

# FNP PRECEPTOR ORIENTATION



CSU, Bakersfield  
Department of Nursing  
MSN-FNP Program

Dear Preceptor:

Heidi He, DNP, MSN, FNP-C  
Director, Graduate Nursing Program  
California State University, Bakersfield  
(661) 654-3112  
[hhe@csub.edu](mailto:hhe@csub.edu)

Thank you for your participation in the CSUB Nursing Department Preceptor Program. Your willingness to be a preceptor is greatly appreciated by all the students and faculty of California State University, Bakersfield (CSUB). This Preceptor Handbook is designed to provide both the preceptor and the student with an understanding of the roles and responsibilities in this collaborative effort. It includes: information about the CSUB Family Nurse Practitioner (FNP) Graduate Program, the Preceptor Program expectations, and tips for you as a preceptor. The FNP Graduate Program Preceptor Handbook can be obtained on-line at [www.csub.edu/nursing](http://www.csub.edu/nursing).

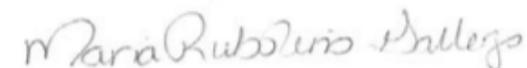
It is important for the preceptor to know the required number of clinical hours, the responsibilities of the faculty member and preceptor during the clinical experience, and what to expect from the student. The FNP courses are separated into didactic (theory) and clinical courses. The list of FNP courses, the Guidelines for Student Progress, and a Summary of Minimum Clinical Requirements are included in the FNP Graduate Program Preceptor Handbook.

The clinical rotation covers one academic semester. The Nurse Practitioner Preceptorship Agreement form needs to be completed by both the student and the preceptor. If this is the first time the preceptor has agreed to mentor a CSUB graduate student, the Preceptor Biography /Curriculum Vitae form needs to be completed. These forms need to be returned to the faculty member prior to the first day of the clinical experience. At the end of the semester, please complete the Student Evaluation and the Preceptor Evaluation of Clinical Preceptor Experience. Your evaluation feedback is greatly appreciated in that it will aid us in assessing our program's performance improvement efforts.

Your support and guidance can prove beneficial for both the graduate student and clinical site and contributes to the next generation of advanced practice nurses and nurse leaders. The Nursing faculty is readily available to graduate students and their preceptors for consultation and assistance.

Again, thank you for your support. Please feel free to contact us if you have any questions.

Sincerely,



# Contents

- **Graduate Nursing Program Overview**
- **Family Nurse Practitioner Program Overview**
- **MSN/FNP Preceptor Program**
- **Forms**

Please Note: This document is intended as a brief overview and reference of the MSN-FNP Program requirements, student responsibilities, and preceptor responsibilities. Preceptors and students should refer to the Preceptor Handbook for full descriptions.

# GRADUATE NURSING PROGRAM OVERVIEW



CSU, Bakersfield  
Department of Nursing  
MSN-FNP Program

# MISSION STATEMENT

The Department of Nursing (DON) at California State University, Bakersfield (CSUB) provides nursing education to undergraduate and graduate students seeking entry into professional nursing or advanced nursing education. The faculty provides a collaborative, inclusive, and interactive learning environment committed to excellence in teaching, scholarship, service, and practice. The DON accomplishes the mission through collaboration with the communities of interest.

The DON fosters an environment that encourages lifelong learning and advancement within the profession. Graduates will have the acquired knowledge, skills, attitudes, and values essential to the practice of advanced professional nursing.

As professional nurses, our graduates will engage in evidence-based practice in an interprofessional healthcare environment. In recognition of the health needs of a multicultural society, advanced professional nurses who are graduates of CSUB will address healthcare issues and needs of their community.

# VISION STATEMENT

The CSUB DON pursues innovative ways to advance nursing practice and address the growing complexities associated with creating a healthier population in California's Central Valley.

# VALUES STATEMENT

The Department's values align with those of the university, including academic excellence, freedom of inquiry and statement, global awareness and cultural sensitivity, diversity, honesty and fairness, democratic governance, community engagement, and personal responsibility.

The DON embraces professionalism and a respect for the inherent ethical values of altruism, autonomy, human dignity, integrity, and social justice as fundamental to the discipline of nursing.

# GRADUATE PROGRAM DESCRIPTION

**The purpose** of this master's program is to prepare nurses with advanced nursing theory and clinical experiences in the advanced practice nursing role of Family Nurse Practitioner (FNP). Students are prepared to assess the health needs and health risks of all family members, apply family theories, and analyze legal, ethical, economic, leadership, and professional issues pertinent to nurse practitioners. Graduates from this program will be qualified to practice in primary care practice settings within the changing patterns of health care; assume leadership roles in multidisciplinary health groups; and practice family nursing in various health care settings. Graduates will be prepared to apply for doctoral programs in nursing.

**The content** of this program includes advanced health assessment, advanced pathophysiology, and advanced pharmacology; analysis, utilization, and evaluation of theories of nursing; research methodology; role development; care of vulnerable populations; health care policy and delivery systems; leadership; and application of advanced knowledge in providing nursing care for clients representing a variety of cultural and ethnic backgrounds in both urban and rural community settings. Students complete a culminating experience (comprehensive examination) which demonstrates their competence in the conduct of scientific inquiry related to clinical problem solving. Students must complete the requirements for the Master's degree before they can pursue FNP certification from the California State Board of Registered Nursing.

The MSN/FNP Option has been approved by the CSU Chancellor's office and has been accredited by the Western Association of Schools and Colleges (WASC). The Master of Science in Nursing (MSN) program has obtained accreditation from the Commission of Collegiate Nursing Education (CCNE) according to their routine procedures. This program has been approved by the California Board of Registered Nursing.

# MASTER'S DEGREE PROGRAM OBJECTIVES

The program objectives are to prepare students for graduation who can:

1. Expand knowledge and evaluate nursing theories and theories from related disciplines as a basis for advanced roles and nursing practice.
2. Utilize nursing concepts, theories, and knowledge to support advanced practice roles and evidence-based nursing practice.
3. Demonstrate expertise in advanced roles in nursing.
4. Apply evidence based research findings to advanced roles and nursing practice.
5. Utilize the steps of scientific inquiry to evaluate and integrate research, theory, and practice.
6. Advance practice through the development and implementation of strategies for improving nursing care and initiating changes in the health care system.
7. Actively engage in collaborative relationships with other members of the health care team to improve health care and influence health care policies.
8. Assume responsibility for contributing to the advancement of the nursing profession.
9. Utilize technology to enhance the effectiveness of managing client and clinical information.
10. Acquire a foundation for doctoral study in nursing.

# FNP PROGRAM OVERVIEW



CSU, Bakersfield  
Department of Nursing  
MSN-FNP Program

# The Family Nurse Practitioner Program

- Overview:

- Two-year, 5-semester program leads to a Master of Science Degree in Nursing. Upon graduation, students are eligible to apply for state certification as a nurse practitioner.

1. **The first semester** includes Pharmacotherapeutics for Advanced Practice Nursing, Pathophysiology for advanced practice nurses, and an Advanced Health Assessment course, which prepares them to conduct comprehensive history and physical exams.
2. There are four clinical nurse practitioner courses begins in the **second through fifth semester**. Students continue to take didactic courses at CSUB during the time they are completing their clinical requirements.

- Clinical Experience:

- Clinical experience, defined as direct client care to individuals/families and/or communities, is a required component of the nurse practitioner curriculum. Clinical experience gives students the opportunity to apply theory in the clinical situation, develop an understanding of the nurse practitioner's role, function as a member of an interdisciplinary team, and demonstrate the ability to mobilize and coordinate available community resources in the management of client health and illness states. Students develop their clinical reasoning skills and test their philosophy of practice throughout clinical experience. This opportunity to apply in practice, the theory, research, and technical skills they are learning must be sufficient to enable the student to develop the competencies necessary for practice.
- The FNP Faculty are accountable for the final evaluation of students; however, preceptors are vital members of the teaching team and are clinically expert individuals with whom students have the opportunity to work with.

# FNP PROGRAM OBJECTIVES

Upon graduation or entry to advanced practice, the Family Nurse Practitioner should demonstrate competence in the following:

1. Synthesize theoretical, scientific, and contemporary clinical knowledge for the assessment and management of both health and illness states for the purposes of health promotion, health protection, disease prevention, and treatment of the individual, the family, aggregate groups, and the community.
2. Demonstrate a personal, collegial, and collaborative approach which enhances the Family Nurse Practitioner's effectiveness in patient care.
3. Function as a licensed independent practitioner by using best available evidence to continuously improve quality of clinical practice.
4. Demonstrate a commitment to the implementation, preservation, and evolution of the Family Nurse Practitioner role.
5. Implement clinical reasoning and build collaborative, interdisciplinary relationships to provide optimal health care to the patient.
6. Oversee and direct the delivery of clinical services within an integrated system of health care to achieve improved health outcomes for patients, communities, and systems.
7. Ensure quality of health care through consultation, collaboration, continuing education, certification, and evaluation (eligible for state and national certification upon completion of the program).
8. Provide culturally competent care, deliver patient care with respect to cultural and spiritual beliefs, and make health care resources available to patients from diverse cultures.

# CURRICULUM TIMETABLE

Semester 1	Semester 2	Semester 3
<b>Fall First Year</b> Students attend classes at CSUB, including 3 hours per week of clinical laboratory time.	<b>Spring First Year</b> Students attend classes at CSUB and spend approximately 135 hours with preceptor.	<b>Summer Session</b> Students attend classes at CSUB and spend approximately 90 hours with preceptor.
Semester 4	Semester 5	
<b>Fall Second Year</b> Students attend classes at CSUB and spend approximately 180 hours with preceptor.	<b>Spring Second Year</b> Students attend classes at CSUB and spend approximately 180 hours per week with preceptor.	

## List of Courses and Units for FNP Option

Semester	Course	Units
<b>Fall</b>		
N5200	Advanced Health Assessment (Theory) *	2
N5201	Advanced Health Assessment (Clinical) *	1
N6300	Pathophysiology for Advanced Practice Nurses *	3
N6310	Pharmacotherapeutics for Advanced Practice Nurses *	3
		<b>9</b>
<b>Spring</b>		
N5220	Theoretical Foundations of Nursing *	2
N6260	Advanced Nursing Research *	2
N6320	Advanced Practice Nursing Care for Individuals and Families Across the Lifespan I (Theory)	3
N6321	Advanced Practice Nursing Care for Individuals and Families Across the Lifespan I (Clinical)	3
		<b>10</b>
<b>Summer</b>		
N5240	Human Diversity & Health Care Policy *	3
N6330	Advanced Practice Nursing Care for Individuals and Families Across the Lifespan II (Theory)	3
N6331	Advanced Practice Nursing Care for Individuals and Families Across the Lifespan II (Clinical)	2
		<b>8</b>
<b>Fall</b>		
N5250	Transformational Leadership and APRN Role Development *	3
N6340	Advanced Practice Nursing Care for Individuals and Families Across the Lifespan III (Theory)	3
N6341	Advanced Practice Nursing Care for Individuals and Families Across the Lifespan III (Clinical)	4
		<b>10</b>
<b>Spring</b>		
N5230	Educational Principles and Methodology Applied to Nursing * (elective)	2
N6290	Culminating Experience: Comprehensive Examination	3
N6351	Advanced Practice Practicum (Clinical)	4
		<b>7 (9)</b>
	<b>Total Units</b>	<b>44</b> <b>(46 w/N5230)</b>
	<b>Clinical Experience (Direct Patient Care)</b>	<b>13 units</b>
	<b>Minimum Requirements:</b>	<b>(585 hours)</b>
	<b>BRN 12 units</b>	
	<b>CCNE 500 hours</b>	
	<b>*MSN Core Courses</b>	

# GUIDELINES FOR STUDENT PROGRESS

**Note to Preceptors:** A copy of the student's minimum clinical requirements is provided to you for informational purposes. The student is responsible for working with you and your office staff in choosing appropriate patients to meet these requirements. The number of patients seen will depend upon the complexity of the patients' problems and the students' familiarity with the condition. Students are expected to be thorough and complete. Student productivity is expected to increase as the student progresses in the program. Typically students see an average of 2-3 patients per day during their first semester (N6321), 4-5 patients per day during the second semester (N6331), and 5-6 patients per day in subsequent semesters (N6341, N6531).

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# STUDENT RESPONSIBILITIES

## Level of Responsibility (LOR)

- LEVEL 1 Observation Only: Student observes provider or "assists" peripherally in procedure. Utilized when student observes surgery or other procedures without scrubbing. Can be recorded on Patient Log Records but not MCRs.
- LEVEL 2 Major Consultation: Preceptor rechecks almost all of history and or exam and provides most of the assessment and plan. Utilized for students very early in the Program or for a patient with very complex or potentially life-threatening problems.
- LEVEL 3 Dual Responsibility: Approximately half FNP student responsibility; utilized for beginning students or complex patient problems.
- LEVEL 4 Complete Encounter: The student sees a patient without preceptor consultation during the patient visit. However, the student must briefly present the patient's case to the preceptor prior to the patient leaving.

### OR

Brief Consultation: The student utilizes the preceptor for less than 5 minutes, usually for presentation or to confirm positive exam findings. The student is responsible for assessment and plan with preceptor approval.

- Patient encounters in category 1 will not be counted in the clinical requirements.
- Only patient contacts in categories 2 through 4 will be accepted as meeting the requirements.
- It is expected that students to complete these requirements starting the second semester. It is anticipated that students may see fewer patients in the beginning semesters but considerably more patients in the last two semesters as their efficiency and ability to manage more complex patients improves.

# PRECEPTOR PROGRAM



CSU, Bakersfield  
Department of Nursing  
MSN-FNP Program

# Preceptor Policies and Procedures

## **Definition:**

The Graduate Preceptor Program at California State University, Bakersfield (CSUB) is a component of the Nursing Program that includes a teaching strategy designed to provide students with learning experiences that are guided by a Primary Health Care Provider who may also be an expert in his or her area of specialty.

- I. Preceptors shall be licensed as a Family Nurse Practitioner or Physician in the state of California and be employed by a CSUB affiliated health care facility for at least one year.
- II. Students shall be enrolled in the designated CSUB course in which he/she is assigned to a preceptor and will not be compensated by the clinical facility where the clinical rotation occurs.
- III. The Preceptor Program files shall be kept in the CSUB Nursing Department office and includes information for the designated semester/year assigned
- IV. The Preceptor Handbook serves as the written guidelines regarding the role and responsibilities of Nursing Faculty (Course Team Leader, Clinical Instructor), Preceptor, and Student and the required forms.

*(based on California BRN Regulations for Preceptorships)*

# ROLE & RESPONSIBILITY: PRECEPTOR

1. Assists the student by arranging opportunities and resources to obtain learning experiences appropriate to the course and individual learning objectives.
2. Assists the student in his/her orientation to the agency. This includes philosophy, policies, and procedures of the agency and expectations of the student. Examples include dress code, special equipment, emergency situations (fire, disaster, and codes), documentation, charting, writing prescriptions, medication administration, access to computer system for nursing documentation and retrieval of information, telephone and facsimile use.
3. Maintains sufficient availability during the same schedule as the student. The graduate student will need to match the preceptor schedule rather than the preceptor accommodating the student's schedule. In rare situations, the preceptor may designate another agency member to assist the graduate student. Designee must be a FNP or MD with sufficient experience to assist the graduate student.
4. Signs the clinical timesheet verifying student attendance. Provides ongoing and culminating evaluation of the student's performance to the student and the assigned Clinical Instructor (see forms: Preceptor Evaluation of Student Performance; Clinical Performance Evaluation Tool).

# ROLE & RESPONSIBILITY: PRECEPTOR (CONTINUED)

6. Meets with the student during or at the end of each shift to discuss/document student achievement or lack of achievement of clinical objectives and individual student learning objectives. This is documented on the Individual Student Objectives and Learning Contract.
7. Notifies the student and Clinical Instructor at any time during the course that clinical learning is not being met or when a student is not making sufficient progress toward achieving the course objectives.
8. Evaluates the student's learning, in conjunction with the Clinical Instructor, based on the course and learning objectives.
9. Submits a completed evaluation of the course (Preceptor Evaluation of Clinical Preceptor Experience) to be filed in the CSUB DON as required by the Board of Registered Nursing (see forms).
10. Submits a completed Preceptor Profile Form which includes information on his/her education, qualifications and work experience and Confirmation of Agreement To Precept to be filed in the CSUB DON as required by the Board of Registered Nursing (see forms).

# TIPS FOR PRECEPTORS

1. Be patient, patient, patient.
2. Keep your hands behind your back and lips sealed. Allow the student to make the decisions as you watch, unless he/she is proceeding in an unsafe manner.
3. Use guided questioning with the student, allowing the student to give the rationale for an action. Talk the student through decisions and procedures, but ask them, “what do you think you should do?” After they answer, ask them for their rationale. This helps them with their critical thinking ability. Even though it puts them on the spot, in the long run they will benefit.
4. Do not be too quick to give the students answers to their questions (Unless it is a life-threatening situation); instead, help them to develop their clinical reasoning skills.
5. Review the course objectives for each course and help the student seek appropriate clinical skills/experiences. Not all students have had the opportunity to perform every advanced nursing procedure.
6. Encourage the student to communicate patient status and needs with you.
7. Have the student document in the patient record.
8. Provide plenty of verbal feedback, both positive and negative. Most students want to be told if they have done it wrong.
9. Complete the student evaluation; the evaluation is a written report of student performance. It will be used in conjunction with the Clinical Instructor’s evaluation and other assignments to determine the student’s final grade (see forms).
10. Have fun and relax, you have a nurse who is eager to learn and help you during this semester!

# PRECEPTOR FORMS



CSU, Bakersfield  
Department of Nursing  
MSN-FNP Program

# PRECEPTOR FORMS: DUE BY WEEK ONE

## 1. Preceptor Profile Form

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
Department of Nursing  
Family Nurse Practitioner Program

**Preceptor Profile Form: Biography/Curriculum Vitae**

Name: \_\_\_\_\_ Credential(s): \_\_\_\_\_  
 License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Area of Specialization: \_\_\_\_\_ Years of Experience: \_\_\_\_\_  
 Facility: \_\_\_\_\_ Business Address: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Education:** List your basic medical/nursing education/advanced education as a physician or in nursing or other fields

Name of College	Location	Degree Earned	Dates of Attendance

**Certification:** List any certifications that you hold.

Name of Certification	Organization Providing Certification	Dates of Certification

**Clinical Experience:** List your most recent clinical experience other than your present employment.

Name of Employer	Job Title/Responsibilities	Dates of Employment

**Professional Honors and Awards:** List any special professional honors/awards you have received (e.g., Sigma Theta Tau and other professional organizations; conference presentations; scholarships; publications; recognition).

\_\_\_\_\_

**Preceptor Experience:** List prior preceptor experience with CSUB, other colleges, hospitals, & health care organizations

Name of Organization	Type of Student	Dates/Length of Preceptorship

\*In lieu of completing this section, attach your curriculum vitae documenting this information.

**PLEASE RETURN TO:**  
 California State University, Bakersfield  
 Attn: Linda Lara, Administrative Support  
 Department of Nursing  
 29 RNC  
 9001 Stockdale Highway  
 Bakersfield, CA 93311-1022

## 2. Preceptor Agreement Form

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
Department of Nursing  
Family Nurse Practitioner Program

**Confirmation of Agreement to Precept**

I, \_\_\_\_\_ (Printed name of Preceptor) have met with the graduate student regarding a preceptorship at this agency. I have reviewed the preceptorship agreement, and we have discussed the course objectives, clinical requirements, and the FNP Student Evaluation document for \_\_\_\_\_ (course name) and agree to act as Clinical Preceptor to \_\_\_\_\_ RN (Printed name of Graduate Student) as part of his/her enrollment in the CSUB Graduate Nursing Program clinical course. I am aware that I will need to confer with the Clinical Instructor during and at the end of the quarter to provide any information I believe is necessary regarding the student's progress in the clinical practicum. A written evaluation of the student, on the provided form should be submitted at the end of the quarter.

**I meet the following minimum qualifications to precept this student:**

- Possession of a current California license to practice as a physician or nurse practitioner.
- At least one year of clinical experience either as a physician or nurse practitioner providing primary care.

*In a group practice, any other provider participating in supervision of the student must also meet the same qualifications with regard to education and clinical experience.*

I am willing to serve and be available as a preceptor for this student enrolled in the above named course during the period of \_\_\_\_\_ (quarter), in \_\_\_\_\_ (year).

I am also aware that I must complete the FNP Student Evaluation document prior to the end of the quarter in which this student is enrolled.

Preceptor (Print): \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Most convenient time to call: \_\_\_\_\_

Email: \_\_\_\_\_

Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preceptor's Signature \_\_\_\_\_ Date \_\_\_\_\_

# PRECEPTOR EVALUATION SURVEYS

Qualtrics survey links will be sent to the preceptors

- Mid Term Evaluation of the Student (due by the 8<sup>th</sup> week of the semester)
- Final Evaluation of the Student (due by the end of the semester)
- Preceptor Evaluation of the Precepting Experience (due by the end of the semester)

## PRECEPTOR ORIENTATION



CSU, Bakersfield  
Department of Nursing  
MSN-FNP Program

Dear Family Nurse Practitioner Preceptor:

Thank you for your support in helping our nursing students apply nursing practice concepts in your clinical area. Your willingness to be a preceptor is greatly appreciated by all the students and faculty of California State University, Bakersfield (CSUB).

Your support and guidance can prove beneficial for both the graduate student and clinical site and contributes to the next generation of advanced practice nurses and nurse leaders. The Nursing faculty is readily available to graduate students and their preceptors for consultation and assistance.

Your evaluation feedback is greatly appreciated in that it will aid us in assessing our program's performance improvement efforts. Again, thank you for your participation in the CSUB Nursing Department Preceptor Program.

If you would like further information, you can contact me at: (661) 654-3112; [hhe@csub.edu](mailto:hhe@csub.edu).

Sincerely,

Heidi He, DNP, MSN, FNP-c

Director, Graduate Nursing Program

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