

CHAMBERLAIN UNIVERSITY

Master of Science in Nursing Family Nurse Practitioner (MSN-FNP) Specialty Track Practicum Handbook



WELCOME TO YOUR MSN-FNP PRACTICUM EXPERIENCE.

In the five Family Nurse Practitioner (FNP) practicum courses, learning requires collaboration among you, your faculty and your practicum preceptor. It is critical that you identify and formalize arrangements in advance of the practicum experience. The information in this handbook will help you plan for optimal practicum learning experiences. Read all of the information carefully and follow the guidelines provided.

In the practicum courses, learning activities will help contribute to your professional portfolio, which provides evidence of your progress and development in achieving program outcomes. Review each practicum syllabus carefully, share course syllabi with your preceptors in each course and discuss milestones with both your practicum preceptor and faculty to avoid missing deadlines and valuable learning opportunities. The experiential learning specialist will email a copy of this handbook to your preceptor to ensure that you both understand course requirements but always double check that they have received a copy and feel free to share it yourself with any practicum site.

Enjoy your practicum experience and take advantage of every opportunity to apply your new knowledge and skills.

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CHAMBERLAIN
UNIVERSITY
COLLEGE of NURSING

PRACTICUM GUIDELINES & PROCEDURES

I. GENERAL GUIDELINES

The practicum courses offer nurse practitioner students an opportunity to apply newly developed skills and relate theoretical content to advanced practice nursing situations in non-acute care settings and with multiple populations. This professional experiential learning helps further prepare students for the highest level of advanced practice. On a larger scale, it allows students to enhance skills in communication, teamwork, critical thinking and professionalism and differentiate primary care needs for individuals at different stages of life.

You are responsible for identifying an appropriate location and preceptor for each practicum course. Students are assisted in this effort by an experiential learning specialist.

During the practicum, you will inform your preceptor(s) about course requirements and personal learning goals. Your faculty will also periodically meet with you and your preceptor to ensure progress toward course outcomes. You are also responsible for maintaining a log of the practicum experiences, including accurate reflections on activities and attainment of course outcomes and specialty competencies. These logs are maintained using specific software and can be used to create a holistic picture of your clinical experiences and growth, which faculty can then evaluate. Your course instructor is responsible for evaluating your performance and all associated assignments completed during the practicum experience. You are responsible for making travel arrangements and paying for all related practicum expenses.

You are responsible for ensuring you complete a total of 625 hours of practical experience in approved and supervised settings (125 hours per each practicum course). Only direct patient care and simulation experiences, as assigned, will count toward your practicum hours for the course and program. Hours spent observing will not count toward your practicum hours. You must meet all didactic and practicum requirements for each course, with a passing grade for completed practicum hours to count toward the program hour requirements. The scheduled hours will be arranged in conjunction with your approved practicum site and preceptor (as is reasonable to satisfy the practice experience requirement). Chamberlain allows flexibility in scheduling these hours, however, hours may not be carried over between sessions, completed prior to the course start, nor completed during breaks between sessions. The requirement may be met with full days, partial days or consecutive days as agreed upon with your preceptor. If you cannot complete the required 125 practicum hours within the time frame of the practicum course and have completed a minimum of 75 percent of the course and practicum requirements with a passing grade, you can request an incomplete from your course faculty. Incompletes must be resolved by the deadline, six weeks from the end of the course, or sooner, as determined by the practicum course faculty.

You will want to ensure that your preceptor can accommodate the additional time to finish your remaining practicum hours. Incomplete practicum hours cannot be completed during breaks between sessions. If you do not complete and document the remaining course and practicum requirements by the incomplete deadline, you will receive a course failure. As a professional responsibility, you are required to schedule practicum hours so that patient safety is assured.

II. STUDENT & PRECEPTOR ELIGIBILITY FOR PRACTICUM

1. PREREQUISITE REQUIREMENTS FOR STUDENTS

- Students must complete NR-581NP, NR-583NP, NR-585NP, NR-582NP, NR-586NP, NR-584NP (MSN Core Courses) and NR-507, NR-565*, NR-566, and NR-599

- Graduate certificate students

The statement for GCC students should be as follows:

- Student enrolled after March 2020, complete NR-584NP, NR-586NP, NR-507, NR-566 and NR-509

- Suggested MSN-NP curriculum plans are available at chamberlain.edu/curriculum
- Submit all necessary documents as requested by your practicum and compliance coordination teams

*NR-565 pre-requisite effective March 2024

2. PRECEPTOR QUALIFICATIONS

The FNP preceptor must hold a current, active, and unencumbered advanced practice license, in the state where you will complete your practicum hours. The FNP preceptor must also have at least one year of advanced practice experience and education with the practicum experience being requested. FNP students may consider the following health professionals to serve as preceptors: Family Nurse Practitioner (FNP), Medical Doctor (MD) or Doctor of Osteopathy (DO), Nurse Practitioner Specialties, or Physician Assistants (PAs) that meet Chamberlain qualifications and state board of nursing requirements.

All preceptors must have applicable expertise, be currently practicing, and the ability to help you achieve your learning goals. Preceptors must be willing and available to work with you in a non-acute primary care setting where advanced practice nursing is allowed to contribute to the improvement of clinical care for multiple populations.

The use of multiple preceptors across the practicum courses is expected so that more than one person is working with you in learning and applying clinical practice skills. In accordance with national accreditors, a preceptor may supervise only one NP student at a time. A preceptor may supervise two students during the same session only if each student's practicum hours are scheduled on different days. Each student may also only utilize a total of three preceptors per session. Preceptors cannot be a family member, relative or personal friend. Preceptors/mentors cannot be responsible for supervision of the student as an employee; the student cannot be responsible for supervising the preceptor/mentor in the work place.

You must submit a practicum application and corresponding documents for all practicum sites and preceptors you wish to use. If the preceptor, mentor and/or field instructor you are submitting for Chamberlain University's review and approval was found using a student-arranged third-party preceptor matching service, please be advised that Chamberlain University will not reimburse any fees you may have incurred. You may not partner with a site or preceptor without the required approvals, documents on file, and full course registration prior to your practicum experience. When you fill out the practicum application you will be required to provide the following about your preceptor:

1. Name
2. Contact information (email, address, phone, etc.)
3. Title and credentials
4. Degrees, licensure and certifications
5. Years of advanced practice experience in this clinical role
6. Resume or CV

NOTE: 'Preceptor' is defined as a single individual and does not apply to practice sites. For example, your site may be an outpatient clinic staffed by multiple practitioners but only one of them may function as your preceptor. In select states, MDs are ineligible to act as a preceptor. Contact your experiential learning specialist for more information.

3. PRACTICUM SITE SELECTION

Securing a practicum site and preceptor can take several months so it's best to begin the process early in your program. Students who are having trouble locating a site or preceptor are encouraged to work with their Experiential Learning Services team. This team can provide one on one coaching calls to assist students and offer support with resources on how to find a site or preceptor. Students are encouraged to be proactive in searching and securing sites or preceptors.

The application for your proposed practicum site, preceptor Curriculum Vitae (CV) and preceptor license must be submitted to Chamberlain a minimum of two sessions prior to the start of NR-511, your first practicum course. If you identified a potential site and/or preceptor during the admission process, you still must fill out and submit the practicum application form two sessions before the start of your first practicum. All practicum site applications are reviewed to ensure alignment with program requirements.

Once your practicum site application is approved, your practicum team will work with your site to secure a clinical affiliation agreement and any other legal documents that may be required. If you are currently employed at your selected site, these legal documents may still be necessary.

Once all the required contracts are signed and your preceptor is approved, you may have to fulfill additional site requirements such as pass a drug screen/background check, provide additional immunization history, etc. You will be provided a comprehensive list of your responsibilities and these must be fulfilled at least 30 days prior to the start of your practicum.

A. Location for Practicum Experience

- When identifying an appropriate practicum site, start with your personal and professional network and then branch out as needed. Be sure you read all the information in this handbook.
- There is information designed to help you find a practicum site and preceptor on your [My Chamberlain](#) experience. Log on at community.chamberlain.edu. Under Resources on the navigation menu on the left, select **Practicum/Clinical Resources**. Under College of Nursing, select **MSN FNP Immersion and Practicums**.
- It is important to remember that the practicum gives personnel in facilities the opportunity to observe you as a potential employee; you may consider employment goals in selecting a site as well.
- The site may be in the institution where you are currently employed but you must function outside of your RN role and work as an FNP student with your preceptor.
- Students should ensure they are seeing all ages and patients across the lifespan. This includes ages zero and up.
- Your practicum site cannot be in an inpatient setting, such as a hospital, skilled nursing facility or a rehabilitation center. If your preceptor sees patients in a clinic but also does rounds in an inpatient setting, you must submit a separate practicum application to have the additional site approved. Once approved, you may round with your preceptor, for a limited amount of time. Please work with your course instructor for guidelines specific to your course. Without prior approval, hours spent on rounds will not count toward the practicum requirement.

B. Criteria for Site Selection

PRACTICUM SITE REQUIREMENTS PER PRACTICUM COURSE	
Courses Name	Practicum Site Facilities
NR-511: Differential Diagnosis & Primary Care Practicum	<ul style="list-style-type: none"> • Family Practice is preferred • Internal Medicine
NR-601: Primary Care of the Maturing & Aged Family Practicum	<ul style="list-style-type: none"> • Family Practice is preferred • Internal Medicine
NR-602: Primary Care of the Childbearing & Childrearing Family Practicum*	<ul style="list-style-type: none"> • Family Practice preferred • Internal Medicine • Additional experiences that can be used for a maximum of one session include: Women’s Health and Primary Care Pediatrics
NR-603: Advanced Clinical Diagnosis & Practice across the Lifespan Practicum*	<ul style="list-style-type: none"> • Family Practice preferred • Internal Medicine • Additional experiences that can be used for a maximum of one session include: Women’s Health, Primary Care Pediatrics, Retail Health, Urgent Care/Fast Track, Mobile Primary Care, College Health
NR-667: APN Capstone & Practicum ¹	<ul style="list-style-type: none"> • Family Practice preferred • Internal Medicine • Additional experiences that can be used for a maximum of one session include: Women’s Health, Primary Care Pediatrics, Retail Health, Urgent Care/Fast Track, Mobile Primary Care, College Health

PRACTICUM SITE TYPES	
Practicum Site & Description	When is this Appropriate Practicum Site
Family Practice – Continuing and comprehensive healthcare for the individual and family – care for all ages, sexes, each organ system and every disease entity	Preferred practicum site type for all FNP practicum courses
Retail Clinic – Primary care clinics located in a retail store that care for common illnesses and injuries	NR-603 or NR-667; may only be used for one practicum
Internal Medicine – Specialty dealing with the prevention, diagnosis and treatment of adult diseases	May be used for four sessions with a primary care pediatric rotation to supplement practicum experiences
Pediatrics* – Specialty dealing with the health and medical care of infants, children and adolescents from birth up to the age of 18	NR-602, NR-603 or NR-667; may only be used for one practicum
Women’s Health – Specialty that focuses on the treatment and diagnosis of diseases and conditions that affect a woman’s physical and emotional well-being	NR-602, NR-603 or NR-667; may only be used for one practicum
Urgent Care – Specialty that focuses on the immediate care and treatment of illnesses and injuries that do not appear to be life threatening; may not be in a hospital	NR-603 or NR-667; may only be used for one practicum
Telehealth** – the use of technology to provide direct patient care	A maximum of 125 hours of telehealth experiences can be completed for the program. This can equate to 1 session of an exclusive telehealth practicum experience or a total of 125 hours of telehealth experiences when combined with in-person experiences.

NOTE: Requests for clinical experiences in ER, inpatient hospital and other specialty practices (cardiology, dermatology, weight loss clinics, hospice, long-term care centers, etc.) will not be considered as they will not provide enough exposure to family practice populations.

1. NR-661 for students enrolled prior to September 2018.

*** Lifespan experience is a practicum requirement for the program and to sit for national board certification. Lifespan experience requires evidence of care for all age groups, through approved clinical logs, including care for patients in each of the four pediatric age groups: <1, 1-4, 5-11, and 12-17 years old, for a total of 125 hours. Failure to meet the experience and hour requirements for the program could delay graduation and result in a course failure in NR667. The FNP program will not be successfully completed unless this requirement is met.**

**Students are only to provide care for patients in the state in which they are licensed. Students can participate in telehealth experiences at the clinical site with their approved preceptor or from their own home, while collaborating with their approved preceptor through a shared virtual platform. Students should NOT be going to the preceptor’s home for telehealth experiences.

Direct all questions about site selection to practicum operations at elc@chamberlain.edu.

C. Practicum Application

Once the site has been selected and preceptor(s) identified:

- Complete the practicum application at least two sessions prior to the beginning of the first practicum course and anytime you find new practicum sites or preceptors
- Follow the steps provided in the [NP Practicum Application Guide](#) (found on the [My Chamberlain](#) experience) to submit your practicum application online
- Submit the qualifying information for each preceptor who will support your practicum experience
 - Current resume, CV, or Bio to include: employment verification with clinical site, education, and advanced practice experience to support the practicum experience being requested
 - Evidence of licensure (advanced practice nursing or medical) in the state where you will complete practicum hours

D. Site Agreements

A Clinical Affiliation Agreement is required for all practicum sites. Your experiential learning services team will work with your site to secure the necessary contracts. The clinical affiliation agreement must be signed by a duly authorized officer from the facility being used for the practicum experience and returned to Chamberlain. In the event Chamberlain is unable to reach the contact indicated on your practicum application, your experiential learning services team may seek your assistance in communicating with the site. In most states, Chamberlain will still secure the contracts on your behalf but it is your responsibility to help ensure that meaningful communication is established between Chamberlain and your chosen site.

The process of completing site contracts can take several weeks to months. The practicum application must be submitted at least two sessions (120 days) prior to the start of the first practicum course and two sessions (120 days) prior to the start of any subsequent practicum course in which the practicum site is changed. Your experiential learning specialist is available to assist with contractual agreements.

4. HEALTHCARE COMPLIANCE* REQUIREMENTS

Compliance documentation is to assist in keeping you, your patients, preceptors and organizations safe and compliant with legal requirements. This process is separate to but runs in tandem with practicum site approvals. Failure to get compliance documents in, even if a site is approved, will delay your entering clinical. Keep in mind that organizations may have compliance documents in addition to those that Chamberlain requires.

There are a number of documents that must be submitted at least 30 days prior to your practicum start date. Some are required by Chamberlain, others may be required by your practicum site. Your healthcare compliance team will send you a comprehensive list of all required documentation. It is your responsibility to ensure all requirements are understood and completed 30 days prior to beginning the practicum experience at each site. These may include but are not limited to: liability insurance, background check, drug screening, immunizations, proof of health insurance, evidence of HIPAA training, current American Heart Association or American Red Cross Basic Life Support CPR certification. A listing of Chamberlain requirements can be found in the [Nurse Practitioner Healthcare Compliance Workbook](#).

5. PORTFOLIO

Throughout the FNP program, you will collect selected assignments and compile them as artifacts within a professional portfolio to demonstrate professional growth and expertise. The final portfolio, which will be submitted at the end of the degree program, will be assessed against the learning outcomes of the program. Chamberlain will provide detailed information regarding how and when to submit the professional portfolio at the end of the program.

6. PRACTICUM LOG

The FNP practicum log must be maintained and submitted for each practicum course. A cumulative report of all your practicum experiences will also be included in your professional portfolio. Practicum log documentation must demonstrate activities related to course outcomes and specialty competencies. All hours must be documented on the FNP practicum log and verified by your preceptor. Periodic audits may be conducted to assure accuracy of practicum log documentation and to validate clinical time which has been applied toward practicum hours. Travel time to and from the practicum site and time spent working on your practicum portfolio documentations shall not be included in the practicum hours. Both you and your preceptor will receive instructions regarding documentation requirements and evaluations during Week 1 of each practicum course.

* Chamberlain University utilizes CDC guidelines for healthcare workers and state-specific mandates as a baseline for all healthcare compliance requirements.

7. ETHICAL BEHAVIOR

You are expected to present professional demeanor, behavior, appearance and communication at all times. You must comply with the policies in the Chamberlain University student handbook which can be found at chamberlain.edu/handbook. As indicated in the handbook, you are bound by the American Nurses Association Code of Ethics. You must also agree to abide by all requirements, policies and procedures of the practicum site.

When at a clinical site you are required to dress appropriately, wear your Chamberlain lab coat and name tag at all times and introduce yourself to each patient as a Chamberlain FNP student. A positive, open, professional communication style, willingness and eagerness to learn and the ability to accept and act on constructive feedback in clinical sites are paramount to a successful practicum learning experience.

III. ROLES & RESPONSIBILITIES

A successful practicum experience requires collaboration among course faculty, students, preceptors, experiential learning specialists and the University. Students, faculty and preceptors must assure that practicum hours are not misappropriated or falsely represented during the practicum experience. Practicum hours are intended to facilitate learning and must be focused on helping the student achieve learning goals.

1. RESPONSIBILITIES OF FACULTY

- Is available via email or telephone to provide support to you and your preceptor during each practicum course
- Serves as a combination of facilitator, organizer, professional relations coordinator, role model, coach and mentor
- Maintains ongoing and effective communication throughout each practicum experience
- Communicates with you and your preceptor at the beginning of the session, midterm, and as needed
- Responsible for the final clinical evaluation of your performance in each individual practicum site

2. RESPONSIBILITIES OF CHAMBERLAIN UNIVERSITY

- Define competencies as a foundation for student learning goals in each practicum course
- Review and approve practicum site and preceptor for appropriateness for meeting student learning goals and course outcomes
- Suggest activities to enhance the educational experience
- Provide a faculty member to serve as instructor and facilitator
- Instruct students to abide by practicum site policies, procedures and requirements
- Investigate and respond to complaints from the practicum site, preceptor or student

- Maintain communication with student and preceptor during the practicum course
- Refrain from unlawful discrimination on the basis of gender, age, race, color, national origin, religion, sexual orientation, political affiliation or belief or disability
- Evaluate academic performance of students in the course

3. RESPONSIBILITIES OF THE EXPERIENTIAL LEARNING SPECIALIST

- Assist in student efforts to secure a practicum site and preceptor
- Contact the practicum site and identify required compliance documentation
- Confirm student compliance with site requirements prior to the start of each practicum course
- Facilitate the process of changing preceptor(s) when requested by a student and approved by the faculty member
- At the completion of the course, send a survey to preceptors, students and faculty regarding the overall practicum experience

4. RESPONSIBILITIES OF THE PRACTICUM PRECEPTOR

- Collaborate with Chamberlain faculty to promote student success in the practicum courses
- Orient the student to the practicum site environment, policies and procedures
- Identify suitable experiential opportunities that align with the course outcomes
- Serve as mentor for students in professional development
- Ensure students do not replace paid staff
- Provide supervision of the student's clinical practice and constructive feedback about his or her performance in the practicum
- Protect from disclosure all personal student-identifying information or records of student's participation except as set forth by an agreement or required by law
- Refrain from unlawful discrimination on the basis of gender, age, race, color, national origin, religion, sexual orientation, political affiliation or belief or disability
- Provide feedback to Chamberlain and attend meetings with faculty as requested

5. RESPONSIBILITIES OF THE STUDENT

- Submit a practicum application at least two sessions prior to the start of the first practicum course and two sessions prior to a change in the practicum site
- Obtain and submit required documents for preceptor(s)
- Assist as needed with completion of required clinical affiliation agreement with the practicum site
- Be familiar with all policies and procedures related to practicum experiences

- Meet deadline dates for all assignments and learning activities
- Demonstrate competence in practicum assignments
- Abide by practicum site rules and regulations
- Conduct oneself in a professional manner during each practicum rotation
- Accept instruction from facility personnel as a learning opportunity
- Maintain communication with the course faculty
- Maintain practicum log as instructed by faculty
- Comply with all practicum site and healthcare compliance requirements throughout all practicum experiences, which may include but are not limited to: Proof of liability insurance, HIPAA training, proof of licensure, proof of CPR certification or other requirements, background screening, physical examination, drug screening, proof of health insurance and current immunizations
- Conduct formative evaluation of the practicum experience and actively seek early resolution if learning goals are not being met
- Integrate learning goals that lead to the development of competencies noted in the *MSN Essentials for Advanced Practice Nursing* as published by the American Association of Colleges of Nursing and the Nurse Practitioner Core Competencies published by the National Organization of Nurse Practitioner Faculties
- Perform a self-evaluation on the practicum experience
- Provide for and fund all travel arrangements and any associated expenses

6. RESPONSIBILITIES OF THE PRACTICUM SITE

- Provide sufficient direct patient care experiences to meet identified course objectives, program outcomes, and NP competencies
- Provide a diverse patient population in terms of health status, acuity, backgrounds and cultures, genders, age groups, and religious and spiritual practices
- Allow students to engage in information technology and analyze patient data
- Foster interprofessional collaborative practice
- Provide a safe environment conducive for student learning
- Demonstrate characteristics of a healthy work environment where the preceptor and staff are receptive to hosting students and supporting their learning experiences

ORIENTATION TO THE PRACTICUM

Information about the practicum experience is available via the **My Chamberlain** experience. The portal includes tips for finding a practicum site and preceptor, description of the practicum, forms, grading rubrics and contact information.

Additional practicum resources are located in the Student Resource Center, which can be accessed through the Resources module in your course.

PRECEPTOR RECEIPT OF HANDBOOK

You should provide your preceptor(s) an electronic copy of this handbook and the NP preceptor resource manual to ensure understanding of course requirements and the preceptor role.

A copy of this handbook, the **MSN-NP Preceptor Resource Manual** and additional preceptor resources can be found on the **Preceptor Resources** web page.

Direct all questions about the practicum to your experiential learning specialist at elc@chamberlain.edu.

IV. MSN-FNP PROGRAM OUTCOMES

At the completion of the Chamberlain University's College of Nursing MSN-FNP program, the graduate will be able to:

1. Provide high quality, safe, patient-centered care grounded in holistic health principles (Holistic Health and Patient-Centered Care).
2. Create a caring environment for achieving quality health outcomes (Care-Focused).
3. Engage in lifelong personal and professional growth through reflective practice and appreciation of cultural diversity (Cultural Humility).
4. Integrate professional values through scholarship and service in healthcare (Professional Identity).
5. Advocates for positive health outcomes through compassionate, evidence-based, collaborative advanced nursing practice (Extraordinary Nursing).

Admission and graduation requirements for the MSN program can be found in the current academic catalog at chamberlain.edu/catalog.





Our Mission:

To educate, empower and embolden diverse healthcare professionals who advance the health of people, families, communities and nations.





THE MSN-FNP SPECIALTY TRACK PRACTICUM HANDBOOK TOOLKIT

LITERATURE

-  Catalog
-  Viewbook
-  MSN Curriculum Grid
-  Academic Calendar

FORMS & WORKSHEETS

-  NP Healthcare Compliance Workbook
-  NP Practicum Application Guide
-  Professionalism Talking Points

For more information, email elc@chamberlain.edu



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