



COLLEGE OF NURSING

**STUDENT/PRECEPTOR
CLINICAL HANDBOOK**

**MASTER OF SCIENCE IN NURSING-
WOMEN'S HEALTH NURSE PRACTITIONER**

DISTANCE LEARNING PROGRAMS

2009

Introduction

The University of Cincinnati College of Nursing faculty welcomes you to the Women's Health Nurse Practitioner clinical experience. We are very pleased to have you with us and anticipate an extremely productive and exciting experience.

This Student/Preceptor Clinical Handbook has been developed to help provide information about the Women's Health clinical education experience. The clinical experiences in the Women's Health Nurse Practitioner Program are those in which the student will learn to integrate all the knowledge gained in the didactic courses. When enrolled in a clinical course, the student's clinical malpractice insurance is activated and the student is responsible for observing all the requirements in the Student/Preceptor Clinical Handbook. This handbook is used in conjunction with the University of Cincinnati Program Manual.

It is the student's responsibility to insure that a preceptor is available and has a full set of clinical evaluation forms prior to beginning any clinical work. These forms are available from the course faculty. The recommendation is the student become familiar with the guidelines for clinical practice at each site prior to beginning clinical work at the site.

During the clinical experience, the student will have a primary faculty member for the course in which she/he is enrolled. She will be available as needed and will initiate communication with the student and preceptor. Preceptors and students may also initiate communication with the course faculty as necessary. If the student is having difficulty that is not resolving, the policy is all parties concerned address concerns to the course faculty. Course faculty will consult with the program director as needed.

The program director is Nancy Moss, CNM, PhD and is available through email at Nancy.Moss@uc.edu. The clinical site coordinator is Dora Jefferson-Gaynor and is available through email at Dora.Jefferson-Gaynor@uc.edu.

Pre-Clinical Experience Interview

Prior to each new clinical placement, the expectation is the student schedule a pre-clinical conference with the preceptor at the site.

During this interview, it is recommended the student and preceptor discusses the following:

- ___ The student's background and skills (developmental level), and areas the student has identified as needing special attention.
- ___ Review the core competencies for Women's Health.
- ___ The student's learning style and ways that the student has successfully learned in the past.

- ___ The preceptor's preferred learning style and the precepting style that will be used in the initial days of the clinical experience.
- ___ The need for an orientation period for the student. The student needs to observe the clinical areas (clinic, L&D, Postpartum, and Nursery) to get a feeling for the workings in these settings. The length of this orientation will vary depending on the student's familiarity with the setting.
- ___ Any dress requirements (students are required to wear UC picture ID at all times.)
- ___ The best mechanism by which the student communicate with the preceptor if illness or emergency necessitate a missed clinical day.
- ___ The practice guidelines for the Women's Health Service.
- ___ The student's clinical schedule and the needs of the site. Include a review of the appropriate didactic requirements and the consequences if this work is not completed in a timely fashion.
- ___ The beginning clinical assignment. Beginning clinical assignments will be in Primary Care for Women. The length of time needed by the student to feel comfortable in the new role will vary greatly. It is up to the individual student and preceptor to design the clinical experience that best meets their needs.
- ___ The expectation is the preceptor be clear with the student about the expectations regarding physician and other consultations.
- ___ Any special considerations in dealing with hospital, clinic personnel, or clients.
- ___ Any expectations for attendance at staff meetings, case review, grand rounds or other department functions.

This is the appropriate time for the student and/or preceptor to express any concerns either may have regarding the clinical experience.

Administrative Requirements for Preceptors

- Preceptor Application Packet
 - All preceptors please complete an application packet and submit the following:
 - a current copy of a CV or resume
 - a copy of license to practice
 - a copy of certification
 - evidence of continuing professional development

- Preceptor Qualifications
Qualifications are outlined below
 - Credentialed, licensed Advanced Nurse Practitioner certified by ANCC or AANP
 - Master's degree preferred
 - One year of clinical experience
 - Licenses to practice in the jurisdiction of their employment
 - Computer literacy
- Affiliation Agreements
A letter of agreement will be faxed to all preceptors. If your clinical site requires an additional educational affiliation agreement, please let the student know as soon as possible so our clinical site coordinator can initiate the process. The Women's Health Distance Learning Program has a standard educational affiliation agreement approved by UC's Office of General Council. The process of getting the educational affiliation agreements approved and executed can take a month or two so please start the process early. Most health care organizations such as hospitals will require an educational affiliation agreement.

All clinical sites where the preceptors practice must have approved affiliation agreements with the University of Cincinnati, College of Nursing. Contact the clinical site coordinator, Dora Jefferson-Gaynor at 513-558-2969 or Dora.Jefferson-Gaynor@uc.edu for details. **Agreements take time to be approved and executable, allow for ample time.**

Women's Health Program Purpose

1. Prepare safe, beginning-level women's health nurse practitioners within the context of advanced nursing practice roles, whose skills and knowledge meet The National Organization of Nurse Practitioner Faculties - *Nurse Practitioner Core Competencies in Specialty Areas: Adult, Family, Gerontological, Pediatric and Women's Health* and who are eligible for certification through the National Certification Corporation for the Obstetric, Gynecologic, and Neonatal Nursing Specialties (NCC).
2. Prepare women's health nurse practitioners to function effectively in multidisciplinary health care teams, with awareness of the social, political, and financial environment of health care systems.
3. Prepare women's health nurse practitioners to contribute to research in women's health care, to provide leadership in women's health care, and to assume professional responsibility for participation in women's health education.
4. Increase the numbers of practicing master's prepared certified women's health nurse practitioners in the United States
5. Prepare women's health nurse practitioners equipped to accept the responsibilities of the profession.

Program Objectives

The program objectives of the Women's Health Nurse Practitioner Program are as follows. By the completion of the program, the student is expected to:

1. Integrate theoretical perspectives from nursing science and related sciences as a framework for planning holistic care to enhance, modify, or support the health patterns of client systems in various environmental contexts.
2. Demonstrate competence in women's health practice with focus on women's health interventions and evaluation of outcomes for defined client systems.
3. Demonstrate critical thinking and effective communication skills for women's health practice as part of a multidisciplinary team within various environmental contexts.
4. Design programs for defined client system(s) in health promotion maintenance, restoration and palliation within a framework of community focused women's health practice.
5. Engage in scholarly inquiry to clarify and refine women's health practice.
6. Demonstrate professional roles to operationalize standards of care and to influence reasoned change in women's health practice.
7. Participate in the political process to influence health and social policy.
8. Analyze implications of legal, ethical, and financial accountability from the perspective of women's health practice and within various environmental contexts.
9. Exhibit a commitment to excellence in women's health practice and to advancement of the disciplines of nursing and women's health.

Philosophy and Mission Statement of the Women's Health Nurse Practitioner Program

The Women's Health Faculty accepts and endorses the Mission Statement of the National Organization of Nurse Practitioner Faculties (NONPF). We believe that women's health focuses on the health care management of essentially healthy women and their families during the childbearing years and on women's health care needs throughout life. Central to women's health practice is assisting clients to maintain optimal health through self-care practices. Client education, support, and advocacy are fundamental means through which clients can achieve self-determination and healthy lifestyles.

We believe that women's health is based on a professional nursing background that reflects sensitivity to the diagnosis and treatment of human responses to normal life changes as well as to actual and potential health problems. In its focus on the care of essentially healthy individuals, women's health has the opportunity to promote client adaptation to normal life events and to identify and reduce factors that inhibit adaptive processes.

We believe in the right to safe, sensitive health care with client choice in the selection and utilization of health resources. A system that provides for collaboration with and referral to other health care providers enhances the safety and continuity of care that women's health nurse practitioners offer to their clients.

The practice of women's health requires synthesis of knowledge from nursing and other disciplines. We believe that women's health nurse practitioners remain committed to the development and extension of a women's health knowledge base through research. Competency in utilizing a clinical inquiry approach to practice situations is a hallmark of graduate preparation for a women's health nurse practitioner.

As adult learners and professional nurses, women's health students possess varied knowledge bases and experiential backgrounds. Flexibility in meeting learning needs is enhanced through a modular curriculum and planned clinical experiences that are individualized to each student's needs. These educational methods promote the development of critical thinking and encourage students to be self-directed, self-evaluative, and self-corrective learners throughout life.

Clinical Experiences

During the clinical component of the Women's Health Nurse Practitioner Education Program, the University of Cincinnati, College of Nursing professionally insures the student for work as a women's health student. In order to insure that the proper amount of risk management is met, the **student may not:**

- *Do any clinical at any site with a women's health nurse practitioner or other practitioner or any health care provider unless the site has an affiliation agreement with the College of Nursing. If the student has any questions about this, please contact the clinical site coordinator, Dora Jefferson-Gaynor at Dora.Jefferson-Gaynor@uc.edu or 513-558-2969.
- *Work as a Labor and Delivery Nurse in the same L&D unit where the student is simultaneously doing clinicals. There is an obvious challenge to the student in terms of role transition, and this blending of roles puts the College of Nursing at risk in terms of liability. The student may work in a separate postpartum unit, nursery, antenatal testing area or other area in the hospital.
- *Work as a practitioner in the same clinic or unit where the student is doing clinical work as a student in his/her education program.

*Work in any capacity, requiring client care, in a birth center or home practice while doing clinical in that practice.

When working as a staff nurse or health practitioner student or practitioner in any setting where the student is known as a student women's health nurse practitioner, it is the student's responsibility to practice within the scope of the student's nursing license. The student must not assume any additional responsibilities based on the student's enrollment in the Women's Health Education Program or based on the student's advanced knowledge base. This includes any practice of women's health outside the student experience.

ANY VIOLATION OF THE ABOVE POLICIES WILL MEAN DISMISSAL FROM THE WOMEN'S HEALTH NURSE PRACTITIONER EDUCATION PROGRAM.

Students are encouraged to make the most of each clinical experience. The normal ratio of clinical hours to course hours is 3:1; therefore for 4 hours of graduate credit for clinical experience, 12 clock hours will be spent in the clinical environment. This allows time for course work and adequate time to integrate didactic work and clinical skills. The marriage of practice and theory is the hallmark of the women's health care practitioner clinical practicum.

Clinical Supervision

It is recommended that the preceptors adjust their level of supervision to the student's level of development. Please use the Preceptor Training Course for guidance in this area.

When there is not opportunity for a WHNP or FNP supervision of students for such tasks as well woman or newborn care, the student may be precepted by a Nurse Practitioner, Nurse-Midwife, or Physician in a site where the College of Nursing has a current affiliation agreement.

Students may get extra suturing experience with physician supervision.

Clinical Problem Resolution

It is vitally important that the course faculty be involved from the beginning of the problem identification and resolution process. The course faculty is responsible for notifying the Program Director of the situation and ongoing progress/resolution. It is also vital that the student's written evaluations reflect the preceptor's or student's concerns.

The students must continue to be present for clinical assignments while the process of problem resolution takes place. Any student who fails to be present for a clinical session, without the expressed written permission of the course faculty will be suspended from the program. In the case of unsafe practices, the preceptor will notify the course faculty who will intervene immediately.

Intervene early and call the course faculty with any concerns. Early intervention increases the chance of a successful resolution of clinical problems. Document all concerns.

Record Keeping and Typhon

The student is required to keep a complete and accurate record of clinical experiences. Since the student may be asked to pull a chart, it is necessary that the student's record keeping include the client's initials.

Students will be required to enter their clinical experiences into Typhon. The web address is www.typhongroup.net/uc. Each student will be entered into the Typhon system which will generate an email to the student with a username and password. At the beginning each clinical course, the preceptor and clinical site will be added. Students are highly encouraged to review the in-service training programs provided by Typhon.

Clinical Badge ID

A clinical badge ID is required to enter all clinical sites. It must be worn at all times. A request for a student clinical badge ID must be initiated by the student via email to Dora Jefferson-Gaynor, Clinical Site Coordinator. Please make a request via email by attaching a recent digital (head shot with shoulders) photograph of yourself and a copy of your driver's license to Dora Jefferson-Gaynor at Dora.Jefferson-Gaynor@uc.edu. Please be sure to include the mailing address for the shipping of your ID badge. Please be sure to send this information to Karen ASAP in order to allow plenty of processing and delivery time before you begin your clinical course.

Clinical Evaluation

The College of Nursing is highly invested in the formative evaluation process for students in clinical. The clinical evaluation process is a very important process requiring **timely, written, objective documentation**. This means:

It is recommended that each clinical session start with a review of the student's needs for the day and the preceptor's expectations for that clinical session. Followed by a selection of appropriate clients for the student.

At the end of each day, the expectation is the preceptor and student conference to review the day, complete the evaluation forms, and plan for the next session.

If any questions arise about the content of any clinical activity, the student and/or preceptor refer to the delineation of each clinical evaluation sheet where specific clinical behaviors are outlined.

The student is required to have the formative evaluation form at each clinical session. The summative evaluation form will be required to be submitted at the midterm and final. Failure to provide the preceptor with a completed daily evaluation at the end of each session can have serious consequences.

When the student's clinical evaluation sheets are completed in their entirety and are received by the course faculty, the course faculty will give the student a clinical grade for each clinical course. No grade will be awarded until all evaluations are submitted and all the numbers are documented.

The completion of the course work, the completion of the student's clinical experiences, and the final clinical grade are necessary for the student to write the comprehensive examination.

At the beginning of each clinical course, the student and preceptor will be sent an email that contains 1) a course syllabus, 2) formative evaluation form and 3) summative evaluation form and 4) clinical skills checklist. Formative evaluations need to be faxed weekly to the course instructor and summative evaluations need to be faxed at the end of the first 5 week and then at the end of the quarter to the course faculty.

Incident Report

Any occurrence involving an incident report, or any situation, in which the student has potential liability, must be reported within 24 hours to the course faculty. The course faculty is responsible for notifying the Program Director of the situation and ongoing progress/resolution. Until the student has discussed the incident with the course faculty, the student is required to refrain from discussing the incident with other students, staff, or adjunct faculty. The student is further advised to avoid making statements while in a highly emotional state. Please seek the advice of the course faculty and Program Director as early as possible.

Malpractice Insurance

Students will be covered under the University of Cincinnati's comprehensive program of self-insurance and commercially purchased insurance. The malpractice insurance is in effect during the enrollment of a clinical course. The clinical site coordinator can provide a copy of the insurance verification if necessary.

Clinical Courses

The women's health courses are taught through a series of sequential didactic and clinical courses. Each clinical course must be completed in sequence as each course builds on the knowledge and skills of previous learning.

Once a student begins her/his clinical courses the commitment must be to full time studies until completed. These courses are based upon the concepts and theories of adult learning. A student who is unable to complete the course requirements in the time allotted may be allowed extra time to complete the course requirements. This decision is at the discretion of the course faculty and the program director. A written contract will be prepared with the student, faculty, and clinical preceptor (as needed) to identify the objectives and time limits for completion. If the student is unable to achieve the objectives of the contract (and course) in the arranged time, the student will

not be allowed to continue in the program. In the presence of unusual circumstances, a grade of "incomplete" may be recorded.

- **Primary Care of Episodic Illness for Women – 90 clinical hours**

This course develops a foundation for women's health nurse practitioner students to provide primary care for women. Emphasis is placed on developing critical thinking skills for application within the women's health management process in Primary Care. Some of the topics include immunizations, antibiotics, substance abuse, headache, anemias, endocrine, gastrointestinal, musculoskeletal conditions, and dermatology.

**An acceptable preceptor for Primary Care includes a Certified Women's Health Nurse Practitioner (WHNP), Certified Nurse Practitioner (NP) of any kind, Certified Nurse Midwife (CNM), medical doctor (MD), physician assistant (PA), or a doctor of osteopathic medicine (DO).

- **Advanced Women's Health I – 120 clinical hours**

This course, the first of three sequential courses, prepares the student for the advanced nursing practice role in women's health management process for the primary care of women across the lifespan and during the antepartum and postpartum period, and normal neonates. The clinical component prepares the student to assume professional practice roles and responsibilities in collaborative management of variations in health patterns of non-pregnant and pregnant women and the care of normal neonates. Emphasis is on family-centered, community-based health care for diverse client systems.

- **Advanced Women's Health II – 150 clinical hours**

This course, the second of three sequential courses, prepares the student to assume the advanced nursing practice role and responsibilities in the care of women and neonates with or at-risk for variations in health pattern. Emphasis is placed on the collaborative management of interventions to achieve desired outcomes. The social, political, legal, ethical, economic and financial factors that affect women's health practice are analyzed. Research related to at-risk clients systems are applied.

- **Advanced Women's Health III – 240 clinical hours**

This course, the third of three sequential courses, prepares the student for the fully integrated practice of women's health care to include primary care of episodic illnesses throughout the lifespan. The professional, social, political, legal, ethical, economic and financial factors that affect women's health care practice are analyzed.

At the beginning of each clinical course, the student and preceptor will be sent an email that contains 1) a course syllabus, 2) formative evaluation form and 3) summative evaluation form and 4) clinical skills checklist. Formative evaluations need to be faxed weekly to the course instructor and summative evaluations need to be faxed at the end of the first 5 week and then at the end of the quarter to the course faculty.

Clinical Attendance

Students are expected to attend all clinical experiences as scheduled by the faculty or clinical preceptor. The number of hours per week designated as clinical time is found in the Course Information Sheet for each course.

Students unable to attend a scheduled clinical experience due to illness or other reason must notify the course faculty/facilitator and clinical preceptor as far in advance as possible.

Clinical Grading

The components of the grade for each course are stated in the Course Outline in each course.

The final grade in each course is based on a grading scale of:

- 940-1000 points = A
- 900-939 points = A-
- 870-899 points = B+
- 840-869 points = B
- 800-839 points = B-
- 770-799 points = C+ (799 points and below requires repeating the course)
- 700-769 points = C

A grade of 800 points or higher is necessary to pass this course. In other words, a grade of 799 points or below requires repeating the course.

Professional Organizations

National Association of Nurse Practitioners in Women's Health (NPWH)

As the title describes, this organization is primarily for Nurse Practitioners in Women's Health and has regional representatives on their board of directors that students could potentially contact for preceptor information. They are listed on the NPWH website: from the homepage > About NPWH > Board of Directors. They endorse the publication "Nurse Practitioner World News." Student membership in NPWH is \$35 per year. Membership is not mandatory, but is strongly encouraged.

The national conference is October 14-17, 2009 in Providence, RI and this could be a very good place for students meet fellow classmates and to network to find preceptors for their clinical practicum experiences.

<http://www.npwh.org/>

Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN)

The organization is associated with the Journal of Obstetric, Gynecologic, and Neonatal Nursing (JOGNN) that includes both research and clinical practice articles. This organization consists of nurse practitioners as well as nurses who are not practitioners and work in various types of women's health settings. AWHONN has regional group representation and these nurses may be very knowledgeable about preceptor resources in their particular regions.

The national conference for AWHONN is June 27 – July 1, 2009 in San Diego, CA and students could network to possibly locate preceptors at the conference.

<http://awhonn.org/awhonn/>

American Academy of Nurse Practitioners (AANP)

This organization consists of nurse practitioners in various specialties and is not just limited to Women's Health. However, there are Family Nurse Practitioners in this group who may be practicing in Women's Health settings.

Their national conference is June 17-21, 2009 in Nashville, TN.

<http://www.aanp.org/default.asp>

Competencies

The National Organization of Nurse Practitioner Faculties (NONPF) developed core competencies for women's health nurse practitioners. Upon graduation or entry into practice, the expectation is the women's health nurse practitioner demonstrates competence in the categories developed by the NONPF. The complete Nurse Practitioner Primary Care Competencies in Specialty Areas: Adult, Family, Gerontological, Pediatric, and Women's Health, April 2002 will be provided as a PDF file.

National Certification Corporation for the Obstetric, Gynecologic, and Neonatal Nursing Specialties (NCC)

The requirement is 600 clinical practicum hours in order to be eligible for the National Certification Exam.