Clinical Guidelines

Specific Expectations for FNP Students:
- Dress according to the clinical site assigned. This will vary depending on site but business casual is the minimum standard. Depending on location, a lab coat may be required.
- Clothing should be clean, in good condition, and pressed.
- The MSU name badge must be worn at all times.
- No exposed chest hair.
- No revealing clothing, such as sheer materials, low V-necks, or short skirts
- All tattoos must be covered.

While representing the university as a FNP student you are expected to comply with the professional dress as outlined below:

**Jewelry** – Professional judgement should be utilized in the decision to wear jewelry. No facial jewelry is allowed. Rings should be confined to those that will not scratch the patient and can be kept clean. Every effort should be made to conceal body art. Body piercing jewelry, other than earrings, must be removed or concealed with clothing.

**Hair**
Hair, beards, and mustaches are to be clean and neat.

**Cosmetics**
No strongly scented body products. The student will be removed from the clinical setting if you smell like smoke or other strong odor. Fingernails will be clean, short, and smooth to ensure patient and student safety. Nail polish that is free from chips may be worn.

**Tattoo Policy**
The School of Nursing Tattoo Policy reflects the values of the School, as well as the policies of clinical agencies and external constituencies that the School must comply with to meet the educational goals of the nursing programs. Faculty, students, and staff considering employment and students considering admission should be aware that this policy will have direct impact on eligibility for hiring or admission to the nursing programs.

Faculty and students in the School are prohibited from having tattoos visible in the clinical area on the neck, head, face, ears, hands, fingers, arms, legs, and ankles. Tattoos that are visible should be covered at all times while in the clinical agency or during any School-related clinical activity. In addition, all members of the university community must follow the MSU Nondiscrimination Policy, and all students must follow the Student Code of Rights and Responsibilities, both of which prohibit harassment and/or discrimination. Some tattoos may create a hostile environment, and the referenced policies will be enforced. In those cases in which a clinical site has stricter guidelines regarding tattoos, the clinical site's guidelines will be followed for students at that site.

**Substance Abuse/Impairment Policy**
The Missouri State University School of Nursing is committed to a legal, professional, and ethical responsibility to provide a safe teaching and learning for its students, guests and clients. Abuse of drugs and alcohol disrupts this environment and interferes with the academic environment. Nursing students must not be chemically impaired while participating in any learning experience, including those occurring in a classroom, laboratory, or clinical setting. The School of Nursing defines the chemically impaired student as a person who, while in the academic or clinical setting, is abusing, separately or in combination: alcohol, over the counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of substances includes episodic misuse or chronic use that has produced psychological and/or physical symptom.

Nursing students are expected to be aware of and to abide by pertinent laws and regulations set forth by the federal and state governments, the university, and clinical agencies where practical experiences are sought. Unlawful possession, use, or distribution of drugs and/or alcohol by students is strictly prohibited. Violations may result in dismissal from the nursing program.

**Procedure for Faculty Intervention with Impaired Students**

When there is reasonable suspicion or cause to believe a student is or has recently been under the influence of any drug or alcohol, the student will be removed from the clinical or academic setting. The faculty will direct the student to submit to drug/alcohol testing and sign a consent form agreeing to submit to such testing. Failure to agree to such testing shall be sufficient cause and the student will receive an 'F' for the course and/or clinical, and not progress in the program. The refusal for testing will be documented on the consent form and witnessed by the faculty.

Within one hour of completing the consent form, the student shall report to an approved lab, which uses the chain of custody procedure for blood and/or urine testing. A University representative will verify the student’s identity prior to specimen collection. The student may not drive a motor vehicle to this lab or from the lab to home. The student will be responsible for all transportation costs, as well as any costs associated with the blood and/or urine testing for drugs or alcohol. The student may not attend class or clinical activities until the results of the blood and/or the Director of School of Nursing has reviewed urine testing. The results will be kept confidential and will be reported to the School Director, Program Director, and reporting faculty. The Director of the School of Nursing and/or Program Director will meet with the student to discuss the behaviors, results, and sanctions. A positive blood and/or urine drug screen will result in dismissal from the nursing program.

If the student location or time of day prohibits drug testing within the required time frame, the student will be removed from clinical based on observed unprofessional behaviors and the Policy on Professionalism and Professional Conduct will be enforced.

Discretion must be given to the faculty in recognizing the usual signs and symptoms of drug and/or alcohol use. The following is a list of possible signs and symptoms.

- Frequent absences from class, clinical or lab and/or disappearance from such
- Isolation and withdrawal
- Patient care errors particularly medication errors
- Detectable odor of alcohol
- Increasingly poor decision and judgment
- Illogical or sloppy charting
- Unusual accidents/incidents
- Deteriorating personal appearance
n. Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and papillary changes

Missouri State University School of Nursing
Student Impairment Consent Form
Due to the following behaviors, you are being removed from the course and/or clinical setting until the results of blood and/or the School of Nursing Head has analyzed urine drug screen.
I consent to a blood and/or urine drug screen at a facility designated by the School of Nursing within one hour. Current time: __________
  h. I will not drive myself to the screening facility or home after the screening.
  i. It is my responsibility to pay for the drug screen and transportation.
  j. I will consent for the results to be sent to the School Head or designated representative.

__________________________________________  ______________________
Complete Student NameDate                      ______________________
__________________________________________  ______________________
FacultyDate

I refuse a blood and/or urine drug screen. I acknowledge that refusal of the screening will result in immediate dismissal from the nursing program.

__________________________________________  ______________________
Student NameDate                                ______________________
__________________________________________  ______________________
FacultyDate

Clinical Experiences for Post-Masters DNP Students
Students are required to be on-campus a minimum of two times during the program. The date and times for these on-campus visits will be published annually, prior to the start of the academic year.

DNP Project Clinical Rotations
Clinical experiences for the DNP student project are individually arranged with preceptors who have the appropriate educational and experiential qualifications for the project topic the student is developing. Students can complete their clinical experiences in a local community, if appropriate sites and preceptors are available. However, students may have to travel to a clinical site. The DNP Program Director must approve all preceptors, and a contract must be established with the clinical site. In addition, a preceptor agreement must be completed before any clinical experiences occur.

Clinical Policies for the BSN to DNP Program
The School of Nursing utilizes NP clinicians with FNP national certification designated as clinical faculty and supervisors to assist in the evaluation of student clinical success in the NP role. The NP Program Coordinator and clinical supervisors (FNP faculty), arrange clinical placement, and monitor clinical experiences to ensure students meet the National Organization of Nurse Practitioner Faculty (NONPF) recommendation for clinical experiences. Ongoing student
evaluation and monitoring is accomplished through clinical faculty site visits during each clinical rotation for every student. Direct observation of student clinical performance allows the faculty to evaluate the student’s application of knowledge and skills in a primary care environment, to ensure ongoing clinical competency as they progress through the program. Required clinical documentation is also monitored by assigned clinical faculty through our Typhon software program.

**Clinical Experiences and Placement**
The FNP program includes five clinical rotations (672 clinical hours).

The FNP Program Coordinator in conjunction with the FNP clinical faculty secure clinical locations for the FNP students. All clinical preceptors assigned by the faculty exceed the AACN and NONPF preceptor qualifications, including educational and experiential qualifications. Clinical orientation occurs at the beginning of each clinical semester. The clinical faculty provide guidance and direction regarding expectations of each clinical semester and contact information for each preceptor. Clinical locations, practice types, patient populations, and preceptors are varied to allow for a diverse experience to ensure students have the opportunity and exposure to provide care for patients across the lifespan. This is monitored via the Typhon software system during each clinical semester in order to certify that every student has clinical experiences providing care for a variety of ages, health conditions, and clinical settings. This is verified by the clinical faculty through:

- Review of each student’s Typhon graphical report, which also contains an overview of the clinical logs.
- Determination of clinical assignments according to the individual learning needs identified on the graphical report.
- Review of every student’s assigned clinical site each clinical rotation to prevent repetition during the program, to ensure a variety of clinical settings with a diverse patient population.

The goal is to balance clinical sites throughout the program, with some being local and others requiring travel to rural locations. Students **WILL** travel outside of the local community and or region during the course of the program to ensure quality family practice clinical experiences. Travel requirements for clinical experiences are discussed with the students during the initial interview process, during clinical orientation and then again prior to every clinical semester.

**Clinical Sites**
Many factors are considered when determining student clinical assignments, including clinic volume, patient demographics, previous student and clinical faculty evaluations of the site and the preceptor, the geographic location, and the number of other students at the location.

Clinical sites selected for the FNP program must have a current contract with the School of Nursing. The clinical site must provide an environment in which the students can meet the learning objectives for the specific clinical course. Student requirements include ample space for the student to work, patient volume and willingness to allow student practice, and supportive staff to assist in student success. Due to NONPF, CCNE and course objectives, clinical sites assignments are not allowed to be changed unless deemed necessary at the discretion of the MSU FNP clinical faculty and FNP Program Coordinator.

**Preceptors**
Preceptors are selected to provide the student with the best clinical experience to meet the clinical course objectives and improve their clinical skills and exposure to procedures.

Minimum requirements to be a MSU preceptor:
- NP or Physician.
- Minimum one year of experience in specialty of certification; three years preferred.
- Active, unencumbered medical or nursing license in state of practice and recognition as an APRN, if an NP.
- For NP’s: APRN certified in area of clinical practice.

Clinical supervisors maintain contact with preceptors via electronic communication, personal site visits, and phone calls. Every preceptor that has a student will have a face-to-face meeting with the university FNP faculty each semester. Contact information for the student and clinical supervisor is provided to the preceptor in a confirmation email prior to the beginning of the semester. Before clinical begins, the student is required to make contact with the preceptor to review:
- Faculty-approved clinical objectives.
- Student and faculty emergency contact information.
- Optimal clinical days for the student to come to clinic.

All new preceptors are provided with a brief power point “orientation” sent via email. It contains an overview of the expectations and defines the role and responsibilities of the preceptor as determined by the clinical faculty at MSU. They also must complete and sign the electronic preceptor agreement.

**Requirements for Students to Begin Clinical Rotations**
- Submit evidence of current immunizations or immune status (MMR, Tetanus, Varicella, Hepatitis B series) and a PPD/T-spot (or chest X-ray or documentation of appropriate follow up for PPD positive individuals). Annual influenza vaccination by December 10th. Individual agencies may have additional requirements. These must stay current until graduation.
- Pass drug screen and background check without disqualifying offenses.
- Complete MSU HIPAA Training.
- NP Student Liability for $3 million (aggregate)/$1 million (per incident).
- Maintain health insurance until graduation and certification in BLS Healthcare Provider Course approved by the AHA.
- Completed blood borne pathogen module annually in August.
- Signed preceptor agreement and clinical objectives.

Some clinical sites may require a student to complete a security check or other procedures before beginning a clinical rotation. Students who fail these procedures and checks will be subject to further review by a School of Nursing faculty committee and dismissal from the FNP program may result.

**Pre-Clinical Evaluation Process**

**Pre-Clinical Check-off:** First time clinical students must pass a pre-clinical basic head to toe examination in NUR 734 with a minimum of 80% prior to beginning clinical rotations. For those students that have been in the clinical environment they must pass a pre-clinical head to toe check off prior to each clinical rotation with a score of 90%.
Clinical Education Tools:

- Simulation Case Scenarios
- Use of Low-Fidelity Simulation for physical assessment skills and procedures
- Case Presentations
- I-Human
- High-Fidelity Clinical Simulation

Clinical Documentation

The School of Nursing utilizes the Typhon Clinical Tracking system. This system allows faculty and students to view information regarding all aspects of the clinical experience.

Required clinical documentation is part of your academic grade for the corresponding clinical course. Failure to complete or submit the clinical documentation at the designated time intervals will result in a decrease in your total course points. Refer to the clinical syllabus for specific grade related details and documentation requirements. Students will not be allowed to continue attending clinical after the 48-hour mark if the required clinical documents are not submitted and approved within a week of the faculty site visit.

Clinical Logs

Students are required to maintain a clinical log via the Typhon program to track and document clinical hours and all patient encounters. Required clinical paperwork includes

- Individual graphical case log report.
- Student summary regarding their specific clinical objectives, progress toward meeting the objectives, and a clinical self-evaluation.
- Clinical log hours, hand signed by the preceptor.

SOAP Notes

SOAP notes are required for each clinical rotation please refer to clinical syllabus for details on this.

Preceptor Evaluation of Student and Site Visits

The evaluation process of students and preceptors occurs via the Typhon system.

Faculty site visits are completed by FNP clinical faculty during each clinical rotation. The first visit is scheduled at midterm, no later than November 15th for the fall semester and no later than April 1st for the spring semester. Depending on the student clinical performance relating to course objectives at the midway point, another site visit may be scheduled.

Faculty Site Visit Process

Students are provided with verbal feedback by the FNP faculty immediately following the midterm site visit. At the completion of each clinical rotation, the student receives written documentation from the assigned FNP faculty regarding their overall clinical performance as well as informing them of areas that may require additional work in future clinical semesters.

Students complete evaluations at the end of each clinical rotation on the preceptor and the clinical site. All student evaluation responses are reviewed at the end each clinical rotation by the FNP faculty. If concerns or negative comments are identified by a student, the FNP faculty will fully
investigate the clinical site and complete a formal evaluation on the preceptor prior to utilization of that site for clinical. FNP faculty have the ability to make changes to clinical sites and preceptors based on feedback from the student’s experience, FNP faculty site and preceptor evaluations.

Faculty Evaluate:
- Preceptors: every semester they have a student
- Clinical Sites: approved by faculty annually
- Students: at 48 hours and if needed at 96 hours

Preceptors Evaluate:
- Students: at 48 and 96 hours

Students Evaluate:
- Preceptor: at completion of clinical rotation
- Clinical Site: at completion of clinical rotation
- Self-Assessment in Clinical Log: at 48 and 96 hours

**Clinical Improvement Process/Procedure**

If a student is found to have an unsatisfactory score on the clinical evaluation, they will be placed on clinical probation and a performance improvement plan will be developed:
- A formal letter and meeting will occur between the student and the FNP program coordinator and a designated FNP clinical faculty, to review and discuss the specific clinical weaknesses identified.
- The FNP Program Coordinator will provide the student with a specific action plan that addresses each area of concern.
- Depending on the areas of weakness identified, specific additional education may be required or clinical time may be extended, or if the student does not meet minimum standards to continue in the FNP program the student may be dismissed without further clinical time.
- The FNP faculty will meet with the student again either at the clinical site or other designated area to ensure all areas of concern have been completely addressed.
- If the FNP faculty determine that the student does not meet the required criteria, including clinical application of didactic content, the student will receive a failing clinical grade which then results in failure of the associated didactic course. See Clinical Probation and Clinical Failure below for more information.
- If a FNP student fails a course the student would be dismissed from the program.

**Clinical Progression**

A student must receive a passing clinical evaluation to pass the FNP clinical courses before being allowed to proceed to the next level. Clinical courses must be taken in the order as listed on the Plan of Study.

**Clinical Remediation and Failure**

**Clinical Probation**

Clinical probation is determined by the clinical performance of the student in relationship to the course objectives, including expected behaviors and attitudes, consistent with those of an advanced practice healthcare professional. Students may be placed on clinical probation for one or more of the following:
- Failure to meet the course objectives as outlined in the syllabus.
- Failure to demonstrate professional behaviors and attitudes consistent with those of an
advanced practice professional.

- Failure to demonstrate improvement in areas identified as unsatisfactory by the clinical supervisors.
- Unsatisfactory clinical performance
- Final clinical evaluation utilizing the standardized clinical evaluation form (scale 1-5):
- Clinical supervisors maintain the right to extend clinical hours as determined necessary to meet course objectives and competency.
- Students placed on clinical probation must meet requirements for clinical competency and professional behavior prior to returning to the clinical area. Specific criteria must be met in order to advance to the next clinical rotation. Clinical requirements are determined by the FNP faculty on a case-to-case basis.
- Demonstration of any serious actions inconsistent with University, School of Nursing, or graduate course policies may result in disciplinary action including dismissal from the nursing program without a probationary period. These may include, but are not limited to, initiating clinical experiences without a contract, initiating interventions or actions without appropriate supervision or approval of the preceptor, consistent difficulties applying evidence-based practice theoretical knowledge to the clinical setting, and/or failure to complete clinical coursework.

**Clinical Failure**

Clinical failure is based on clinical performance and competence in relation to the course objectives, expected behaviors, and attitudes consistent with those of a professional advanced practice provider. Clinical failure can result from any of the following:

- Failure to demonstrate significant clinical improvement if placed on clinical probation.
- Recurring failure to follow clinical course policies, policies of the clinical agency, or recommendations of the preceptor and or faculty.
- Any act of academic dishonesty.
- Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practices, or practices that are inconsistent with professional standards or laws.
- Inability to satisfactorily perform as an advanced practice provider during preceptor or or faculty evaluation.
- Failure to complete the required clinical documentation as outlined in the syllabus.

The faculty will notify the Graduate APG Committee of any student placed on clinical probation or who earns a clinical failure. In addition, a copy of the notification letter will be placed in the student’s academic file. The student may appeal the action to the Graduate APG Committee. See Student Grievance and Appeal Policy and Procedure in this document for more information.