Nurse Practitioner

Preceptor Information Package

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 to 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 willingness to share your expert knowledge.

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

**Program Description**

The student you are a preceptor for is an RN enrolled either in the Masters of Nursing Nurse Practitioner (MN NP Field) Degree Program or Post Masters Nurse Practitioner (PMNP) Diploma Program. During the NP program, aspects of clinical reasoning will be investigated, critically reviewed and applied to a broad range of clinical case studies as students develop advanced 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, and 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. Students will have opportunities to apply knowledge and develop advanced skills in assessment and clinical reasoning through case studies.

The clinical component of the NP program includes a total of 800 hours of clinical experiences divided amongst 3 courses. The clinical component is designed to facilitate students development of advanced skills (interviewing, physical examination, diagnostic testing, and interpretation of findings, therapeutic planning and role development) 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 and the associated techniques prior to beginning the course.

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

Kind Regards,

Katherine Trip
Graduate Placement Coordinator
Lawrence S. Bloomberg Faculty of Nursing  
University of Toronto  

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## Faculty

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### NP Program Adult and Anesthesia Coordinator - Graduate Clinical Placement Coordinator (all fields)
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### NP Program Pediatric Coordinator – Sherri Adams, MN, NP (Paediatric)
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### NP Program Primary Health Care - Global Health Coordinator - Naomi Thulien, MN, NP (PHC)
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Program Overview

At the Lawrence S. Bloomberg Faculty of Nursing we enrol approximately 80 NP students per year and currently have three emphases related to NP programs, NP-Adult, NP-Paediatrics and NP-Primary Health Care, Global Health. 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 comprehensive 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 presentations as well as acute and chronic conditions with their chosen population of either Adult (adolescents/adults/older adults) or Paediatrics (infant/child/adolescent) or Primary Care Global Health (all ages).

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 concentrate and specialize with a clinical focus through focused course work and targeted clinical placement selections in the second year of the NP program.

Our NP 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.

Clinical Practicum Course Objectives:

<table>
<thead>
<tr>
<th>Clinical Course</th>
<th>Clinical Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1101/1102/1114: Advanced Health Assessment &amp; Clinical Reasoning (100 hours)</td>
<td>Students develop skills interviewing and performing physical examinations on clients/families with common health and illness states. Beginning to formulate differential diagnoses is integral to this practice rotation. <strong>Note</strong>: Students must complete a minimum of 3 complete history and physical examinations and a minimum of 20 focused history and physical examinations during this practicum.</td>
</tr>
<tr>
<td>NUR 1115/1116/1117 Advanced Nursing Practice in Caring for Clients and Families (500 hours) (Can be divided into 2 or 3 separate clinical site experiences over this full year semester)</td>
<td>Students continue to develop advanced assessment skills (interviewing, physical examination) and begin the integration of diagnostic testing and treatment planning into their experiences. Students are expected to develop clinical judgment, skill and knowledge in patient care scenarios and are expected to acquire the ability to increase clinical accuracy, proficiency and complexity as the semester progresses.</td>
</tr>
<tr>
<td>NUR 1110: Role Development (200)</td>
<td>Practice settings offer experiences with clients/families experiencing health as well as acute and chronic illness</td>
</tr>
</tbody>
</table>
hours) states with multiple needs. Students consolidate skill development across the health-illness continuum and further develop clinical judgment, skill and knowledge. Practice settings offer opportunities for students to integrate all domains of NP practice into an advanced practice nursing role (clinical, research, leadership, collaboration and change agent).

Preceptors

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

Students are encouraged to have no more than two (2) preceptors per each 300 hours of clinical practicum. This is to ensure each preceptor has had adequate time to assess the student and provide a reliable and valid student and clinical experience evaluation. Preceptors can be NPs (with at least one year experience) or MDs. All students with an MD preceptor must also identify an NP advisor. Roles and responsibilities of preceptors and NP advisors are outlined below.

Preceptors are asked to complete the online student evaluation within 1 week of the clinical experience evaluation request. Students cannot advance in the program without having had an evaluation completed. If you have not received an email notice from Knowledge4You, Linkinghealth professionals or are having difficulty completing the evaluations, please contact: Terry Yuen at terry.yuen@utoronto.ca as soon as possible.

NP Preceptor

Prior to the Beginning of the Clinical Rotation

- Meet with the student via phone or in person to discuss the clinical experience and course objectives.

At the Outset of the Clinical Rotation

- Review the learning plan with the student
- Assist the student to identify specific strategies for achieving learning objectives

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 or placement coordinator (kathy.trip@utoronto.ca) of any problems arising from the learner placement
• Complete the online midterm evaluations as required via Knowledge4you: Linking Health Professionals (LHP)
  Note: there are no midterm evaluations for 1101/02 or 14

**After Completion of the Clinical Rotation**
• Review the learning objectives with the learner to determine if successfully achieved
• Complete the required evaluation online
• PLEASE NOTE: Students will not receive a grade for the clinical course until all evaluations for the course have been received.

**MD Preceptor**

**Prior to the Beginning of the Clinical Rotation**
• Meet with the learner to discuss the clinical experience
• Review the learning plan with the student
• Assist the learner to identify strategies for achieving learning objectives
• Ensure you have information regarding the NP advisor for your student (name, email, phone number)

**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 or placement coordinator (kathy.trip@utoronto.ca) of any problems arising from the learner placement
• Complete the online midterm evaluations as required via Knowledge4you: Linking Health Professionals (LHP)
  Note: there is no midterm evaluation for 1101/02 or 14
• PLEASE NOTE: Students will not receive a grade for the clinical course until all evaluations have been received

**After Completion of the Clinical Rotation**
• Review the learning objectives with the learner to determine if successfully achieved (student’s clinical portfolio and learning plan)
• Meet and discuss evaluation of performance with the student
• Review the learning portfolio and confirm clinical hours
• Discuss evaluation of performance with the NP Advisor
• Complete the online midterm evaluation as required via Knowledge4you /linking healthprofessionals (NUR1115/1116/1117, NUR1110)
• PLEASE NOTE: Students will not receive a grade for the clinical course until all evaluations have been received
NP Advisor

All students with an MD Preceptor must also have an NP Advisor.

- NP advisors are expected to communicate with students in person or by phone/computer at least once every other week. This communication should be initiated and maintained by the student and is intended to facilitate student understanding of the NP role within the health care setting.

An NP Advisor will provide feedback to the course instructor about an NP students' progress towards their clinical objectives as relate to NP practice. The NP Advisor will work together with the student and their MD Preceptor, to ensure the student has the opportunity to learn from 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 or via indirect methods including face-to-face meetings, video room chats, telephone calls or email correspondence.

The student must 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 will communicate with their NP students a minimum of bi-weekly during the semester. The student is expected to negotiate a schedule with the NP Advisor at the beginning of the course. At any point in the semester, the NP Advisor is encouraged to contact the Graduate Placement Coordinator 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

During the Clinical Rotation:

- At scheduled evaluation points (mid-term and/or final); the NP Advisor will be required to document their feedback about the students' progress and understanding of the NP role on-line via Linking Health Professionals.
- This feedback will be used together with that provided by the MD preceptor(s) to determine if a student has met the objectives for the clinical component of their course.
- PLEASE NOTE: Students will not receive a grade for a clinical course until all evaluations for that course have been received.
- If you have not received an email notification requesting an evaluation within one week of course completion please contact: Terry Yuen at terry.yuen@utoronto.ca
Students

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

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 MD or NP preparation. (During NUR 1110 NP preceptors and advisors must be graduate prepared at minimum.)
- Submit a completed Health form to the Graduate Department of Nursing Science
- Ensure up to date proof of CNO registration or comparable nursing license is available
- Ensure mask fit testing is available and valid
- Complete registration and site based orientation as requested by placement site

During the Clinical Rotation

- Develop a clinical portfolio and learning plan
- (maintaining patient confidentiality at all times)
- Discuss your clinical portfolio and 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.
- Submit a clinical portfolio to instructor verifying hours of clinical
- Submit CLP as directed to instructor
- Complete online clinical evaluations
- Keep a copy of the preceptor reviewed clinical portfolio for submission to your instructor in the next clinical course (ie keep 1101/02/14 for submission at beginning of 1115/16/17)
Evaluations – Submitted On-Line via the Knowledge4you Linking Health Professionals program

Student

All student evaluations are completed online through our online evaluation system – Linking Health Professionals (LHP). Students complete self-assessments (competency evaluations) and provide feedback on the clinical experience. All information is private and confidential. Students are invited to build their profile on LHP, and are encouraged to share a photo which helps build recognition as part of the Lawrence S. Bloomberg Faculty of Nursing.

Preceptor

As a preceptor, you are required 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 community.

At mid-term for all courses longer than 100 hours and at completion of your student’s placement, you are required 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. Please do not include days that students were absent due to illness/other reasons in the report of hours completed.

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.

Most common issues related to incomplete evaluations:
- Students have not completed the evaluation first- this step is needed in order for the LHP system to prompt the preceptor to complete their part
- Students click “save” instead of “submit”
- The email address for the preceptor is incorrect in the U of T system
- Preceptors have multiple email addresses and the one student has provided is different than the one the preceptor registered onto LHP with
- Preceptors click “save” instead of “submit”
To complete the Evaluation:
1. 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.
2. Sign in to Linking Health Professionals (www.linkhealthpro.com).
3. Select “Clinical Evaluations” from the left menu.
4. 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).
5. Click Start to proceed with the evaluation. You can view the Student’s self evaluation by clicking the magnifying glass icon.
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.
6. Proceed with the **Competency Evaluation**.
7. Once you are finished with the evaluation, click on the Submit button.
8. A summary screen displays the selections which you made. The continue button takes you back to the evaluations screen.
10. Continue with the **Student Evaluation**.

![Student Evaluation Form](image)

<table>
<thead>
<tr>
<th>Course</th>
<th>Form</th>
<th>Student</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>NUR 1110F</td>
<td>NUR/NPD 1110Y Advanced Nursing Practice in Caring for Clients and Families II</td>
<td>James, John</td>
<td>Smith, Cindy</td>
</tr>
</tbody>
</table>

![Evaluation of Student by Preceptor](image)

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NUR 1110F</td>
<td>Student Evaluation</td>
<td>James, John</td>
</tr>
</tbody>
</table>
Student Evaluation
NUR 1110F, 2008 - 2009

Student: James, John
Preceptor: Doe, Janice
Placement: Paediatrics
Location: Hospital for Sick Children (The)
Period: 01-Jun-2009 - 30-Jun-2009 Validated Hours: 120

Student Evaluations – by Preceptor (SE-P)

1. The student took responsibility for his/her learning
   - Strongly Disagree
   - Disagree
   - Unsure
   - Agree
   - Strongly Agree

2. The student demonstrated evidence of self-assessment and self-reflection
   - Strongly Disagree
   - Disagree
   - Unsure
   - Agree
   - Strongly Agree

3. The student sought supervision and guidance as needed
   - Strongly Disagree
   - Disagree
   - Unsure
   - Agree
   - Strongly Agree

4. The student had realistic expectations of what he/she may learn in this clinical placement
   - Strongly Disagree
   - Disagree
   - Unsure
   - Agree
   - Strongly Agree

5. The student demonstrated achievement of his/her learning objectives
   - Strongly Disagree
   - Disagree
   - Unsure
   - Agree
   - Strongly Agree

6. The student communicated well with the team and patients and families
   - Strongly Disagree
   - Disagree
   - Unsure
   - Agree
   - Strongly Agree

7. The student demonstrated developing APN competencies necessary for practice in this setting
   - Strongly Disagree
   - Disagree
   - Unsure
   - Agree
   - Strongly Agree
11. Submit the evaluation when complete.
12. A summary screen displays the selections you made. The continue button takes you back to the evaluations screen.
Graduate Placement Coordinator

The Graduate Clinical Placement 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. The Placement Coordinator can act 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 and submit to the Occupational Health Nurse, at the Lawrence S. Bloomberg Faculty of Nursing. Students may not attend their clinical placements unless these forms are processed and cleared by the Faculty. Students are required to update their TB test annually.

Adjunct Appointments

All eligible Preceptors are invited and encouraged to apply for an Adjunct Appointment at the Lawrence S. Bloomberg Faculty of Nursing at the University of Toronto. Adjunct 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 for which recognition is desirable.

For more information please visit:

http://bloomberg.nursing.utoronto.ca/faculty-staff/join-the-faculty/status-adjunct-appointments