

COLUMBUS STATE UNIVERSITY

SCHOOL OF NURSING

2022-2023

**FAMILY NURSE
PRACTITIONER
HANDBOOK**

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Family Nurse Practitioner (FNP) graduates are ready to lead in the advanced practice nurse roles in health related service to diverse populations. The focus of the FNP is the management of common acute and chronic healthcare problems across the lifespan in a variety of primary care settings. The FNP provides care to people across the lifespan that specializes in health promotion and disease prevention.

Program Outcomes

The FNP Program prepares the graduate to:

- Implement the selected advanced nurse role: leader, educator, informaticist, or nurse practitioner within health care.
- Develop and nurture interprofessional collaborations by communicating and consulting with other appropriate healthcare professionals and community leaders.
- Evaluate the influence of ethical principles on personal and organizational decision-making.
- Utilize nursing research for the promotion of quality nursing education, safe client centered health care, and evidence-based practice.
- Employ critical thinking in the application of nursing and multidisciplinary theoretical frameworks to foster optimal client health outcomes.
- Exemplify cultural competence and sensitivity to diversity in dynamic academic and healthcare environments.
- Demonstrate competence in leadership roles and a commitment to ongoing professional development for the provision of quality, cost-effective client-centered health care and the advancement of nursing practice.
- Utilize informatics to improve client outcomes and to promote the health and safety of individuals, groups and communities.

Family Nurse Practitioner Competencies

[Nurse Practitioner Core Competencies Content](#)

These are entry level competencies for the family nurse practitioner that supplement the core competencies for all nurse practitioners. The population in primary care family practice includes newborns, infants, children, adolescents, adults, pregnant and postpartum women, and older adults. Primary/Family nurse practitioners practice primarily in ambulatory care settings. Students graduating from a primary care nurse practitioner program will sit for the Family Nurse Practitioner certification exam.

Clinical Course Expectations

- Submit your clinical paperwork and assure there is an up-to-date legal contract in place with the clinical site prior to performing any clinical rotations. If you do not have a contract in place by the first day of class, you will be dropped from your class(es) by the add/drop deadline for the semester. You **must** receive clearance from the Clinical Coordinator before beginning any rotations.
- Arrive on-time to all clinical rotation experiences; be well-rested and prepared.
- Use of illicit substances is prohibited in any nursing program at Columbus State University. If at any time it appears that a student may be impaired, you will be asked to submit to a drug screen and will be unable to return to clinical practice until you have been cleared.
- Properly identify yourself to all patients and other health care providers as a Family Nurse Practitioner student from Columbus State University. Follow the dress code and wear a clean pressed lab coat with a school identification badge in clear view.
- Participate in clinical practice as a family nurse practitioner student only under the supervision and direction of an approved preceptor and Columbus State University (CSU) faculty members.
- Seek active learning experiences guided by the approved preceptor.
- Students may not precept with the same preceptor on more than three occasions.
- Students may not precept with a family member or significant other.
- Students may not complete clinicals in their current work unit.
- Perform only approved procedures that fall within the scope of practice of a nurse practitioner, and only under the direct supervision of an approved preceptor.
- Notify your clinical instructor and/or the course coordinator immediately for any problems, issues, or concerns which arise in the clinical area.
- Demonstrate behavior that is both ethical and professional at all times.
- Demonstrate safety at all times in clinical practice.
- Students must ensure that all clinical hours, as specified in the clinical course syllabus, are completed by the end of the semester of the enrolled term.

General Clinical Information

Clinical Hour Expectations

Columbus State University requires family nurse practitioner students to complete 765 clinical hours in their program of study. These hours are divided into specialties as described in each clinical course syllabus. Students are responsible for finding an acceptable site and preceptor for their clinical experiences.

Clinical hours are defined by the National Task Force (NTF) Criteria (2016) as "hours in which direct clinical care is provided to individuals, families, and populations in population-focused

areas of FNP practice; clinical hours do not include skill lab hours, physical assessment practice sessions, or a community project, if it does not include provision of direct care. Clinical experiences and time spent in each experience should be varied and distributed in a way that prepares the student to provide care to the populations served” (p. 12).

[Criteria for Evaluation of Nurse Practitioner Programs \(5th edition\): A report of the National Task Force on Quality Nurse Practitioner Education](#)

The NTF criteria further include that “simulation is recommended to augment the clinical learning experiences, particularly to address the high-risk low-frequency incidents; however, simulation experiences may only be counted as clinical hours over and above the minimum 500 direct patient care clinical hours. Programs are encouraged to track the use of simulation to enhance the clinical experience.” Further, “clinical experiences and time spent in each experience are varied and distributed in a way that prepares the students to provide care to the populations served, which may include telehealth and international direct care experiences” (NTFC, page 12).

Telehealth will be considered direct patient care for a max of thirty hours in the following clinical courses: NURS 6329, 6328, 6327, and 6425. For all your clinical courses (*NURS 6625, 6329, 6328, 6327, and 6425*) the required clinical hours as specified per course syllabus must be completed by the end of the semester to successfully pass the course. Failure to complete required clinical hours per the syllabus will result in course failure

Pre-Clinical Requirements

1. Unencumbered RN license - The student must maintain an active unencumbered RN license in all states in which clinical rotations will be performed. A CSU Nurse Practitioner faculty member must be notified immediately if the RN licensure status changes in any way and if the student is planning a move to another state.
2. Maintenance of American Heart Association Basic Life Support (BLS) and/or Advanced Cardiovascular Life Support (ACLS) certification is required throughout the program. Advanced life support is also highly recommended. A copy of the BLS/ACLS certification card(s) and all RN licensures must be provided.
3. HIPAA/OSHA - Student compliance with HIPAA (Health Insurance Portability and Accountability act) and OSHA (Occupational Safety and Health Administration) guidelines are required.
4. Clinical approval - Students must submit the required clinical paperwork (clinical planning form, preceptor’s CV/resume, and affiliation agreement) for each clinical site AND preceptor they plan to use each semester. Every clinical site and preceptor must have a current, signed agreement in place with Columbus State University BEFORE the semester begins. If the student has not received approval and clearance from the Clinical Coordinator for a site and/or preceptor, the student's hours will not count and the student may be dropped from classes and or placed on probation. The approval process for

preceptors and clinical sites is described in detail in this manual.

Clinical clearance is sent via formal email to students individually for every preceptor they are approved for each semester. Clinical clearance is only issued by the Clinical Coordinator.

5. A drug screen and background check through our approved vendor is required for all students prior to beginning any clinical rotation in the FNP program. Appropriate actions will be taken for non-negative findings.
6. Professional liability insurance through Mercer (1-800-503-9230) for clinical practice is required for all graduate students. Cost will vary based on the scope of your RN practice. FNP students must carry a minimum of \$1,000,000/\$6,000,000 coverage. Students are required to use Mercer, our approved vendor. No other vendors will be accepted.
7. Health Data and Immunization Requirements - Upon acceptance to the FNP Program, the student should submit all immunization requirements to our approved vendor. Physical assessments are also required.
 - Mantoux Tuberculin skin titer or annual TB chest x-ray, completed within the last year. (QuantiFERON Gold Blood Test / T-SPOT TB tests are acceptable)
 - Completed Hepatitis B Vaccination series (3) OR titer
 - Varicella immunization evidence of Vaccination series (2) OR titer
 - MMR Vaccinations (2) OR titer
 - Tdap vaccine within last 10 years
 - Current (yearly) flu immunization

Students of the CSU School of Nursing are responsible for keeping current all immunizations as stated in the contract with clinical agencies. The student shall submit all preclinical requirements to our approved vendor. The student shall keep original documentation for his/her personal records for future use. Some facilities require additional immunizations and/or testing. Students must comply with facility contract requirements.

Clinical Area Illness or Injury

Students who are injured or become ill while providing patient care **MUST**

1. Immediately notify assigned course lead and clinical faculty via CSU email and phone.
2. Follow the agency's policy and procedure for injury or illness, if appropriate.
3. **DO NOT** report to the clinical area when ill, experiencing an elevated temperature,

nausea, vomiting, diarrhea or any other symptoms of illness.

4. Students are responsible for notifying the course and clinical faculty as well as the preceptor of illness prior to the scheduled clinical experience as a professional courtesy to the facility.
5. Clinical agencies will not provide medical care free of charge for students who are injured or become ill during the clinical experience. Students are responsible for any expense incurred. Each student is required to carry personal health care coverage.

Completion of Hours

All clinical hours are to be completed during the semester in which students are enrolled. No clinical hours will be counted if they are completed before or after the semester.

Clinical Site Selection

Throughout the course of the FNP program, students are expected to spend time in clinical sites treating patients across the lifespan, from newborn to geriatrics. Clinical site selection is critical to the student's success in this program. The diagnoses, task-based proficiencies, and population focus of each clinical course should direct site selection. The student should have the clinical information form submitted to the appropriate faculty prior to the end of the semester before the next clinical course in order to provide enough time for contracts to be completed. Please review the [FNP Clinical Placement Settings and Experience](#) document which lists the type of clinical setting, hours and preceptors required for each clinical course.

***Important: Students should begin working on clinical placement as soon as possible. All students must have a clinical site in place and approved prior to the first day of a clinical course. Clinical Planning Forms are to be uploaded to the students' Google Drive shared folder. The completed document should be uploaded to the appropriate designated folder in PDF format. The uploaded document must be complete, single pages will not be accepted.

Clinical Site State Authorization In States Outside of Georgia

We are able to offer you the MSN Family Nurse Practitioner program if you are physically present in other states; however, please note that our ability to offer the MSN Family Nurse Practitioner program in your state does not guarantee admission into the program.

In addition, if you move to another state while attending the program, continuation within the program will depend on the ability to offer the program within the new state where you would be physically present. It would be the student's responsibility to notify the program of a change in physical presence. Failure to provide accurate physical location information to the MSN Family Nurse Practitioner program can negatively impact Columbus State University's ability to offer financial aid and/or impede the student's continuation within the program. These restrictions extend to courses taken online and include programs containing clinicals or other forms of field experiences; encompassing circumstances in which the

student leaves their state of licensure to conduct clinical outside of their licensed state.

It is important to note that:

- If you are located outside the state of Georgia or are considering moving while attending the MSN Family Nurse Practitioner program; we **MUST** have authorization to offer our program in other states and by other state's boards of nursing. Please contact the MSN Family Nurse Practitioner program **immediately** if you plan to move outside of the state you reported on your application.
- Our FNP program is designed to fulfill Georgia nurse practitioner licensure requirements. Those standards may not necessarily satisfy the licensure requirements outside of Georgia. It is always recommended that applicants contact the Board of Nursing in their state to ensure that they understand the BON requirements for licensure.

Preceptor Selection

The student should have a majority of clinical experiences with preceptors in the population-focused area of practice pertinent to the student's chosen education track. In the case of the Family Nurse Practitioner, students should focus their experience across the lifespan. Preceptors must have at least one year of clinical experience and a current unencumbered license in their area of practice. It is in the best interest of the student to have an experienced preceptor to guide the learning process in the clinical setting. To view Clinical Placement Settings and Experiences, please follow the link below:

[FNP Clinical Placement Settings and Experience](#)

*Please note that NP students are not approved to precept with PAs in Alabama.

Suggestions for securing a Clinical Site and Preceptor

- Start early!! Paperwork for the next semester is due prior to the end of the current semester. [Clinical](#)
- [Paperwork and Requirement Deadlines](#)
- Students may precept with a physician, physician's assistant, or a nurse practitioner. *NOTE: NP students are not allowed to precept with PA's in the state of Alabama.* Clinical planning forms are required for every preceptor you plan to complete hours with. If there is a change regarding your preceptor or site, contact the Clinical Coordinator **immediately**.
- Make sure that the selected clinical location is appropriate for the upcoming clinical

courses. Family Practice is required for most of your FNP clinical placement. Specialty clinical placement may be approved in the FNP Practicum course. The [Clinical Placement Settings and Experiences](#) document lists the type of preceptor, site and hours required for each course.

- Other avenues of identifying potential clinical sites and preceptors:
 - Network through a local nurse practitioner association which accepts students as members
 - Approach physicians at your place of employment for suggestions
 - Ask friends or colleagues for suggestions
 - Three Rivers – AHEC Agency that may assist with placement
- Further information on our clinical placement process can be found here: [Clinical Placement Process](#)

Preceptorship Planning for FNP Columbus State University School of Nursing

Note: All planning forms must be received by the published deadlines.

Failure to complete the form accurately and entirely can slow the contract process and may prevent the student from beginning the clinical experience.

This is not a contract. It is a planning form so that the contract can be processed between the agencies involved.

Time Frame for Planning Forms: Deadlines are published on the School of Nursing Website under the [Resource](#) tab. [Important Due Dates for Clinical Requirements](#)

New contracts can be extremely time consuming. Start well in advance of your clinical course or you may not be able to complete your clinical requirements. If you fail to complete a clinical course successfully, you are considered out of progression and cannot continue in the program until that course has been completed.

Two forms are required prior to beginning clinical rotations and a clinical course: (1) the clinical planning form and (2) the clinical affiliation agreement. Both forms must be submitted by the published deadline. Students must have an approved clinical planning form AND affiliation agreement in place for every site the student has requested to perform clinical rotations. If a student is working with a preceptor at one site and the preceptor requests that the student accompany them to another site (i.e. office or hospital) the student will need a different clinical affiliation agreement in place for **all** locations where the preceptor will be working, if the location is a different entity from that which the requested affiliation agreement covers. If the student does not have an approved clinical site and preceptor in place by the first day of his or her clinical course the student will not be registered in the course. Students must work under their approved preceptor, not a

designee. We also require a copy of the preceptor's CV/resume.

1. The Clinical Planning Form is an agreement between the student and the preceptor. All students must submit a separate planning form for EVERY preceptor they plan to rotate with EACH semester. Failure to complete the form properly could delay approval of the student's preceptor site. All inquiries regarding the Clinical Planning Form should be sent to the Clinical Coordinator.
2. The Clinical Affiliation Agreement is a legal binding agreement between Columbus State University and the Facility. An agreement MUST be in place before the student can begin their clinical rotations. Before a student initiates a new affiliation agreement the student may check the COLUMBUS STATE FAMILY NURSE PRACTITIONER PRECEPTORS document to verify that an agreement is not already in place with the facility with whom the student plans to perform their clinical rotation. If the site is NOT on the list (meaning there is no active agreement in place), the student will need to complete an Affiliation Agreement. Please reach out to the Clinical Coordinator, Mrs. Bauer, if there are questions regarding this process.
3. We require a copy of the preceptor's CV/resume. If no resume is available, please contact the Clinical Coordinator for further instructions.
4. We utilize Google Drive for submission of the above mentioned clinical paperwork. Emailed submissions will NOT be accepted. Guides to submitting your clinical paperwork can be found in the [FNP Forms](#) Google Drive folder.

Clinical Clearance

There are several steps that follow your clinical paperwork submission.

1. Your paperwork will be reviewed for completeness.
2. If any corrections are needed, you will receive an email from Ms. Conner with the needed corrections.
3. If no corrections are needed, your site and preceptor are reviewed by the Clinical Coordinator, Mrs. Bauer.
4. If a clinical site and/or preceptor are not appropriate for the course you are taking, you will be contacted by Mrs. Bauer.
5. If a new affiliation agreement is needed, you will be contacted by the Clinical Coordinator, Mrs. Bauer.
6. The Clinical Coordinator, Mrs. Bauer, will issue clearances when your paperwork is approved AND all clinical requirements are approved by our vendor (Castle Branch or ImmuniTrax).

Clinical clearance is sent via formal email to students individually for every preceptor they are approved for each semester. Clinical clearance is only issued by the Clinical Coordinator.

Information for the Preceptor

CSU SCHOOL OF NURSING NURSE PRACTITIONER STUDENT

The purpose of the experience is to provide the nurse practitioner student with an opportunity to participate in: 1) health assessment of patients, 2) counseling and guidance in accordance with identified needs, and 3) management of the care of patients in consultation with the preceptor.

The student is expected to consult with the preceptor regarding each patient and to record the visits in the format appropriate to the clinic's standards. At all times, the student will function under the supervision of the preceptor.

Additional considerations to guide you in your decision to precept:

- A. You agree to accept responsibility for a nurse practitioner student for a specified time.
- B. Generally, the development of a learning environment for the student would include:
 - 1. Sufficient exam rooms so the student may function at a novice pace.
 - 2. Opportunities to do histories and physical examinations, make a tentative assessment, present orally to you, propose appropriate diagnoses and therapeutic plans, and write up the encounter as part of the permanent chart/record.
 - 3. Preceptor follow-up with the patient in order to critique the proposed assessment and plan of care.
 - 4. Opportunity for the student to observe or participate in the management of any patient who presents with a problem of general education interest.
 - 5. Guidance in the performance of clinical procedures that are consistent with the student's learning objectives while under supervision of the preceptor.
 - 6. A telephone conversation or a brief meeting at your clinic with the course faculty overseeing the student's work sometime during the semester for the purposes of determining student progress.
- C. The clinic staff should understand that the nurse practitioner student will function as a health care provider.
- D. The CSU School of Nursing faculty member for this student will make specified contact with the preceptor and student as follows:
 - 1. A faculty member may visit your clinic or ask for a virtual conference during the time the student is with you. At this visit, the faculty member would like your

permission to enter the patient's examination room with the student to observe the student's progress. The faculty member would like to hear the student present the case to you. Faculty will need a few minutes to confidentially discuss the student's progress.

2. Whenever possible, faculty will coordinate the visit with you and your staff to be limited for your convenience.
3. Should any problems arise concerning the student's conduct in the clinic, please, notify the faculty member so that prompt action can be taken.

E. At the conclusion of the rotation, the preceptor will complete an evaluation via Typhon providing feedback on the student's progress.

IF AT ANY TIME YOU HAVE QUESTIONS OR DETERMINE THAT THE STUDENT IS NOT A SAFE HEALTH CARE PROVIDER, PLEASE CONTACT Dr. Gwendolyn Miller, FNP Program Coordinator, at miller_gwendolyn@columbusstate.edu. You may ask the student to leave the clinical site if at any time you determine there is inappropriate or unsafe behavior.

Your participation as a preceptor for the nurse practitioner program is an essential component of the curriculum. Clinical practice rotations offer a unique opportunity for the graduate nursing student to observe and practice the management of patient care. Students develop their ability to safely perform clinical problem-solving through their participation in the clinical decision-making process and learn the value of collaboration among health care providers.

Example of the email sent to Preceptor(s)

Hello,

Thank you for agreeing to precept our online FNP student. The nurse practitioners, physician's assistants and physicians who work with our Family Nurse Practitioner students are among the best in the nation. Our Preceptors care deeply about the quality of health care education. Without your help, programs such as ours could not exist.

This graduate student is CPR certified, has been vaccinated against Hepatitis B, and has been instructed regarding the prevention of transmission of bloodborne and other pathogens. The student is a registered nurse licensed to practice nursing and is covered by a professional liability insurance program.

During the semester, the student's clinical faculty member may contact you either by telephone, email or in person. The faculty member will obtain information regarding the student's progress and if he/she is meeting the course objectives. Efforts will be made to keep any contact with you as brief as possible.

You will find the following attached:

- Family Nurse Practitioner Handbook
- Nurse Practitioner Preceptor guidelines.
- **IF AT ANY TIME YOU HAVE QUESTIONS OR DETERMINE THAT THE STUDENT IS NOT A SAFE HEALTH CARE PROVIDER, PLEASE CONTACT CSU School of Nursing, (706) 507-8581.**

Your participation as a preceptor for the nurse practitioner program is an essential component of the curriculum. Clinical practice rotations offer a unique opportunity for the graduate nursing student to observe and practice the management of patient care. Students develop their ability to safely perform clinical problem-solving through their participation in the clinical decision-making process and learn the value of collaboration among health care providers.

Please mail your resume or CV to us if we do not have a recent copy (within the last 2 years). You may email a copy to MSNFNP@columbusstate.edu

You will receive an additional email from Typhon. Typhon is the reporting agency that Columbus State utilizes to track student clinical hours, case logs and evaluations. Thank you so much. If we can ever be of assistance to you or your staff, do not hesitate to contact us.

Sincerely,

Dr. Gwendolyn Miller

FNP Program Coordinator

Columbus State University

Clinical Experience Expectations

Students should provide the preceptor with:

- A schedule of planned clinical dates.
- The student's personal clinical goals, as well as course objectives.
- The student's contact information and the contact information for the student's clinical faculty.

It is appropriate for students to ask for a brief orientation on the first day of clinical and learn the names of the staff.

Student behavior

1. Students are expected to arrive at clinical on their pre-arranged days, be on time, and not leave early. Students must notify the clinical faculty, preceptor and clinical site if they cannot attend clinical as scheduled, or will be late. It is inappropriate for students to arrive on days that have not been pre-scheduled and students may NOT be at the clinical site unless their preceptor is physically present.
2. Cell phones should be off or on vibrate, but should NOT make any noise in the clinic or exam rooms. Cell phone use during clinical hours is prohibited, except for medical resources. Students may use the cell phone for personal calls during lunch or established breaks, but should be in a private area away from patients and staff.
3. Students should show interest in each patient and/or procedure. It is understood that students will have varying interests, but each experience provides valuable information. It is expected that the student will NOT be just an observer, or appear disinterested, but voluntarily participate to the greatest extent that they are allowed. It is NOT appropriate to go to another area of the clinic to work on anything else. Students are to introduce themselves as a family nurse practitioner student to patients and everyone in the clinical setting.

Dress

- Students are to be professionally and appropriately dressed for all clinical experiences.
- Students may wear business casual, or clean, pressed scrubs if appropriate, but should not wear jeans.
- A lab coat with the student's name tag is required. Credentials other than RN, FNP student may not be displayed on a lab coat or name tag at clinical sites.
- The FNP student identification card is to be clearly visible at all times.
- Students should bring a stethoscope and other essential equipment to clinicals.

Active Learning

As active learners, students do not just “follow” preceptors. Students are not allowed to observe for more than 2-3 days. Students are expected to actively participate in assessing, diagnosing, and managing the care of most of the patients seen in collaboration with the preceptor.

Communication

Students are required to complete a three-way call. The three-way call will consist of students, preceptors, and clinical faculty. The call will be scheduled and outlined within each clinical course’s calendar during the first two weeks of the semester. The 3-way call is a PASS/FAIL; PASS if you complete the 3-way call; FAIL if you do not complete the 3-way call. Non-participation in a three-way call by either the student and/or preceptor will result in the student receiving a grade of FAIL for the clinical course.

Students will have a designated clinical faculty member who is responsible for the evaluation of the student’s performance in the clinical course. It is essential that students keep their designated clinical faculty member informed of any change in their clinical site, preceptor, or schedule, as well as any unanticipated events or problems that occur during the clinical experience. Students should notify the clinical instructor immediately of any problem during the clinical rotation.

Clinical Role

Students are learning the role and scope of practice of the FNP. All students must learn and abide by the applicable state nurse practice act and the national certifying body’s regulations. Students are to adhere to the Nurse Practice Act associated with the Board of Nursing in the state in which they have an approved clinical site. It is the student’s responsibility to read the applicable nurse practice act(s), understand the content, and abide by the act(s).

Maintain Satisfactory Clinical Standing

Preceptors participate in the ongoing clinical evaluation of students through contact with CSU FNP faculty members and evaluations. However, CSU FNP faculty members determine the student’s clinical standing throughout the semester and the final clinical and course grade. Expectations are outlined in the FNP clinical manual, and course outcomes provided in each course syllabus and will serve as the standards for student evaluation. CSU FNP faculty members evaluate student performance in a variety of ways, such as clinically related assignments, site visits, evaluation of students by preceptors, consultation with preceptors, and clinical documentation in Typhon™.

If students do not maintain satisfactory clinical standing at any time during the semester, the FNP Clinical Standing/Probation/Progression policy will be followed to determine the needed action. Students must receive a satisfactory evaluation from CSU FNP faculty to successfully pass any clinical course.

The FNP program can be completed in two academic years, or five semesters of full-time study (9 credit hours per semester). Part-time students are expected to complete their program of study within a seven (7) year period, but are encouraged to complete all courses in their selected track as quickly as their schedule allows. All requirements, including coursework at Columbus State University, transfer credit and transient credit coursework, must be completed within seven (7) calendar years from the date of initial enrollment in coursework, without regard to the initial admission status and without regard to credit hours earned. To remain in good academic standing, degree candidates must earn grades of B or higher in graduate course work.

Students pursuing a Master of Science in Nursing must adhere to the following standards:

- A cumulative GPA of 3.0 or better
- Student will be dismissed from the program after the second C is earned
- No course with a grade below a C will be applied toward a degree
- A “F” earned in a course results in dismissal from the program. Students who are admitted on a provisional basis, are considered to be on probation. Provisional students may earn no grade below B, in their first 12 semester hours of study. [Graduate Academic Regulations: Refer to Academic Standing](#)

Clinical Documentation System – Typhon™

Students are required to use the Typhon™ management system for documenting clinical time and patient encounters. The system is web-based and may be accessed without downloading software. Data entered into the Typhon™ system are stored in a secure and HIPAA compliant server. Typhon™ will allow you to keep track of your clinical hours, type of patients, type of visit, medications, and ICD-10 codes.

Typhon Clinical Database Management System is a database management system required throughout the FNP program in all clinical courses to manage all clinical information. It is the student’s responsibility to review the document labeled Student Typhon Instructions (*housed in each clinical course*) and be comfortable in the submission of clinically related information by this method. Clinical information is required to be uploaded weekly in clinical courses which include a complete log of your clinical time, log of cases, and ICD 10 and CPT coding for each patient visit. Typhon is evaluated by the assigned clinical faculty throughout the clinical courses per Typhon rubric per scheduled date/times throughout the semester.

Billing for Services

Students need to learn about the billing process from the first day they enter clinical rotations. All patient procedures and services are coded using CPT (Current Procedural Terminology) codes by the provider at the end of the visit. Patients and their insurance companies are billed according to these codes; therefore, accurate CPT selection and documentation that supports their selection are important skills to be gained by FNP students. In addition, ICD-10 (International Classification

of Diseases, 10th Revision) codes are used to (1) identify health problems (i.e., diagnosis, symptoms) and (2) establish medical necessity by indicating the severity and emergent nature of the problem. Establishing a diagnosis is also an important skill to be gained by FNP students. Students need to participate in the identification and designation of ICD-10 and CPT codes; however, students do not receive personal compensation for any patient services rendered.

Columbus State University Family Nurse Practitioner Program Probation/Progression

Clinical Standing/Clinical Performance Evaluations

Preceptors participate in student clinical evaluations and provide ongoing clinical evaluation throughout each clinical course during the semester, as well as a summative evaluation at the completion of the clinical rotation. However, Family Nurse Practitioner (FNP) faculty members determine the student's clinical standing throughout the semester as well as the final clinical and course grade. Students are evaluated on a regular basis throughout their clinical rotations by their clinical faculty and must receive a minimum mean score of 80% on the preceptor evaluation to successfully pass all clinical courses. If the score is less than 80% the student must set up a conference call with the faculty and preceptor. CSU FNP faculty members evaluate student performance in a variety of ways, such as clinically related assignments, consultation with preceptors, and clinical documentation in Typhon™. Expectations outlined in the FNP manual as well as course and clinical objectives provided in each course syllabus will serve as the standards for student evaluation.

Students may receive a failing course grade or be administratively and permanently removed from the FNP program without first being placed on probation for offenses including, but not limited to:

- Practicing in an unethical or unprofessional manner (including communication)
- Compromising patient safety
- Committing a felony
- Testing non-negative on a drug screen
- Performing clinical rotations without written clearance from the Clinical Coordinator
- Providing false or inaccurate information related to a clinical preceptor or site
- Misrepresenting his/her clinical hours or providing any false documentation or other written or verbal inaccuracy related to clinical rotations and/or clinical hours
- Misrepresenting the role in which the student is functioning
- Performing or participating in any other action FNP faculty deem as an infraction or breach

of program policy

If a CSU FNP faculty member determines that a student is not meeting course or clinical objectives or standards as outlined in the syllabus and FNP clinical manual, or if a clinical issue arises related to patient safety or professional practice, a conference will be held with the student to further explore the issue. Preceptors and CSU FNP faculty maintain the right to ask the student to leave the clinical site until any issue of concern is resolved. After the conference, in consultation with the course coordinator, the FNP director, the student may incur any of the following:

- Receive a written warning to be placed in the student's file;
- Be placed on clinical probation;
- Be required to repeat completed clinical course hours in part or whole;
- Be administratively removed from the clinical site/preceptor and required to complete clinical hours at an alternate site or with an alternate preceptor;
- Receive an overall failing clinical course grade;
- Be permanently dismissed from the CSU FNP Program

If the student receives a written warning, a second offense will automatically result in a minimum of clinical probation. If the student is placed on clinical probation, a remedial action plan will be developed and a timeline for follow-up will be included in the action plan. If performance or conduct does not improve as outlined in the remedial action plan, the responsible course faculty will consult with the Coordinator of the FNP Program, and if needed, the SON Director and the Dean, and will make the judgment to assign a failing clinical course grade, or permanently dismiss the student from the CSU FNP Program.

Each student is entitled to, and will be given due process. Students should follow the complaint process as outlined in the current CSU Student Handbook.

Clinical Probation

Clinical Probation is a period designed to remediate and evaluate the clinical performance of a student who has not satisfactorily met the semester's clinical objectives or who has had a significant issue arise related to their clinical performance or conduct.

When the student is placed on clinical probation, a Probation Action Form-Part A will be completed, outlining the reasons for probation and the necessary actions to correct the stated problem(s). More specific criteria will be outlined in the remedial action plan that will measure the improvement in student clinical performance over a specified period of time. A probationary clinical site may be assigned or arranged by the course faculty member and the FNP Coordinator. Specific preceptors may be identified to work with and evaluate the student's performance. The student's clinical progress will also continually be monitored by the clinical and/or course instructor, course Coordinator of FNP track.

At the end of the probation period, the student's performance will be re-evaluated by the faculty and FNP Coordinator to determine if the objectives of the remedial action plan have been successfully achieved. A Probationary Action Form-Part B will be completed by the responsible faculty member(s) utilizing feedback received from the student's clinical preceptor(s). If the deficiency still exists, the student will receive a failing grade for the clinical course. Receiving a failing grade causes exclusion from the program.

Readmission to CSU FNP Program:

Criteria

The student will be contacted by the Student Services Coordinator with instructions should re-admission be requested. The student should wait until contacted before initiating the process. Students who have failed OR withdrawn from one MSN nursing course for any reason may be considered for readmission the next time the course is offered (or as directed by the Director, School of Nursing).

The following rules apply:

1. An email requesting readmission must be submitted to the Director of the SON at least one semester before the requested return semester. Please work with the Student Services Coordinator on this appeal process.
2. The student must be eligible to enroll at Columbus State University in good academic standing.
3. The student must have a nursing grade point average of 3.0 or higher for all required courses completed toward the degree.
4. Resources and space must be available in the required course that is to be repeated.
5. Student performance and disposition during the previous admission to the School of Nursing will be highly considered during the readmission process, therefore re- acceptance is not guaranteed.
6. A student who fails to request readmission the next time the course is offered may be allowed to re-apply to repeat the entire program. The application will be considered competitively with all other applicants.

**Columbus State University Family Nurse Practitioner Program Probation Form
Part A**

Student Name: _____ Date: _____

Probationary Period: _____ to _____

Clinical Sites involved during probation: _____

REASON(S) FOR PROBATION: _____

REMEDIAL ACTION OBJECTIVES: _____

REMEDIAL ACTION PLAN: _____

_____ Student

_____ Course Lead

_____ Assistant Director, Graduate Programs

**Columbus State University Family Nurse Practitioner Program Probation Removal Form
Part B**

Student Name: _____ Date: _____

Probationary Period: _____ to _____

Clinical Sites involved during probation: _____

1. Remedial action objectives achieved: _____

2. Remedial action objectives not achieved: _____

3. Recommendations following probation period: _____

4. Student Comments: _____

_____ Student

_____ Course Lead

_____ Assistant Director, Graduate Programs

Progression - FNP Program

In order to progress in the graduate program in the School of Nursing, the student must:

- Have a completed Health Data Record (with all required immunizations) updated annually and on file in the required program (Castle Branch OR ImmuniTrax).
- Document and keep current the following requirements with Castle Branch/ImmuniTrax:
 - Personal health insurance
 - BLS and/or ACLS certification
- Adhere to the Code of Ethical/Professional Conduct as specified in this manual.
- Possess a current unencumbered registered nursing license.
- Submit to drug testing and background check with the required vendor (Castle Branch OR ImmuniTrax).
- The FNP program can be completed in two academic years, or five semesters of full-time study (9 credit hours per semester). Part-time students are expected to complete their program of study within a seven (7) year period, but are encouraged to complete all courses in their selected track as quickly as their schedule allows. All requirements, including coursework at Columbus State University, transfer credit and transient credit coursework, must be completed within seven (7) calendar years from the date of initial enrollment in coursework, without regard to the initial admission status and without regard to credit hours earned. To remain in good academic standing, degree candidates must earn grades of B or higher in graduate course work.
- **If a student has already failed a course clinically prior to the date to withdraw without academic penalty and the student chooses to withdraw, the grade received will be WF.**
- A student who withdraws, changes to audit status, or fails a nursing course can only re-enroll in the course dropped, audited, or failed the following semester if the course is being offered and if space is available. Permission to re-enroll will be based on progression and dismissal policies. Students repeating a course must repeat all didactic and clinical requirements within the semester they are re-enrolled.
- A grade of Incomplete makes the student ineligible to progress to the next nursing course.

Notice of Non-Discrimination under Title IX Policy Memorandum

POLICY MEMORANDUM

Notice of Non-Discrimination under Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. As recipients of federal assistance, Columbus State University is required to comply with Title IX. As such, the institution does not discriminate on the basis of sex in the education programs and activities it operates including admission and employment. Prohibited sex discrimination includes sexual harassment and sexual violence such as sexual assault, stalking, and domestic and dating violence.

Title IX complaint procedures can be found in Columbus State University Sexual Misconduct Policy for complaints against non-students. Questions about this Notice and Title IX application at Columbus State University, contact the Title IX Coordinator and/or the Department of Education Office of Civil Rights Assistant Secretary, as provided below

CSU Title IX Coordinator

Sarah Secoy
Interim Director of Center for Accommodation and Access/Title IX Coordinator Schuster 110
Columbus, GA 31907
(706) 507-8757
secoy_sarah@columbusstate.edu

Deputy Title IX Coordinator

Dr. Aaron "Chip" Reese
Associate Vice President of Student Affairs
Student Rec Center 242
Columbus, GA 31907
(706) 507-8652
reese_aaron@columbusstate.edu

U.S. Department of Education, Office for Civil Rights, (800) 421-3481 or ocr@ed.gov.
If you wish to fill out a complaint form online with the agency, you may do so at [OCR: Discrimination Complaint Form](#).

COVID-19 Resources

When the Practice/Academic Partnership Policy Brief was released in March, we realized that graduating students and new nurses, as well as established nurses, would benefit from free courses on caring for patients with the novel coronavirus. Additionally, many clinical practice sites now are requiring COVID-19 courses for students with clinical experiences in their facilities. Therefore, in collaboration with experts in the field, NCSBN is offering a special COVID-19 series of free, self-paced, online short courses through NCSBN's International Center for Regulatory Scholarship (ICRS). Three of the four courses each provide 1 continuing education credit. For more information concerning courses: [Free COVID-19 Courses](#)

Appendix A- Clinical Paperwork

All Clinical Paperwork can be found in the [FNP Forms](#) Google Drive folder. Please ask your preceptor for a copy of their CV/resume. We do not have a form or template for this.

[Clinical Planning Form](#)- the current form and a sample filled form are located in this folder. The clinical planning form is a PDF fillable form. Please view the [instructions](#) for completing this form.

[Affiliation Agreement](#)- a copy of our standard affiliation agreement form is located in this folder. If your facility prefers a different type of agreement or to use their template, please contact the Clinical Coordinator at son_clinicals@columbusstate.edu with this information.

Appendix B- Preceptor Information

COLUMBUS STATE UNIVERSITY SCHOOL OF NURSING NURSE PRACTITIONER STUDENT PRECEPTOR INFORMATION

The purpose of the experience is to provide the nurse practitioner student with an opportunity to participate in: 1) health assessment of patients, 2) counseling and guidance in accordance with identified needs, and 3) management of the care of patients in consultation with the preceptor.

The student is expected to consult with the preceptor regarding each patient and to record the visits in the format appropriate to the clinic's standards. At all times, the student will function under the supervision of the preceptor.

Additional considerations to guide you in your decision to precept:

- A. You agree to accept responsibility for a nurse practitioner student for a specified time.
- B. Generally, the development of a learning environment for the student would include:

1. Sufficient exam rooms so the student may function at a novice pace.
 2. Opportunities to do histories and physical examinations, make a tentative assessment, present orally to you, propose appropriate diagnoses and therapeutic plans, and write up the encounter as part of the permanent chart/record.
 3. Preceptor follow-up with the patient in order to critique the proposed assessment and plan of care.
 4. Opportunity for the student to observe or participate in the management of any patient who presents with a problem of general education interest.
 5. Guidance in the performance of clinical procedures that are consistent with the student's learning objectives while under supervision of the preceptor.
 6. A telephone conversation or a brief meeting at your clinic with the academic faculty overseeing the student's work sometime during the semester for the purposes of determining student progress.
- C. The clinic staff should understand that the nurse practitioner student will function as a health care provider.
- D. The CSU School of Nursing faculty member for this student will make specified contact with the preceptor and student as follows:
- A faculty member may visit your clinic during the time the student is with you. At this visit, the faculty member would like your permission to enter the patient's examination room with the student to observe the student's progress. The faculty member would like to hear the student present the care to you. Faculty will need a few minutes to confidentially discuss the student's progress.
 - **As far as possible, faculty will coordinate the visit with you and your staff to be limited for your convenience. Sometimes travel to an area distant from Georgia will require grouping of visits in that area and may not be as flexible in timing**
 - Should any problems arise concerning the student's conduct in the clinic, please notify the faculty member so that prompt action can be taken.
- E. At the conclusion of the rotation, the preceptor will complete a form providing feedback on the student's progress.

Minimal Qualifications for NP Preceptor:

1. Interested in assisting with the student and enhancing the student's education.
2. Willing and desirous of serving as a preceptor.
3. Preparation at the appropriate level of current practice and preferably with a minimum of (1) one year' experience in current role.
4. Licensed by the state of practice as a MD (medical doctor), NP (nurse practitioner), or PA (physician assistant).

IF AT ANY TIME YOU HAVE QUESTIONS OR DETERMINE THAT THE STUDENT IS NOT A SAFE HEALTH CARE PROVIDER, PLEASE CONTACT our office at 706-507-8581 or Dr. Gwendolyn Miller via email: Miller_Gwendolyn@ColumbusState.edu

You may ask the student to leave the clinical site if at any time you determine there is inappropriate or unsafe behavior.

Your participation as a preceptor for the nurse practitioner program is an essential component of the curriculum. Clinical practice rotations offer a unique opportunity for the graduate nursing student to observe and practice the management of patient care. Students develop their ability to safely perform clinical problem-solving through their participation in the clinical decision- making process and learn the value of collaboration among health care providers.