



**BLOOMBERG**

LAWRENCE S. BLOOMBERG  
FACULTY OF NURSING  
UNIVERSITY OF TORONTO

# **Nurse Practitioner**

# **Preceptor Information Package**

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**Masters in Nursing (MN) (Nurse Practitioner Field)  
Degree Program**

**Post-Masters NP (PMNP) Diploma Program**



Dear Respected Preceptor,

Thank you for agreeing to participate as a preceptor for a student in the Nurse Practitioner program at the Lawrence S. Bloomberg Faculty of Nursing. The preceptor role is fundamental in helping the student learn, experience, and practice in an environment that is supportive and safe for both the student and the patients. We appreciate your time, your professional commitment, and your practice knowledge.

Please find enclosed some useful information in assisting you to become familiar with our faculty and program.

The student you are preceptoring is enrolled either in the MN (NP Field) Degree Program or PMNP Diploma Program. Aspects of clinical reasoning will be investigated, critically reviewed and applied to a broad range of clinical case studies as students develop advanced physical assessment skills, knowledge and skill in the collection of data and diagnostic formulation. Practical elements of advanced client assessment, including physical and mental status, psychosocial, family, cultural and community factors, the implications of social determinants of health and risk appraisal will be addressed in terms of their impact on the adult/child client's health status. Clinical, theoretical and scientific knowledge will be synthesized in the identification and management of existing and potential client states of health and illness. Approaches to effective written and verbal communication of findings to lay individuals and health professional colleagues as they relate to the client and family will be addressed. Learners will have opportunities to apply knowledge and develop advanced skills in assessment and clinical reasoning through case studies.

The clinical component includes a total of 700 hours divided amongst 3 courses. The clinical component is designed to facilitate learners' development of advanced skills (interviewing, physical examination) related to client and family assessment. Application of the clinical reasoning process is integral to the learners' experiences. It is expected that learners will be competent in basic health and physical assessment (HPA) and the associated techniques prior to beginning the course.

Should you have any questions please feel free to contact me.

Best Regards,

Monica Parry, RN, PhD, CCN(C)  
Assistant Professor and  
Director, Nurse Practitioner (NP) Program(s)  
Lawrence S. Bloomberg Faculty of Nursing  
University of Toronto

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## Faculty Liaisons

### NP Program Director

Faculty: Monica Parry, RN, PhD, CCN(C)

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Office Hours: via e-mail or through pre-arranged appointment, will respond to email within 48 hours

### NP Program Coordinator – Pediatrics

Krista Keilty, MN, NP – Paeds

Telephone: 416-946-0029

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### Graduate Clinical Placement Coordinator

Faculty: Katherine Trip, BScN, MN, RN(EC)

Telephone: 416-946-7355 (email is preferred mode of contact)

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### Clinical Education Assistant

Kong Ng

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Fax: 416 946-0665

E-Mail: [kong.ng@utoronto.ca](mailto:kong.ng@utoronto.ca)

### Graduate Program Assistant

Telephone 416 978 8318

E-Mail: [academic.nursing@utoronto.ca](mailto:academic.nursing@utoronto.ca)

## Program Overview

At U of T we graduate up to 70 NP students a year and currently have both an NP-Adult and NP-Pediatrics program. Students enter into the program via a combined Master of Nursing (MN) (Nurse Practitioner Field) Degree Program or a Post-Masters Nurse Practitioner (PMNP) Diploma Program.

Our NP programs prepare graduates to lead in the direct care of patients through the application of Advanced Practice Nursing and Nurse Practitioner competencies as described by the Canadian Nurses Association (2010). Students gain population-based experiences in caring for patients with common health problems, acute and chronic conditions with their chosen population of either Adult (adolescents/adults/older adults) or Pediatrics (infant/child/adolescent). Clinical Placements may occur across the health care sector in primary care, long term care, ambulatory care and acute care settings. Students may choose to gain concentration and specialize with a clinical focus through

focused course work and targeted clinical placement selection in the final year of the NP program.

Our MN (NP Field) Degree Program and PMNP Diploma Programs are accessible to students across Canada. The student experience in this hybrid education delivery model includes:

- Attendance in on-campus residencies,
- Simulation-based learning,
- Virtual classrooms,
- Combined asynchronous and synchronous discussions, and
- Individualized clinical placements.

### 1. Post-Masters Nurse Practitioner (PMNP) Diploma Program

The Post-Master's NP Diploma is an innovative and highly competitive 20-month (Part Time) program available to students across Canada. It is designed to afford students who have completed graduate education the opportunity to develop the knowledge and skills required to practice as a Nurse Practitioner.

The Post-Master's NP Diploma consists of 4 courses, completed over a 20-month (part-time) period. Students will focus their studies in the area of adult or pediatric acute care.

	<b>Fall</b>	<b>Winter</b>	<b>Spring-Summer</b>
<b>Year 1</b>	<i>NUR 1100H:</i> Pathophysiologic Concepts & Therapeutics	<i>NUR 1100H:</i> Pathophysiologic Concepts & Therapeutics	<i>NUR 1101H (Adult)</i> or <i>NUR 1102H (Child):</i> Advanced Health Assessment and Clinical Reasoning 100 clinical hours (10h SimLab + 90h Practice Setting)
<b>Year 2</b>	<i>NUR 1109H</i> Advanced Nursing Practice in Caring for Clients and Families I 300 clinical hours	<i>NUR 1110H</i> Advanced Nursing Practice in Caring for Clients and Family II 300 clinical hours	

### Clinical Practicum Course Objectives:

<u>Clinical Course</u>	<u>Clinical Objectives</u>
NUR 1101/02: Advanced Health Assessment & Clinical Reasoning (10h simulation lab+90h in practice setting)	Students begin to develop skills interviewing and performing physical examinations on clients/families with <i>common</i> health and illness states. Beginning to formulate differential diagnoses is integral to this practice rotation.
NUR 1109: Advanced Nursing Practice in Caring for Clients and Families I (300 hours)	Students continue to develop advanced skills (interviewing, physical examination) and begin to integrate diagnostic testing and treatment planning into their experiences; initially with <i>common</i> client/family health and illness states, and then with clients/families that have <i>moderately complex needs</i> .
NUR 1110: Advanced Nursing Practice in Caring for Clients and Family II(300 hours)	Practice setting offer experiences with clients/families experiencing acute and chronic illness states with specialized, multiple and complex needs. Students consolidate skill development across the health-illness continuum. Practice settings offer opportunities for students to integrate all domains of practice into their advanced practice role (clinical, research, leadership, collaboration and change agent).

## Master of Nursing (MN) (Nurse Practitioner Field) Degree Program

The NP Field of the Master of Nursing Program is designed to provide students with the skills and competencies required to practice as a Nurse Practitioner (Adult or Pediatric). This innovative and accessible MN population-based program is completed over 2 years (Full-Time). The course-work is available entirely on-line and the practicums are individually designed. In addition to the Specialty NP courses outlined above, students are required to complete 4 Foundation courses:

NUR 1017: History of Ideas in Nursing

NUR 1022: Research Design, Appraisal, & Utilization

NUR1028: Qualitative Research

NUR 1034: Program Planning & Evaluation

	<b>Fall</b>	<b>Winter</b>	<b>Spring-Summer</b>
<b>Year 1</b>	<i>NUR 1100H:</i> Pathophysiologic Concepts & Therapeutics	<i>NUR 1100H:</i> Pathophysiologic Concepts & Therapeutics	<i>NUR 1101H (Adult)</i> or <i>NUR 1102H (Child):</i> Advanced Health Assessment and Clinical Reasoning 100 clinical hours (10h SimLab + 90h Practice Setting)
	<i>MN Foundation Course</i> NUR1017H or NUR1022H (prerequisite for NUR1034H) or NUR1028H	<i>MN Foundation Course</i> NUR1017H or NUR1022H (prerequisite for NUR1034H) or NUR1028H	<i>MN Foundation Course</i> Typically NUR1034H This course is only offered in the summer session. You must have completed NUR1022H in order to take this course
<b>Year 2</b>	<i>NUR 1109H</i> Advanced Nursing Practice in Caring for Clients and Families I 300 clinical hours	<i>NUR 1110H</i> Advanced Nursing Practice in Caring for Clients and Family II 300 clinical hours	
	<i>MN Foundation Course</i> NUR1017H or NUR1022H (prerequisite for NUR1034H) or NUR1028H	<i>MN Foundation Course</i> NUR1017H or NUR1022H (prerequisite for NUR1034H) or NUR1028H	<i>MN Foundation Course</i> Take NUR1034H in the summer session of your 2 <sup>nd</sup> year if you did not take during the summer session of your 1st year*

\*Optional, if you were unable to take NUR1034H in the Spring-Summer term of Year 1

## Preceptors

Experienced practitioners (preceptors) provide invaluable clinical learning experiences for our students. The preceptor's roles include those of a coach, teacher, facilitator, resource person, and evaluator.

Students are responsible for identifying their preceptors with or without the assistance of the Clinical Placement Coordinator. Students are encouraged to have no more than two (2) preceptors per each 300h clinical practicum. This is to ensure each preceptor has had adequate time to assess the student and provide a reliable and valid midterm and final student and clinical experience evaluation. Preceptors can be NPs (with at least one year experience) or MDs. All MD preceptors must have an NP advisor. Roles and responsibilities of preceptors and NP advisors are outlined below.

### 1. NP Preceptor

#### **Prior to the Beginning of the Clinical Rotation**

- Meet with the learner to discuss the clinical experience
- Review the learning plan with her/him (NUR1109 and NUR1110)
- Assist the learner to identify strategies for achieving learning objectives
- Ensure your profile is up-to-date in LHP

#### **During the Clinical Rotation**

- Facilitate learner's introduction to the clinical setting
- Act as a clinical expert and role model sharing experiences and knowledge
- Provide clinical supervision and consultation to the learner during clinical experience
- Meet with the learner regularly to discuss progress towards achievement of learning objectives (as outlined in the student's learning plan)
- Inform the course instructor of any problems arising from the learner placement
- Complete midterm evaluation as required via LHP, and discuss with course instructor if necessary (NUR1109, NUR1110)

#### **After Completion of the Clinical Rotation**

- Review the learning objectives with the learner to determine if successfully achieved (student's clinical portfolio-NUR1101/02 or learning plan-NUR1109 and NUR1110)
- Meet and discuss evaluation of performance with the student and complete the required evaluation online via LHP.
- Complete final evaluation as required via LHP, and discuss with course instructor if necessary

## **MD Preceptor**

### **Prior to the Beginning of the Clinical Rotation**

- Meet with the learner to discuss the clinical experience
- Review the learning plan with her/him – NUR1109 and NUR1110 (in consultation with the NP Advisor)
- Assist the learner to identify strategies for achieving learning objectives
- Ensure your profile is up-to-date in LHP

### **During the Clinical Rotation**

- Facilitate learner's introduction to the clinical setting
- Act as a clinical expert and role model sharing experiences and knowledge
- Provide clinical supervision and consultation to the learner during clinical experience
- Meet with the learner regularly to discuss progress towards achievement of learning objectives (as outlined in the student's learning plan)
- Inform the NP Advisor of any problems arising from the learner placement
- Complete midterm evaluation as required via LHP (NUR1109, NUR1110)

### **After Completion of the Clinical Rotation**

- Review the learning objectives with the learner to determine if successfully achieved (student's clinical portfolio – NUR1101/02 **or** learning plan – NUR1109 and NUR1110)
- Meet and discuss evaluation of performance with the student and complete the required final evaluation online via LHP.
- Discuss evaluation of performance with the NP Advisor if necessary

## NP Advisor

All MD Preceptors must have an NP Advisor. An NP Advisor can provide feedback to the course instructor about an NP students' progress towards their clinical objectives if the student has an MD Preceptor. The NP Advisor will work together with the student and their MD Preceptor, to ensure the student has the opportunity to learn and be assessed by an Advanced Practice Nurse with NP competencies. NP Advisors may participate in the students learning through direct observation in the clinical setting, as an NP Preceptor; or via indirect methods including face-to-face meetings, video room chats, telephone calls or email correspondence.

The student is asked to provide the NP Advisor with course materials, sample evaluation tools and details of their learning plan. Students are also asked to provide the NP Advisor with a plan for communication and identify strategies for illustrating progress towards meeting the course and clinical objectives.

NP Advisors can expect to communicate with their NP students 4-6 times during the semester for not more than 30 minutes per session. The student is expected to negotiate a schedule with the NP Advisor that fits with their learning plan. At any point in the semester, the NP Advisor is encouraged to contact the Graduate Clinical Placement Coordinator ([mnplacements@utoronto.ca](mailto:mnplacements@utoronto.ca)), or the course instructor, if there are any concerns about the student's placement or progress.

Some examples of how NP Advisors have assessed student progress include:

- reviewing sample clinical documentation
- discussion of student documented case studies
- analysis of exemplars describing clinical encounters
- carrying out direct observation of a student in the clinical setting

At scheduled evaluation points (mid-term and/or final); the NP Advisor will be required to document their feedback about the students' progress and clinical competence on-line via Linking Health Professionals. This feedback will be used together with that provided by the NP or MD preceptor(s) to determine if a student can receive credit for the clinical component of their course.

The various figures on the following page depict the various preceptor arrangements students may choose for their 300h clinical rotations.

Figure 1. Lines of Communication with one NP Preceptor.

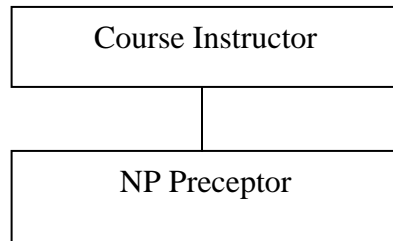


Figure 2. Lines of Communication with MD Preceptor and NP Advisor.

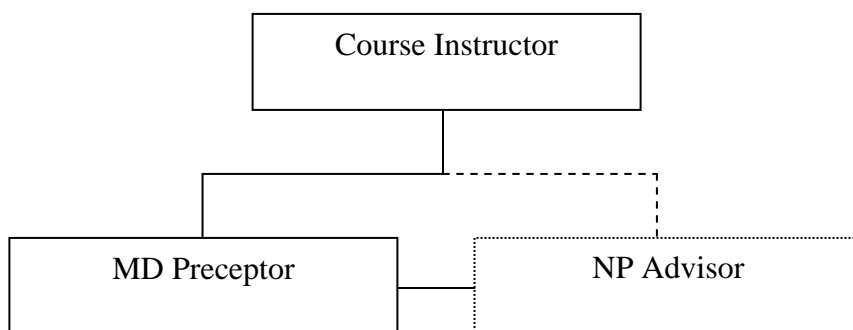
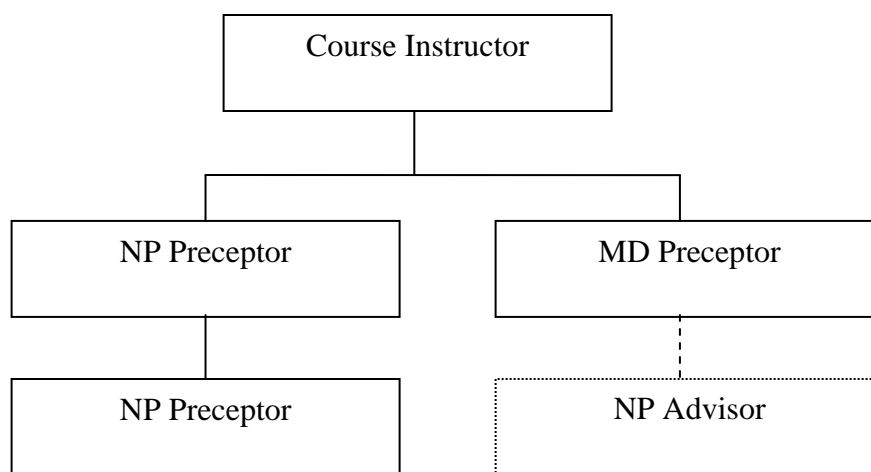


Figure 3. Lines of Communication with multiple Preceptors.



**NOTE:** All preceptors are responsible for providing input into the evaluation of the student's clinical rotation.

## Students

The learner's role is to gain knowledge from the preceptor and the practice experience in preparation for a career as an advanced practice nurse.

### **Responsibilities before Beginning a Clinical Rotation**

- Analyze and determine what he/she wants to gain from the experience.
- Arrange, with the support of the Graduate Clinical Placements Coordinator, a preceptor with graduate preparation.
- Submit a completed Health form to the Graduate Department of Nursing Science
- Provide proof of CNO registration or other nursing license
- Contact Nursing Education Representative (or equivalent) at the Institution at least three (3) weeks prior to arrange for ID, secure system access, and training

### **During the Clinical Rotation**

- Develop a clinical portfolio (NUR1101/02) **or** learning plan (NUR1109 and NUR1110).
- Discuss your clinical portfolio **or** learning plan with the preceptor/submit to course instructor as required.
- Discuss with the preceptor reciprocal expectations and devise a schedule of activities to meet learning objectives.
- Seek supervision and feedback from the preceptor on an on-going basis.
- Perform within the administrative framework of the practice facility.
- Achieve clinical objectives.

### **After Completion of the Clinical Rotation**

- Review the learning objectives with the preceptor to determine if they have been successfully achieved.
- Discuss Learner Evaluation with the preceptor.

Students are encouraged to provide their Preceptors with an up-to-date Curriculum Vitae (CV), and a summary of courses completed and clinical experiences to date in the NP program.

## Evaluations - Linking Health Professionals

### 1. Student

All student evaluations are completed online through our online evaluation system – Linking Health Professionals (LHP). LHP hosts a community of students and preceptors affiliated with the Lawrence S. Bloomberg School of Nursing. LHP has the ability to let you provide real time communication to the faculty. Students carry out self assessments (competency evaluation) and provide feedback on the clinical experience. All information is private and confidential and remains within the community. Students are invited to build their profile, and are encouraged to share a photo- which helps build recognition as part of the Lawrence S. Bloomberg Faculty of Nursing.

### 2. Preceptor

As a preceptor, you need to complete a student behavioral evaluation and clinical experience evaluation. Preceptors are invited to build their profile, and are encouraged to share a photo- which helps build recognition as part of the Lawrence S. Bloomberg Faculty of Nursing. Your profile is essential to helping students find adequate clinical placements. We are currently working with the LHP team to enable you to indicate your availability for clinical placement supervision/mentoring. Minimum posting to the profile should include your name, area of practice and contact details.

Upon completion of your student's placement, you are requested to complete an on-line evaluation form via LHP. Your student must complete their evaluation first. As a part of the evaluation; you will be required to verify your student's hours.

**We will set up your account with LHP (if not currently a member) and email you an access password. If you have used LHP previously, you may sign on with your current login name and password.**

**To complete the Evaluation:**

2. **You cannot complete an evaluation until the student has completed theirs. Once this is done – you will receive an email prompt.** The message will state that a **Competency Evaluation** and **Student Evaluation** are waiting for you to complete.
3. Sign in to Linking Health Professionals ([www.linkhealthpro.com](http://www.linkhealthpro.com)).
4. Select “Clinical Evaluations” from the left menu.
5. Select the “Evaluations” tab near the top of the screen. **You will note that there are two evaluations to be completed:** a **Competency Evaluation** and a **Student Evaluation**. Select the evaluation form specific to the course the student is enrolled (M for Midterm and F for Final).
6. Click **Start** to proceed with the evaluation. You can view the Student’s self evaluation by clicking the magnifying glass icon.

linkhealthpro

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Lawrence S. Bloomberg Faculty of Nursing - University of Toronto Community » Clinical Evaluations

Evaluations

Session: 2008 - 2009 | Course: All Courses | Eval Status: All

**Competency Evaluation**

Course	Form	Student	Instructor	
NUR 1110F	NUR/NPD 1110Y Advanced Nursing Practice in Caring for Clients and Families II	James, John	Smith, Cindy	<b>Start ▶</b>

**Evaluation of Student by Preceptor**

Course	Form	Student	
NUR 1110F	Student Evaluation	James, John	<b>Start ▶</b>

You will start the evaluation by **confirming the number of hours** spent with the Student. You can either confirm the number of hours, or if different, enter the number of hours spent with the Student.

 **Lawrence S. Bloomberg Faculty of Nursing - University of Toronto Community » Clinical Evaluations**

**Evaluations**   Edit Competency Evaluation Form

**NUR/NPD 1110Y Advanced Nursing Practice in Caring for Clients and Families II  
NUR 1110F, 2008 - 2009**

Student: **James, John**

Preceptor: **Doe, Janice**



**– Experience**

Location: **Hospital for Sick Children (The)**

Placement: **Paediatrics**

Description: **Paediatrics Placement at Hospital for Sick Children**

Period: **01-Jun-2009 to 30-Jun-2009**

Hours: **120**

Please confirm the Number of Hours

If different, please make the change and communicate with the student   Hours:

7. Proceed with the **Competency Evaluation**.
8. Once you are finished with the evaluation, click on the Submit button.

**Consultation & Collaboration**


	Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory	Not Observed
1. Develops effective partnerships with patients, families, and members of the health care team.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Understands and apply theories related to group dynamics, roles, and organizations.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Initiates timely and appropriate consultation, referrals, and collaboration with other health care providers.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Demonstrate knowledge and skill in communication (oral & written), negotiation, and conflict resolution.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Additional Comments:**

1. Additional Comments:

Page 2 of 2


9. A summary screen displays the selections which you made. The continue button takes you back to the evaluations screen.

 **Lawrence S. Bloomberg Faculty of Nursing - University of Toronto Community » Clinical Evaluations**

**Evaluations**    Edit Competency Evaluation Form

**NUR/NPD 1110Y Advanced Nursing Practice in Caring for Clients and Families II**  
**NUR 1110M, 2008-2009**

Student: **James, John**  
Preceptor: **Doe, Janice**



Thank you for submitting the competency evaluation form.

Please go to your [evaluations screen](#) and click the Start/Continue button next to each of your outstanding evaluations.

Click "Continue" to complete all outstanding evaluations.

10. Continue with the **Student Evaluation**.

 **Lawrence S. Bloomberg Faculty of Nursing - University of Toronto Community » Clinical Evaluations**

Evaluations

Session  Course  Eval Status


### Competency Evaluation

Course	Form	Student	Instructor
NUR 1110F	NUR/NPD 1110Y Advanced Nursing Practice in Caring for Clients and Families II	James, John	Smith, Cindy

### Evaluation of Student by Preceptor

Course	Form	Student
NUR 1110F	Student Evaluation	<b>James, John</b>

**Start ▶**




Evaluations	Edit Student Evaluation Form
<p><b>Student Evaluation</b>  <b>NUR 1110F, 2008 - 2009</b></p>	
<p>Student: <b>James, John</b></p>	
<p>Preceptor: <b>Doe, Janice</b></p>	
<p>Placement: <b>Paediatrics</b></p>	
<p>Location: <b>Hospital for Sick Children (The)</b></p>	
<p>Period: <b>01-Jun-2009 - 30-Jun-2009</b> Validated Hours: <b>120</b></p>	
<hr/> <p><b>– Student Evaluations – by Preceptor (SE-P)</b></p>	
	<p>Strongly Disagree    Disagree    Unsure    Agree    Strongly Agree    N/A</p>
1. The student took responsibility for his/her learning	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2. The student demonstrated evidence of self-assessment and self-reflection	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
3. The student sought supervision and guidance as needed	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
4. The student had realistic expectations of what he/she may learn in this clinical placement	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
5. The student demonstrated achievement of his/her learning objectives	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
6. The student communicated well with the team and patients and families	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
7. The student demonstrated developing APN competencies necessary for practice in this setting	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

11. Submit the evaluation when complete.

7. The student demonstrated developing APN competencies necessary for practice in this setting

8. If disagree with any of the above: Please explain

9. Other comments or accolades:

 Save  Submit  Cancel

12. A summary screen displays the selections you made. The continue button takes you back to the evaluations screen.

**Lawrence S. Bloomberg Faculty of Nursing - University of Toronto Community » Clinical Evaluations**

Evaluations Edit Student Evaluation Form

**Student Evaluation**  
NUR 1110F, 2008 - 2009

Student: **James, John**


Preceptor: **Doe, Janice**

Placement: Paediatrics

Location: Hospital for Sick Children (The)

Thank you for submitting the student evaluation form.

Click "Continue" to return to the main evaluation screen.



## **Clinical Placement Coordinator**

The Graduate Clinical Placements Coordinator is a resource to students to assist in the arrangement of clinical placements. This includes the management of the clinical placement process, preceptor orientation, and ongoing management of associated initiatives. Primarily the Placements Coordinator acts as the initial point of contact for students and agencies related to placements, in addition to working with the NP Coordinator and Administrative Assistant to plan program related activities.

## **Insurance**

During clinical placements, the learner has the protection of the University of Toronto's Comprehensive General Liability insurance policy. The Ministry of Education Work/Education Placement Agreement under the Workplace Safety and Insurance Coverage Act covers each learner's clinical placement. Each student is given a memorandum issued by the Health and Well Being Services Department of the University of Toronto and is to share this with their preceptors.

## **Health Forms**

All students are required to complete health forms with the Occupational Health Nurse, at the Lawrence S. Bloomberg Faculty of Nursing. Students may not commence their clinical placements unless these forms are processed and cleared by the Faculty. Students are required to update their TB test annually.

## Clinical Appointments

All eligible Preceptors are invited to apply for a Clinical Appointment at the Lawrence S. Bloomberg Faculty of Nursing at the University of Toronto. Clinical Appointments are granted to those individuals who are employed elsewhere in a position that is not primarily academic in nature, who have special skills or learning of value to the Bloomberg Faculty and who may provide services or which recognition is desirable.

For more information please visit:

<http://bloomberg.nursing.utoronto.ca/staff/clinapptprocess.htm>