Contact Information for Clinical Faculty

Course: ____________________________________________________________
Clinical Faculty
Name: ____________________________________________________________
Phone: ____________________________________________________________
Email: ____________________________________________________________

Preceptors/Clinical Experiences

- Provide a Preceptor Manual (available at http://nursing.illinoisstate.edu/downloads/Preceptor%20Manual%20-%20Oct%202012.pdf) to each preceptor, if possible. Review the manual with each preceptor so that the preceptor is clear on expectations.

- Clinical faculty contact your preceptor(s) before mid-term by either phone or email to introduce themselves and make sure all is going well, and will of course also talk with them at the clinical site visit.

- See and do as much as you can in your clinical practicum.
  - Using your “Visits Across the Lifespan Tally Sheet” and the “Culminating Clinical Behaviors Checklist”, throughout the clinical determine any needed experiences and work with your preceptor to get the experiences, if possible/available.

- Again, hands-on care is expected...if you are not getting this type of experience, you need to discuss this with your preceptor very early in the rotation. You can review with the preceptor the expectations of the experience found in the Preceptor Manual. If you are not able to improve the quality of your clinical experience after speaking with your preceptor, be sure to contact your clinical faculty.

- At all times, be professional and remember that your preceptor is serving as a preceptor because they want you to be a successful FNP. Appropriate, non-confrontational dialogue is expected at all times.

- Other tips:
  - Wear professional attire per the MCN Dress Code
    - Work place professional attire includes nice slacks, skirts, or dresses. No jeans allowed. Consult with your preceptor regarding whether a white lab coat is required. Your MCN Student ID badge should always be worn.
    - Students must wear work appropriate closed toe shoes at all clinical placements.
    - Body adornment should be minimally visible.
    - Your hair should be “under control”...if it falls in your face when you lean forward, it needs to be held back for clinical.
  - Remember that your preceptor is expecting you to be present for the full clinical day. If you need to be gone for any reason, you need to discuss this with your preceptor ahead of time.
Do NOT attend clinical if you are ill!!!!

- If you are ill, you need to contact your preceptor prior to the start of the clinical day. Please obtain from your preceptor the preferred method of notifying them.
- If you miss clinical due to illness, you will need to make up the hours at a time acceptable to your preceptor.

- If you have any concerns about your clinical experiences, please do not hesitate to contact your clinical faculty.

Clinical Paperwork

On a Weekly Basis:

- Turn in all paperwork via the location/method established by your clinical faculty.
- Clinical faculty expect to see your logs every week and SOAP notes by the dates on the Assignments page of the course website.
  - Please submit 1-2 SOAPs initially to get feedback before turning in any other notes.
  - Clinical faculty expect to receive notes throughout the course, not all of them at one time…they want to see growth in your critical thinking abilities and documentation skills throughout the course.
- The “Assessment” section of your patient note should include the most common differential diagnoses (3-5), so that it is evident that you are being comprehensive in your evaluation of possible causes of the patient’s symptoms.
- Remember to address care giver/patient education in every SOAP note.
- Use medical terminology.
- Use evidence-based guidelines to support the “Plan” in your SOAP note or indicate in your reflection why that was not done. Include 2 or 3 references for the EBP guidelines or other sources you used; 1 reference may be from your textbooks.
- Remember to include a complete simulated prescription for each medication you order for the patient.
- You should see a variety of patients in terms of ages and conditions. This should be reflected in the SOAPs you turn in to your clinical faculty.
  - If you are not seeing this variety, it is your responsibility to discuss with your preceptor how an improved clinical experience can occur. If after this discussion your experience does not improve, please contact your clinical faculty.
- If your SOAP note is approved then it will be marked “Approved”; if not approved then you are to revise the indicated areas and return the original note with your revisions clearly marked. Notes will be reviewed and returned to you in 1 week. Please retain these marked forms until you receive your course grade.
  - Please note that having had 10 SOAP notes approved in one of the FNP clinical courses does not guarantee that your initial notes in the next clinical course will be approved. Higher expectations for the quality of your notes occur with each clinical course through which you progress in the FNP sequence.
- On the “FNP-Student Clinical Experience Individual Log Summary” form briefly describe pertinent positives/negatives, assessment and plan. Use these logs to complete the “Visits Across the Lifespan Tally Sheet” and “Culminating Clinical Behaviors
Checklist” documents that you will turn in at the end of the course. It is highly recommended that you update these forms every week.

- You should also keep your hours log (“Clinical Preceptorship Hours Summary”) up-to-date. There needs to be an entry for every clinical day. Please note the number of hours and patient encounters for the experience each day. **Remember this is to be signed by both the preceptor and you at the end of the clinical experience.**
  - If you have more than one preceptor, keep a separate page for each preceptor.

**Mid-Term: Formative Evaluation**

- You are to complete the “Student Self-Evaluation of Clinical Performance” form by mid-term and share it with your clinical preceptor. This is to provide the opportunity for open dialogue with your preceptor on your performance and any areas needing improvement during the remaining days of clinical.

**Final Paperwork:**

- Final clinical paperwork is due to clinical faculty by the date on the course calendar
- Only the following forms must be turned in to your clinical faculty (do not turn in previously evaluated logs and SOAP notes!):
  - Clinical Preceptorship Hours Summary (please tally your hours and patient encounters)
  - Preceptor Evaluation of Student Clinical Performance
    - Please be sure this is completed by the preceptor by the time you finish clinical and turn it in with the rest of your paperwork. It is not a secret….you need to review and sign it!
  - Student Self-Evaluation of Clinical Performance (mid-term and final)
  - Clinical Site Evaluation: Student Performance (completed by Course Faculty)
  - Student Evaluation of Clinical Practicum and Preceptor
  - Visits Across the Lifespan Tally Sheet
  - Culminating Clinical Behaviors Checklist (This will be returned to you on the first day of your next clinical course so you can continue to use it)

**Site Visits**

- Your clinical faculty will determine a schedule for a planned clinical site visit. If for some reason you are not able to attend clinical on the date of your scheduled site visit, you must inform your clinical faculty as soon as you know you will not be in clinical. This may prevent faculty from traveling somewhere for no reason….or faculty might see if another student can be seen in the same area in place of your visit.
- On the day of your clinical site visit, if you note on the patient schedule that it would best if faculty arrived by a certain time, or if there is a large gap in the schedule affecting whether or not faculty can observe your performance, again, PLEASE CALL YOUR CLINICAL FACULTY. If faculty are seeing another student in the same area, they may go to the other site first and return to your site when patients are available.
- Please understand that site visits vary for everyone. There is no standard length of the visit. Depending on the type of patient seen and the clinical faculty member’s ability to evaluate you on the areas listed on the evaluation tool, the faculty may see more than one patient with you.
• Your clinical faculty will also be talking with your preceptor during the visit. Please note that anything the preceptor says should not come as a surprise to you if you have maintained open lines of communication with the preceptor and have requested feedback throughout the clinical experience.
• The “Clinical Site Evaluation: Student Performance” will be completed by your clinical faculty and given to you for review and signature.