examination (OSCE) (Pass/Fail)
3. Weekly logs/notes and documentation (Pass/Fail)
4. Submission of AG-ACNP Competencies (Pass/Fail)
5. Submission of all evaluations (including: self, site, preceptor, faculty and course evaluations)

***Students must pass all evaluation methods to successfully complete this course. Students must pass N731C to be eligible to sit for the National NP Certification Examination.***

**Course Evaluation:** This is a pass-fail course. A passing grade requires a cumulative grade for the course equal to or greater than 83%. Grading is based on the quality, thoroughness and completeness of assignments and demonstration of meeting course objectives.

**Grading scale**: 
Pass = ≥ 83%
Fail = ≤ 82%

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>GPA</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>83-87</td>
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<td>C+</td>
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<tr>
<td>C</td>
<td>73-77</td>
<td>2.0</td>
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<tr>
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<tr>
<td>D+</td>
<td>67-69</td>
<td>1.3</td>
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<tr>
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<td>1</td>
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<tr>
<td>F</td>
<td>0-62</td>
<td>0</td>
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</table>
The final grade for this course will not be released to the Registrar until all class, clinical, and/or practicum evaluations have been submitted through the e-Value system, excluding 800 level courses.

**Course Policies**
Students are responsible for complying with all course and program policies described in each course syllabus and in the *University of Massachusetts Worcester, Graduate School of Nursing (UMW GSN) Student Handbook*.


**Academic Warning Policy (Last update 9/12/2013)**
For didactic courses, the faculty of record may give an academic warning if any of the following occur:
1. A student has low exam, quiz and/or assignment grades
2. A student consistently submits assignments late or late without permission of instructor;
3. A student has unexplained or unexcused absenteeism; or
4. A student’s conduct is inconsistent with professional expectations included but not limited to the course evaluation, Student Handbook, the ANA Code of Ethics, and/or the ANA Social Policy Statement.

For clinical, practicum, and residency courses, the faculty of record may give an academic warning if any of the following occur:
1. A student does not deliver safe and appropriate patient care;
2. A student does not seek appropriate consultation from the clinical instructor, preceptor and/or health care provider;
3. A student fails to complete clinical, practicum, or residency responsibilities assigned by faculty within the time frame allotted, including required practice hours, and submission of clinical documentation, such as logs, notes, and required clinical paperwork;
4. A student fails to progress in acquiring skills, knowledge, efficiency, or productivity as specified in formative evaluations and final course evaluation tool;
5. A student does not abide by the ANA Scope and Standards of Nursing Practice or by the regulations issued by the Massachusetts Board of Registration in Nursing (BORN); or
6. A student’s conduct is inconsistent with professional expectations included but not limited to the course evaluation, Student Handbook, the ANA Code of Ethics, and the ANA Social Policy Statement.
Please note that in the setting of unsafe patient care, the student may be removed from the clinical, practicum, or residency setting at the time, in addition to receiving a written warning.

The Procedure for Academic Warnings:
A meeting will be scheduled between the student and the course faculty, track coordinator (if applicable), and faculty advisor (if applicable), at which time the written academic warning will be given to the student.

The participants will discuss the student’s performance and conditions for corrective behavior, options for remediation and/or progression including, as applicable, return to class, clinical, practicum or residency setting. The student will also be encouraged to seek assistance from the course faculty, clinical faculty, student advisor, the Center for Academic Achievement and/or Student Counseling Center. Copies of the academic warning signed by the issuing faculty will be placed in the student’s official file. The program director and the student’s advisor will be notified of the academic warning.

Guidelines for Clinical hours:
Students will complete their clinical practicum hours during this semester, totaling 630 hours.

Direct care hours: These are hours that you are seeing patients in a clinical setting with your preceptor. These are to be direct hands on care, not observation experiences.

Flexibility of Clinical Hours:
Students may carry extra clinical hours or a minor deficit with prior approval of the coordinator. This request must be submitted in writing to the course coordinator prior to the start of the summer semester.

Student clinical expectations:

1. The student will develop clinical objectives with the preceptor at the beginning of the clinical practicum. A copy of these objectives is to be given to your clinical faculty and the course coordinator. Objectives are to be reviewed over the course of the practicum to evaluate how they are being met. Objectives may need to be revised throughout the semester.

2. The student will observe the preceptor on the first clinical day with his/her patients if this is a new clinical site. This is not to be solely an observation experience. The
expectation is that the student will become more independent as he/she gains experience in the clinical site.

3. The number of patients seen daily by the student will be determined by the preceptor in collaboration with the student within the guidelines established by the clinical faculty and coordinator. The decision making for this will be guided by both patient acuity and the student’s current skill level with that patient population. Concerns regarding this can be readdressed with the clinical faculty instructor responsible for the student. As a guide, the student will see 10 cases weekly at this progression.

4. Students may only see patients age 13 and above.

5. Students are expected to submit complete typhon logs as instructed, including notation of all procedures, treatment, prescriptions and diagnosis. No electronic medical records or checklists will be accepted. Details will be reviewed by the course coordinator.

6. If the student is unable to attend a scheduled clinical day due to illness or weather, the student is expected to notify the preceptor, the site, and their course coordinator prior to the session (phone or email is acceptable). Please identify the preceptor’s preferred contact at the beginning of each rotation.

**Patient Care Expectations:**

1. Expectations of the patient assessment includes performing histories (including pertinent HPI, medical history, surgical history, allergies, medications, family history, social history, ROS), physical exam, and laboratory or other diagnostic testing.

2. The student will then make an Assessment/Diagnosis of the medical problem(s) and needs based on the H &P which will be presented in the history/physical exam format as described above to the preceptor for review.

3. The student will formulate appropriate plan(s) of care with their preceptor. Plans should include: Diagnostic testing, Therapeutic interventions, Education, and Follow-up pertinent to the patient and their visit.

4. The student will document a note of the patient interview/assessment based on whether the assessment is episodic or routine. All notes are to be reviewed in clinical by the preceptor. The preceptor is expected to see the patient after reviewing the findings with the student.

**Clinical Logs:**

Typhon electronic clinical logs are used for tracking hours and clinical notes. Follow this link for an overview of Typhon [http://www.typhongroup.com/products/npst.htm](http://www.typhongroup.com/products/npst.htm) Typhon is designed
specifically for advanced practice nursing programs and functions as a complete electronic student tracking system. Typhon tracking includes specific areas for:

- Clinical Experience Logging and Tracking
  - Hours
  - Patient encounters
  - Procedures
- External Document Management
  - H&P or SOAP notes*
  - Narrative summary*
- Clinical Experience Reporting
- Student Scheduling

*SOAP notes and Narratives are assigned at the discretion of the clinical faculty for this practicum. SOAP notes will be assigned if it is determined by the faculty that the student needs to continue to meet this competency. Otherwise SOAP notes are not required.

Each student is expected to maintain the Typhon logs on a weekly basis. Clinical weeks are from Sunday through Saturday. Data entry should be completed no later than 8:00 am each Tuesday for the prior week.

The electronic logs contain a brief summary of patients seen in each clinical site each week:

- The date and site (if more than one site is used).
- Type of visit (episodic, f/u, H&P)
- Patient summary (Brief description of patient - age, sex, etc)
- Main Diagnosis with associated differential diagnoses.
- Diagnostics and Management plan
- Level of participation

Students are accountable to maintain all HIPAA guidelines.

**Evaluation of clinical performance:**
Each preceptor, UMW faculty instructor, and student is expected to complete and sign an evaluation form and submit this towards the end of the semester. The semester grade cannot and will not be submitted until all properly completed evaluations are returned to the faculty. Evaluation is an ongoing process; therefore, it is recommended that both the preceptor and student participate in open discussion throughout the semester regarding progress made towards meeting the clinical objectives. The clinical faculty determines the student’s grade for the clinical component.
The pass-fall behaviors are critical elements of the program. Failure to pass a critical element constitutes failure of the student to pass the course. Semester I passing grade is 3.0 or above. Semester II passing grade is 3.5 or above.