

**BSU SCHOOL OF NURSING**  
**Clinical Information for**  
**NUR 680: Primary Care of Adults**

*Please read this information carefully and then contact the on campus course faculty to discuss your clinical plans. It is important to do this so an appropriate clinical site, preceptor and clinical faculty can be chosen prior to the beginning of the course.*

**Course Description**

The focus of this course is on the application and evaluation of advanced nursing practice knowledge and skills required for the care of adults.

**Course Outcomes**

1. Analyzes health assessment data to determine or monitor health status over time.
2. Employs appropriate diagnostic and therapeutic interventions and regimens based on evidence-based standards of care and practice guidelines.
3. Incorporates strategies of risk analysis and reduction, screening, lifestyle change, and disease detection and prevention into all aspects of primary care practice.
4. Utilizes research and theory to develop appropriate plans of care.
5. Evaluates results of interventions using accepted outcome criteria and revises plan accordingly.
6. Analyzes policies that influence health care outcomes and formulates strategies to impact health care systems within the primary care setting.
7. Applies knowledge of state and federal laws regulating advanced nursing practice to selected areas of clinical practice.

**Clinical Information**

NUR 680 requires 240 clinical hours. This time is to be spent in direct contact with clients. Conferences, seminars, preparation of teaching materials, lunches, breaks and travel time cannot be counted as clinical hours.

- All pre-clinical forms and documents must be mailed together in one envelope to the secretary of the graduate program. Do not fax forms.
- No clinical hours may be done until all preceptor, agency, and clinical faculty information has been received and approved.
- The course faculty will notify the student by e-mail of approval.
  
- **IMPORTANT DUE DATES:**
  - Plan ahead. All pre-clinical forms and documents must be in the office of the Secretary of the Graduate Program prior to the beginning of the semester. Refer to the Pre-Clinical Information Checklist (form # 14) to see what information is required.
  - If all pre-clinical forms and documents are not in the office of the Secretary of the Graduate Program by Friday of the first week of the semester, the student will be required to withdraw from the course.
  - For tuition refund schedule information go to [www.bsu.edu/distance](http://www.bsu.edu/distance).

**Clinical Setting Qualifications**

- The clinical setting for Primary Care of Adults may be a Family Practice or Internal Medicine office or community health clinic providing primary care for adults.

- Students may **NOT** do clinical experiences for this program in emergency departments, inpatient settings, urgent care settings, occupational health settings, or limited specialty offices. These do not allow for the appropriate primary care experiences needed.
- Students may **NOT** complete clinical experiences in their own place of employment.
- If a Family Practice office or clinic is selected for the clinical experience, students should only be seeing adults for this course.
- An Agency Agreement must be signed, submitted, and approved for utilization of the clinical site (Form # 1)

### **Clinical Preceptor Qualifications**

- Adult/Family Nurse Practitioner or Family/Internal Medicine Physician providing primary care for adults
- National certification for nurse practitioners
- Minimum of one year of clinical experience
- Currency in practice
- Preceptors cannot be a relative, friend or co-worker.
- Preceptors do not receive any payment from Ball State University for their services.
- A preceptor information form (Form # 2) must be submitted for **each** clinical course even if you have used this preceptor before.

Discuss with preceptor your level of experience in the area of primary care of adults and your nursing background. This will help you to plan for the best learning experience.

### **Clinical Preceptor Responsibilities**

- Orient student to the clinical setting.
- Assist student in selecting realistic and specific clinical goals within the framework of course outcomes.
- Guide student acquisition of clinical skills within framework of course outcomes.
- Intermittently observe student's interactions with clients and validate clinical findings.
- Consult with student on the diagnostic work up and management of all clients seen.
- Review and co-sign all of student's chart documentation.
- Provide formative evaluation/feedback during the semester.
- Inform *course faculty* **immediately** of any concerns regarding student performance.
- Serve as a clinical expert and role model for the student.
- Encourage the student to become increasingly self directed.
- Provide a summative evaluation using the Preceptor Clinical Evaluation Form (Form # 16) at the end of the clinical experience.
- We will send an orientation packet, evaluation form and return envelope to your preceptor.

### **Clinical Faculty Qualifications**

- Adult or Family Nurse Practitioner.
- Minimum of master's degree in nursing
- National certification
- Clinical experience of at least one year
- Currency in clinical practice

- Nurse practitioners practicing in a specialized area (e.g. diabetes, cardiology) are not acceptable clinical faculty.
- Clinical faculty must NOT be employed at the same clinical site as the preceptor.
- Clinical faculty cannot be a relative, friend or co-worker.
- Clinical faculty receives \$400 from BSU for their services.
- A clinical faculty information form (Form # 11) must be submitted for **each** clinical course even if you have used the clinical faculty before.

### **Clinical Faculty Responsibilities**

- Act as a liaison to the preceptor and represent the program to preceptor and clinical site, problem solving any difficulties that arise.
- Provide complete written documentation concerning the student's progress and/or any concerns with the student's clinical performance.
- Notify course faculty **immediately** of any concerns with the student's clinical performance or concerns with the appropriateness of the student's clinical site.
- Evaluate the student's progress in meeting course outcomes in the clinical area by conducting a minimum of two on site visits (minimum of 4 hours each) to:
  - Directly observe student providing health care to clients
  - Assess chart documentation
  - Review student logs of clients seen
  - Review student's self evaluation form
  - Interview student's preceptor
  - Meet with student at conclusion of each on site visit to discuss evaluation.
  - Complete a written midterm and final evaluation of the student and submit to course faculty by designated due dates.
- The first clinical on site visit should take place just before or at the completion of one half of the required clinical hours for the course. The final clinical on site visit should take place near the completion of clinical hours either the last or second to last clinical day.
- Students who are not performing at a satisfactory level at the first visit may require additional visits by the clinical faculty. Clinical faculty must notify course faculty if this situation occurs.
- We will send an orientation packet, evaluation forms, and return envelopes to your clinical faculty.

### **On Campus Course Faculty Responsibilities**

- On campus course faculty has the overall responsibility for monitoring each student's progress and for didactic and clinical evaluation.
- Review student's clinical plans and all clinical forms to provide approval.
- Provide orientation materials for preceptor and clinical faculty.
- Act as liaison to preceptor, clinical faculty, and student, problem solving any difficulties that arise.
- Provide didactic materials and resources to student relevant to course outcomes.
- Guide and evaluate student's achievement of course outcomes through course assignments, tests, and other correspondence with student as needed.
- Review student's clinical logs, time sheet, and all clinical evaluations to determine if student has satisfactorily completed the clinical component of the course.
- Review all student evaluations of the clinical agency and provide feedback to agency as needed.

## Student Responsibilities

- Complete all university student health requirements and any other requirements specific to the clinical agency prior to starting clinical experience.
- Obtain and submit all required preceptor, clinical faculty, and agency information prior to beginning any clinical hours – must have course faculty approval.
- Meet with *preceptor* prior to beginning clinical experience to discuss logistics of the clinical experience and to review course outcomes.
- Meet with *clinical faculty* to share clinical schedule and plan for on-site evaluations.
- Maintain a clinical log of clients seen and have available at on-site evaluations for *clinical faculty* review.
- Complete a student self evaluation form and review it with *clinical faculty* at both the midterm and final on-site visits.
- Submit time sheet (Form # 12) signed by preceptor, clinical logs, and student self evaluation to *course faculty* at designated due dates.
- Complete all clinical and course requirements within expected time frame.
- Inform *clinical* and *course faculty* **immediately** of any concerns about clinical experience.
- Submit agency evaluation (Form # 3) to *course faculty* by designated due date.

## Clinical Forms

You can access all required clinical forms at <http://www.bsu.edu/web/nursing/forms>. Please read all of the forms for the course carefully before making any decisions about clinical sites, preceptors and clinical faculty.

**Physical Examination Equipment** (Students need to have access to the following equipment for clinical courses):

- Stethoscope with diaphragm and bell
- Blood pressure cuff and manometer
- Ophthalmoscope / Otoscope
- Snellen visual acuity chart / near vision chart
- Tuning fork
- Reflex hammer
- Penlight
- Centimeter ruler

## Clinical Attire

Appropriate professional attire is required according to agency regulations. A name pin is also required. This pin is to be 1" x 3", white with black letters in the following format:

Ball State University Student Name and Credentials Graduate Student
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TIS Bookstore will sell the pin for \$6.75 plus UPS shipping costs.  
Local phone 765-282-1811 Toll free phone 888-723-6404