

# **MASTER OF SCIENCE (MSN) POST MASTER'S CERTIFICATE**

## **Family Nurse Practitioner (FNP) Clinical Preceptorship Handbook Adult Medicine**

## INTRODUCTION

Thank you for serving as a preceptor for a graduate Family Nurse Practitioner (FNP) student from Sonoma State University. The university is located in Rohnert Park, California. Our students live in California and are committed to serving their local communities upon graduation. The clinical experiences the student will obtain in your office or clinic area are of critical importance to a successful learning experience in the program. The clinical setting is where synthesis of concepts and application of principles of primary care take place.

You are the key to successful learning experiences in the clinical setting. The FNP student will work closely with you, learning from your advice and example. Through your supervision, the student will gradually develop skills and clinical judgment necessary to become a primary health care provider.

The student's faculty advisor will make site visits to the office or clinic to discuss the student's progress and observe the student seeing clients. The visits will be coordinated through the student at a time convenient to your practice, usually closer to the end of each semester. The preceptor and faculty advisor collaborate in providing clinical instruction and evaluation.

The Preceptor handbook provides a brief description of the SSU FNP Program. It sets out the responsibilities of the student, the preceptor, and the Nursing Department. Students take Advanced Pharmacology and Advanced Pathophysiology concurrent with or prior to the clinical preceptorship. A list of topics covered in those courses is included to assist you in determining which types of patients are most appropriate for management by the student at various stages in the program. Final clinical objectives are also provided.

Welcome to the FNP Program at Sonoma State University. We are pleased that you are partnering with our faculty in the educational process of a primary health care provider, and we appreciate your contribution to our program. A certificate documenting precepting hours can be provided to you for your own continuing education records.

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## PROGRAM DESCRIPTION

The FNP Program at Sonoma State University is a Master in Science and a Post MSN program for registered nurses who have a B.S. Degree in Nursing. This two-year full-time or 3-year part-time program provides the students with additional skills in physical diagnosis, psychosocial assessment, and management of health-illness needs in primary care. Health maintenance, disease prevention, and treatment of common acute and chronic problems are the focus of the curriculum. Classroom and laboratory study are combined with community-based clinical experiences. There is a three-semester preceptorship with a primary care MD, DO, PA, NP or CNM as well as additional clinical experiences in OB and pediatrics if those objectives are not met in primary care.

The SSU FNP Program meets criteria specified in Section 1484, Title XVI of the California Administrative Code; and is approved by the California Board of Registered Nursing, and accredited by the Council for Collegiate Nursing Education (CCNE). The practice of this expanded nursing role is within the stipulations of the California Nurse Practice Act and regulations related to standardized procedures and being identified as a nurse practitioner.

### Definitions of Family Nurse Practitioner

A Family Nurse Practitioner is a registered nurse who, through additional study and experience is able to provide direct care to all family members. As part of FNP study, additional skills in physical diagnosis, psychosocial assessment, and management of health and illness needs in primary care are learned. The role of the nurse practitioner integrates health maintenance, disease prevention, physical diagnosis, and treatment of common episodic and chronic problems with equal emphasis on health teaching and disease management. FNP's practice in ambulatory, acute and chronic settings, functioning as members of health care teams in collaboration with physicians and other professionals.

The Masters of Science in Nursing (MSN) and the Post MSN Certificate program emphasizes advanced clinical practice with a sound theoretical and scientific basis. An understanding of the economic and ethical factors affecting health care delivery provides important perspectives for nurse practitioners in working with diverse client populations. The ability to evaluate, selectively apply and become a discerning consumer of research enables FNP's to maintain currency in scientific advances and to practice from an evidenced based perspective.

### Definition of Primary Care

Primary care is the care provided at first entry into the health delivery system, as well as the management of diverse health and illness needs of individuals and families. Family Nurse Practitioners are mainly involved in providing primary care, although there are added responsibilities related to hospitalization and long-term management. The FNP graduate functions with a high level of independence and decision-making in the primary care setting in

the diagnosis and treatment of common acute and chronic illnesses, health maintenance and disease prevention, and management of normal pregnancy and well childcare.

NPs practice in consultation with physicians, usually in organized health care teams or in medical office settings. Identification of urgent and complex problems and recognition of the need for medical referral or consultation are important components of the FNP role.

### Qualifications for a Preceptor (MD, DO, NP, CNM or PA)

- Current active free and clear California license (Medical Board, BRN, etc) including furnishing license
- Minimum of 2 years of experience in primary care setting preferred
- National Board Certification
- An updated copy of the Preceptors CV is required to be kept on file securely in our nursing department per Commission on Collegiate Nursing Education (CCNE) and State of California Board of Registered Nursing (BRN) BRN requirements. Your CV can be emailed directly to Pattie Stein, Assistant Program Director and Clinical Coordinator at [steinp@sonoma.edu](mailto:steinp@sonoma.edu).

## **RESPONSIBILITIES**

### Responsibility of the Nursing Department

1. The Department will provide this packet to the students and preceptors, included is a Letter of Agreement to serve as a preceptor; this is to be signed by the actual preceptor, the FNP Program Director, and the Chair of the Nursing Department.
2. The Department will provide the coursework and laboratory experiences which are the foundation for clinical practice.
3. The Department will provide faculty who will also mentor the student and make site visits to each primary preceptor and student to evaluate the student and to assist the preceptor, as needed, in accomplishing learning objectives. The FNP Program Director and clinical faculty will be available by phone and email as needed.
4. The Department will provide materials to the student and preceptor for meeting course requirements and for evaluations.

### Responsibility of the Preceptor

1. The Preceptor will provide a setting in which the student may see patients and gain experience in clinical practice.
2. The Preceptor will provide clinical teaching and supervision for the student in the process of working up and managing cases, and will follow the policies of the agency in providing the student access to all records and orders.
3. The preceptor will meet periodically with the student and faculty advisor to discuss the student's progress and learning needs.
4. The Preceptor will assist the faculty in grading the student and will complete clinical evaluation forms each semester.

### Responsibility of the Student

1. The Student will perform assigned learning activities in the process of providing care to patients in the preceptorship site.
2. The Student will follow policies and procedures established in the preceptorship site, and will keep the preceptor informed about cases and learning activities.
3. The Student functions under the Nurse Practice Act statutes and regulations for expanded nursing roles, and carries a blanket liability insurance policy provided by the California State University System.
4. The Student participates in conferences with the preceptor and faculty advisor to discuss progress, problems, and learning needs.

## **EXPECTATIONS**

When the FNP Student precepts in your office, she/he, on an inter-dependent basis, and taking into account their progress in the program (N549, 550A-B-C) should be able to:

1. Obtain a complete health history including the chief complaint, family history, past medical and health history, history of present illness, review of systems, and social history.
2. Perform a complete screening physical exam on persons of all age groups and begin to interpret the findings of normal vs. abnormal.
3. Begin to see patients, take histories, perform physical exams, make initial assessments,

- and formulate a plan of care for common acute and chronic problems.
4. Participate in counseling patients with psychosocial problems.
  5. Begin to present cases, report all findings verbally to the preceptor and discuss the assessment, and plan the appropriate care together with the preceptor.
  6. Record all subjective and objective findings in a problem-oriented record, including the formulation of a problem list and detail a plan for health maintenance.
  7. Describe and interpret the role of FNP to clients and staff of the office.
  8. Order and interpret lab and x-rays appropriately for common illnesses and health problems.
  9. Recognize and assist the patient in habit problems of obesity, alcohol, drugs, and smoking.
  10. Recognize and assist patients with common symptoms of stress such as fatigue, depression, anxiety, nervousness, and insomnia.
  11. Perform individualized risk assessments and develop plans for risk reduction.

As the student matures in their role, they will have the additional ability to:

1. Manage the care of more complex acute and chronic illnesses, with appropriate consultation.
2. Recognize and assist the families in the care of newborn and childhood problems such as infectious diseases, hyperactivity, allergies, and screen for abuse.
3. Recognize and assist the patient and families with problems related to menopause, middle age, and aging.
4. Participate in the management of minor trauma.
5. Practice with increasing ability to manage cases inter/independently.

## **PRECEPTORSHIP INFORMATION**

1. Students are required to do 4 semesters of clinical preceptorship. Student hours in your office will vary depending on the clinical semester, your availability and scheduling of other required clinical experiences.
2. Contracts between the clinical site and Sonoma State University must be in place for each clinical site. A Letter of Agreement (LOA) between the clinical preceptor and the student must be signed and submitted to the Clinical Coordinator.
3. Students must be flexible in order to acquire a variety of clinical experiences in the areas of acute and chronic care, OB/GYN, pediatrics and health maintenance. Students restricting themselves to one specific day a week often limit their clinical experience.
4. Clinical preceptors are encouraged to review the preceptorship packet in order to

understand the student level of preparation, and the preceptor and student responsibilities.

5. For appropriate evaluation of the student, clinical preceptors are expected to:
  - a. Supervise and direct the activities of the FNP student as they care for clients, this includes direct observation of student performance and verbal review of client cases.
  - b. Discuss with the student the history, diagnosis, and management of each client case.
  - c. Review charts and other forms of documentation for appropriate recording.

6. Faculty site visits may vary from semester to semester and are dependent on student performance. SSU FNP Faculty members must make at least one visit per semester to the clinical site. A site visit generally will consist of the faculty coming to the practice, meeting with the preceptor and staff, and direct observation of the student as they see the practice's clients. The site visit is usually between 2 to 4 hours.

7. It is the mutual responsibility of the faculty and the preceptor to create a time to discuss the student's progress. This can be done before, during, or after clinic hours and the clinical faculty is readily accessible by phone or email as necessary.

8. Evaluation: Educational objectives vary slightly according to clinical progression. An electronic link will be sent to preceptors to evaluate the students clinical progress near the end of each semester.

## **COURSE AND PROGRAM PROGRESSION**

### **N549 (first semester clinical)**

Didactic topics covered

1. Well adult and well child examination
2. Health maintenance across the life span
3. Obtaining a complete medical history
4. Obtaining a focused medical history

## End of Course Objectives

1. Observe patient visits completed by the preceptor.
2. The student will repeat various parts of the visit including HPI, ROS and physical exam to better understand normal anatomy, normal variants of anatomy as well as anatomy with abnormal pathology
3. The student will perform a complete well person exam on either adults or children if the opportunity is available.
4. Become familiar with the electronic medical record, scribe for the preceptor if appropriate
5. The student will act professionally by arriving in a timely manner, wear appropriate attire (business casual with lab coat if requested by the agency), and regularly apprise the preceptor of their schedule at the agency.
6. Begin to develop an understanding of the patient and work flow of the agency.
7. Begin to understand appropriate billing based on types of patients being seen.
8. Participate in charting in the EMR/EHR.
9. Completion of required course clinical hours.

## **N550A (second semester of clinical)**

### Didactic topics Covered

1. Dermatology
1. Eye problems
2. Infectious disease: immune response, lab tests, antibiotics
3. ENT - common problems
4. Upper and lower respiratory infections
5. Breast disease
6. Gynecology: contraception, pap smears, dysmenorrhea, PMS, endometriosis, DES exposure, bleeding problems, infertility, and sexual dysfunction
7. Uncomplicated pre and postnatal care
8. Sexually transmitted diseases  
Genitourinary conditions
9. Contraception and pregnancy termination
10. Treatment of smoking cessation
11. Treatment of Obesity
12. Pharmacology course geared to Family Practice/Primary Care including: Pharmacokinetics and pharmacodynamics of drugs seen in



primary care settings.

## End of Course Objective

Upon completion of N550A the student will be able to:

### 1. Physical diagnosis and nurse practitioner assessment process:

- a. Conduct a thorough screening physical exam, utilizing a systematic approach for collection of complete and appropriate historic data from physiological, psychological, and social parameters.
- b. Begin to obtain appropriate episodic history and perform a physical exam of systems pertinent to the problem identified.
- c. Interpret findings from the physical exam accurately, identifying normal, normal variant, and pathological findings.
- d. Based on history and physical, begin to address probable differential diagnosis and choose the most appropriate.
- e. Consider diagnostic tests appropriate for problems(s) identified.

### 2. Management of health/illness conditions:

- a. Implement health maintenance and illness prevention through identification of health risks, counseling and education of clients regarding preventive treatment for potential or actual problems identified.
- b. Begin to manage the care of acute minor illnesses and injuries.
- c. Begin to manage prenatal, postnatal, well child, and family planning care.
- d. Consider and include psychosocial care, counseling and referral as appropriate.
- e. Plan for appropriate follow-up of clients.
- f. Record accurately using problem-oriented recording including updating problem lists.

### 3. Identity and professional relationships:

- a. Interpret the role of the FNP to clients and professionals and begin to implement the role in preceptorship.
- b. Establish a professional relationship with preceptor, staff, and clients.
- c. Present cases to the preceptor in a clear, concise, and pertinent manner.
- d. Accept responsibility for one's own learning.

## **N550B (third semester of clinical)**

### Didactic topics covered

1. Cardiovascular disorders: hypertension, peripheral vascular disease, pulmonary emboli, arrhythmia, coronary artery disease, cardiac murmurs, congestive heart failure
2. Diabetes, Type I & II
3. Gastrointestinal problems: acute & chronic problems
4. Musculoskeletal problems: pediatric and adult arthritis, trauma  
Anemias
5. Mood and cognitive disorders  
Newborn problems
6. Neurological problems, seizures, Parkinson's, dizziness, headaches, TIA, stroke  
Thyroid disorders
7. Trauma and emergency problems

### End of Course Objective

Upon completion of N550B the student will be able to:

1. Assessment process:
  - a. Conduct a thorough screening physical exam, utilizing a systematic approach for collection of complete and appropriate historic data from physiological, psychological, and social parameters.
  - b. Obtain appropriate episodic history and perform indicated examination for pertinent systems relative to the problems identified.
  - c. Interpret findings from the physical examination accurately, identifying normal, normal variant, and pathological findings.
  - d. Based on history and physical exam, address probable differential diagnoses and choose the most appropriate.
  - e. Order diagnostic tests as indicated for the problem identified.
2. Management of health and illness:
  - a. Implement health maintenance and illness prevention through identification of health risks, education of clients, counseling and preventive treatment for potential or actual problems identified.
  - b. Manage the care of acute minor illnesses and injuries and stabilized chronic illnesses.
  - c. Manage the care of prenatal, postnatal and well childcare, and family planning.
  - d. Participate in the management of complex problems although not assuming primary responsibility.

- e. Include psychosocial care, referrals and counseling.
- f. Plan for follow-up care.
- g. Record accurately using problem-oriented recording including updating lists.

3. Role identity and professional development:

- a. Implement the role of Family Nurse Practitioner within the preceptorship and explain the role of the FNP to clients and allied professionals.
- b. Build a professional relationship with the preceptor, staff, and client.
- c. Present cases to the preceptor in a useful way, formulating plans prior to consultation.
- d. Make decisions independently and implement them when appropriate.
- e. Accept responsibility for one's own learning.

**N550C FINAL CLINICAL OBJECTIVES**

Upon Completion of N550C, the FNP graduate will:

1. Physical diagnosis and the Nurse Practitioner assessment process:

- a. Take a thorough history appropriate to acute and/or chronic problems, inclusive of physiologic, psychological and social data.
- b. Formulate a reasonable differential diagnosis and based on health history
- c. Perform a physical exam appropriate to the presenting complaint and order diagnostic tests as necessary.
- d. Interpret diagnostic tests correctly.
- e. Based on history and physical exam, choose an appropriate diagnosis.

2. Management of health/illness conditions:

- a. With increasing autonomy, manage the care of acute minor illnesses and injuries, common chronic illnesses, maternity and well childcare, and family planning.
- b. Include the patient education regarding the expected course of acute or chronic illnesses in the treatment plan.
- c. Include psychosocial care, counseling as appropriate, and consultation and/or referral for those problems beyond their scope of practice.
- d. Plan for appropriate follow-up care.
- e. Record accurately using problem-oriented recording, including updating the problem list.
- f. Consistently address health maintenance and illness prevention through identification of health risks, education of clients, counseling and preventive treatment for potential or actual problems identified.

3. Role identity and professional relationships:

- a. Develop a productive relationship with patients, preceptor and staff.
- b. Interpret the FNP role to clients and other health professionals.
- c. Make and implement decisions with appropriate levels of independence and consultation with the preceptor as needed.
- d. Accept responsibility for own learning and continued need to learn.