Family Nurse Practitioner (FNP) Clinical Guidelines

**Goal:** Maximize the student clinical learning experience each semester.

**Scope of Practice:**
FNPs provide primary care to individuals across the lifespan in outpatient clinical environments.

**Clinical Hours:**
All clinical rotations must be in an outpatient setting. A total of 720 hours are required.
- Spring Semester  180 hours
- Summer Semester 180 hours
- Fall Semester  360 hours

**Preceptor Requirements:**
FNP students must have a clinical rotation with at least one NP preceptor during their program of study and students may not exclusively precept with MDs/DOs.

The following providers are approved as preceptors in the FNP program:
- FPNs & PNP
- Board Certified Family Practice & Internal Medicine MDs or DOs.

The following providers are **not** approved as preceptors in the FNP program:
- PAs, CRNAs, Surgeons, Chiropractors
- Traditional Chinese Medicine Doctors

**What is an appropriate site?**
Primary care offices are the ideal site for FNP students. Other acceptable sites include urgent cares, pediatrician offices, women’s health practices, and community health centers.

**Specialty Clinical Hours:**
- Examples of clinical specialties include dermatology, cardiology, endocrinology, and gastroenterology.
- All specialty hours require prior approval from the FNP Program Coordinator (Dr. Prettyman).
- Specialty clinical hours are restricted to the Fall semester.

**Are there any specific requirements?**
- **Pediatric Clinical Hours Requirement**
  The pediatric requirement is 90 total hours, which can be completed over the entire clinical year. Most students complete their pediatric hours in a primary care or family practice office that sees patients across the lifespan.
- **Rural Health Clinical Hours Requirement**
  The rural health clinical hour requirement is to complete 90 clinical hours in a rural environment. If a site is classified as rural, MUA, HPSA, or FQHC, it meets the rural requirements. See the [Rural Health Information Hub](#) for details.
- **Women’s Health Clinical Hours**
  Students are encouraged, but not required, to do 90 clinical hours in women’s health.

**Other tips related to FNP clinical placement:**
- **CVS Minute Clinics**
  Applications are available several times a year. When available the information will be emailed to you. Do not contact individual CVS clinics.
• Professional Networking
  Join your local Nurse Practitioner organization to network with potential preceptors.

• One Clinical Location for all Clinical Hours
  FNP students may stay in a clinical site for all three semesters if:
  o The clinical site is a primary care family practice seeing patients across the life span.
  o The clinical site is approved by the FNP Specialty Coordinator for one-year clinical placements.

• Clinical Sites per Semester
  o Spring and Summer: maximum of 2 clinical sites (90 hours each).
  o Fall semester: maximum of 3 clinical sites (two sites for 90 hours and one site for 180 hours).
  o Having more than one clinical site per semester requires approval from the clinical placement coordinator.

What do I do when I find a preceptor?

It is best to check in with your Clinical Placement Coordinator to verify if the preceptor is already in our database and if there is an existing contract with the site.

Preceptor Information Form

When you find a preceptor that meets all of the requirements mentioned above, the next step is to send your preceptor the preceptor information link. You can find this link on the College of Nursing (CON) website under Student Resources/DNP& Certificates/Clinical Placements. Let your preceptor know that the form only takes 1-2 minutes to complete and will ask them to upload their CV. An office manager or assistant can complete this form for them. [https://www.jotformpro.com/form/51595309474968](https://www.jotformpro.com/form/51595309474968)

Contracts

1. If your Clinical Placement Coordinator tells you that a contract is required, students must submit a Student Request for Contract Form to the Clinical Placement Coordinator.
2. This form is also located on the Clinical Placement page of the CON website. The student needs to complete this form, not the site.
   [https://www.nursing.arizona.edu/resources/clinical-placements](https://www.nursing.arizona.edu/resources/clinical-placements)
3. Do not leave any items on this form blank and be sure to provide accurate contact information. The contract’s office will return this form if it is not complete.
4. The contract request will be processed once your Clinical Placement Coordinator receives the Preceptor Information Form and the Student Request for Contract Form.

Tips for a Successful Clinical Placement Experience

Track Your Placement Status

1. It is the student’s responsibility to ensure all onboarding forms have been submitted to the clinical site.
2. Students must check in with their Clinical Placement Coordinator on the status of any business related to clinical placement in a timely matter.
3. It is preferred to check in with your Clinical Placement Coordinator on a monthly basis from the start of the program.

Be Proactive

1. Keep Castle Branch updated.
2. Enter the dates your immunizations/certifications will expire in your calendar so that this will not stop you from beginning or remaining in your clinical site at any time during the year.
Keep Communication Efficient - The more information given, the less back and forth for everyone!
1. If you plan on working at multiple sites and have multiple preceptors, please include the information below when emailing your coordinator an update.
2. Try to keep the same thread for tracking purposes. Subject line should be the semester (Spring Placement, Summer Placement, Fall Placement).
3. Items to include in your email:
   a. Site Name & Specific locations (if there are multiple locations)
   b. Preceptor Name & Credentials
   c. Number of hours you plan to work
   d. Define which semester

Monitor your hours
1. You will have the ability to monitor your hours in EXXAT. Schedule bi-Monthly reminders to review your hours to ensure that you are on track to meet your goal.
2. Be proactive; let your Clinical Supervising Faculty (CSF) and your Clinical Placement Coordinator know when you are concerned about your hours as soon as possible. An average of 12-15 hours per week should allow you to meet your goal for the Spring and Summer semesters.
3. Extra hours will not roll over to the next semester. Please do not let this stop you from working more hours. The time you spend with your preceptor is precious time!
Clinical Rotation Guidelines per Semester

First Clinical Rotation - Spring

NURS 620a: Introduction to Primary Care

Course Description:
The basic concepts and knowledge needed to assess and manage simple acute and chronic stable health problems prevalent in adults are covered in this course. Emphasis will be placed on evidence-based clinical decision-making based on the pathophysiology of the disease process, the use of diagnostic procedures as aids to clinical decision-making and management of the clinical course of illness both pharmacologically and non-pharmacologically. Multi-faceted outcome-based interventions will be discussed and evaluated including: culture and environment, complementary and alternative therapies, interdisciplinary approaches, education and health promotion.

HOUR REQUIREMENTS: 180 hours over 15 weeks of spring (average is 12 hours per week).

PRECEPTOR RESPONSIBILITIES:
1. Supervise student in the clinical setting.
2. Complete mid-term (conversation with clinical supervising faculty) and final written student evaluations.

OBJECTIVES:
1. Gather a focused history, perform physical examinations and develop a rudimentary problem list (including differential diagnoses for the chief complaint) for stable patients.
2. Write comprehensive episodic visit notes, histories and physicals.
3. Develop a plan for health maintenance.
4. Write prescriptions and orders (for preceptor signature).
5. Present patients to preceptor verbally and propose appropriate diagnostic studies and treatment options.

FNP STUDENT PRACTICE GUIDELINES:
1. Students schedule clinical time directly with the preceptor, consistent with the preceptor’s availability/schedule.
2. Students are allowed to interview and examine patients across the lifespan.
3. Students will may not begin clinical hours until after Clinical Skills Intensive (CSI).
4. Students are NOT to care for any patients in the same department of a clinic or facility in which they currently work.
Second Clinical Rotation –Summer

NURS 620b: Advanced Primary Care

Course Description:
The advanced concepts and knowledge needed to assess and manage simple acute and chronic stable health problems prevalent in adults are covered in this course that builds on the skills and knowledge developed in the Primary Care of the Adult Course. Emphasis will continue to be placed on evidence-based clinical decision-making based on the pathophysiology of the disease process, the use of diagnostic procedures as aids to clinical decision-making and management of the clinical course of illness both pharmacologically and non-pharmacologically. Multi-faceted outcome-based interventions will be discussed and evaluated including treatments that are culturally and environmentally sensitive, complementary, interdisciplinary, education-focused and health promoting.

HOUR REQUIREMENTS: 180 hours over 12-13 weeks of summer.

PRECEPTOR RESPONSIBILITIES:
1. Supervise student in the clinical setting.
2. Complete mid-term (conversation with clinical supervising faculty) and final written student evaluations.

OBJECTIVES:
1. Gather a comprehensive or focused history, perform a physical examination, and develop a complete problem list (including differential diagnoses for the chief complaint) for complicated patients.
2. Write comprehensive episodic visit notes, histories and physicals.
3. Develop a comprehensive plan for health maintenance.
4. Write prescriptions and orders (for preceptor signature).
5. Present patients to preceptor verbally and propose appropriate diagnostic studies and treatment options.
6. Perform selected diagnostic and therapeutic skills and procedures under direct preceptor supervision.

FNP STUDENT PRACTICE GUIDELINES:
1. Students schedule clinical time directly with the preceptor, consistent with the preceptor’s availability/schedule.
2. Students are allowed to interview and examine patients across the lifespan.
3. Students may perform only selected diagnostic and therapeutic skills and procedures under direct supervision as taught in CSI. (No other procedures may be performed by the student under any circumstances. This is irrespective of a preceptor's willingness to supervise the student in performing other procedures.)
4. Students are NOT to care for any patients in the same department of a clinic or facility in which they currently work.
5. Students are responsible for assuring preceptor mid-term and final evaluations are submitted.
6. Students are responsible for completing a preceptor and clinical agency evaluation.
Third Clinical Rotation-Fall

NURS 693: Nurse Practitioner Internship

Course Description:
A five-credit course designed to provide individualized advanced instruction and clinical practice working with clients and families in urban and/or rural primary health care settings. Focus on reinforcement, application, and extension of theory, knowledge, and skills from previous courses within the nurse practitioner scope of practice.

HOUR REQUIREMENTS: 360 hours over Fall semester (average of 3 – 4 days/week).

PRECEPTOR RESPONSIBILITIES:
1. Supervise student in the clinical setting.
2. Complete mid-term (conversation with clinical supervising faculty) and final written student evaluations.

OBJECTIVES:
1. Gather a comprehensive or focused history, perform a physical examination, and develop a comprehensive problem list (including differential diagnoses for the chief complaint) on all patients.
2. Write comprehensive episodic visit notes, histories and physicals.
3. Write prescriptions and orders (for preceptor signature).
4. Present patients to preceptor verbally and propose detailed treatment plan, including further work-up, as needed (e.g., labs, diagnostic studies).
5. Provide ongoing daily management (under preceptor supervision).
6. Perform selected diagnostic and therapeutic skills and procedures under direct preceptor supervision.
7. Demonstrate the ability to address clinical problems and triage them appropriately, recognizing what requires immediate intervention, what can be deferred, and what must be referred to another clinician.

FNP STUDENT PRACTICE GUIDELINES:
1. Students schedule clinical time directly with the preceptor, consistent with the preceptor’s availability/schedule.
2. Students may perform only selected diagnostic and therapeutic skills and procedures under direct supervision as taught in CSI. (No other procedures may be performed by the student under any circumstances. This is irrespective of a preceptor's willingness to supervise the student in performing other procedures.)
3. Students are NOT to care for any patients in the same department of a clinic or facility in which they currently work.
4. Students are responsible for assuring preceptor mid-term and final evaluations are submitted.