

COLUMBUS STATE UNIVERSITY SCHOOL OF
NURSING 2025-2026

FAMILY NURSE
PRACTITIONER
HANDBOOK

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Mission and Vision

Mission Statement

Columbus State University School of Nursing Graduate Program has a mission to cultivate and empower compassionate, accountable nursing professionals who are dedicated to delivering safe, evidence-based, patient-centered care.

Vision Statement

The vision for the School of Nursing is through collaboration with community partners, we strive to foster a culture of servant leadership, where innovation and efficiency are embraced. By fostering accountability and ethical practice, we prepare graduates to navigate modern healthcare complexities and inspire positive change.

Family Nurse Practitioner (FNP) graduates are ready to lead in the advanced practice nurse roles in health-related service to diverse populations. The focus of the FNP is the management of common acute and chronic healthcare problems across the lifespan in a variety of primary care settings. The FNP provides care to people across the lifespan that specializes in health promotion and disease prevention.

Program Outcomes

The FNP Program prepares the graduate to:

- Implement the selected advanced nurse role: leader, educator, informaticist, or nurse practitioner within health care.
- Develop and nurture interprofessional collaborations by communicating and consulting with other appropriate healthcare professionals and community leaders.
- Evaluate the influence of ethical principles on personal and organizational decision-making.
- Utilize nursing research for the promotion of quality nursing education, safe client centered health care, and evidence-based practice.

Family Nurse Practitioner Competencies

[Nurse Practitioner Core Competencies Content](#)

These are entry level competencies for the FNP that supplement the core competencies for all nurse practitioners. The population in primary care family practice includes newborns, infants, children, adolescents, adults, pregnant and postpartum women, and older adults. Primary/FNPs practice primarily in ambulatory care settings. Students graduating from a primary care nurse practitioner program will sit for the FNP certification exam.

General Clinical Information

Clinical Hour Expectations

CSU requires FNP students to complete 765 clinical hours in their program of study. Each clinical course

syllabi describes and specifies the population specialties required for completion of clinical course. Students are responsible for finding an acceptable site and preceptor that works with the population specific to the course's clinical experiences.

Clinical hours are defined by the National Task Force (NTF) Criteria as hours in which direct clinical care is provided to individuals, families, and populations in population-focused areas of FNP practice; clinical hours do not include skill lab hours, physical assessment practice sessions, or a community project, if it does not include provision of direct care. Clinical experiences and time spent in each experience should be varied and distributed in a way that prepares the student to provide care to the populations served.

[Criteria for Evaluation of Nurse Practitioner Programs \(sixth edition\): A Report of the National Task Force on Quality Nurse Practitioner Education](#)

Telehealth hours will count as direct patient care hours for a max of thirty hours in the following clinical courses: NURS 6329, 6328, 6327, and 6425. For all your clinical courses (*NURS 6625, 6329, 6328, 6327, and 6425*) the required clinical hours as specified per course syllabus must be completed by the end of the semester to successfully pass the course. Failure to complete required clinical hours per syllabus will cause course failure.

Pre-Clinical Requirements

1. Unencumbered RN license - The student must maintain an active unencumbered RN license in all states where there is a performance of clinical rotations. A student must notify a CSU nurse practitioner faculty member immediately if the RN licensure status changes and if the student is planning a move to another state.
2. CSU, SON requires students to provide and maintain an American Heart Association Basic Life Support (BLS) and/or Advanced Cardiovascular Life Support (ACLS) certification throughout the program. Students will provide a copy of the BLS/ACLS certification card(s) and all RN licensures.
3. HIPAA/OSHA - Student compliance with HIPAA (Health Insurance Portability and Accountability act) and OSHA (Occupational Safety and Health Administration) guidelines are required.
4. Clinical approval - Students must submit the required clinical paperwork (site prospector submission in CoreELMS, preceptor's CV/resume, and affiliation agreement) for each clinical site AND each preceptor they plan to use throughout the semester; specifically noting, if two preceptors are at the same contractual site, each preceptor must have a separate site prospector submission in CoreELMS. Every clinical site and preceptor must have a current, signed agreement in place with CSU BEFORE the semester begins. If the student has not received approval and clearance from the Clinical Coordinator for a site and/or preceptor, the student's hours will not count, and the student may be dropped from classes or placed on probation. The approval process for preceptors and clinical sites is described in detail in this manual.

Clinical clearance is sent via formal email to students individually for every preceptor they are approved for each semester. Clinical clearance is only issued by the Clinical Coordinator.

5. A drug screen and background check through our approved vendor is required for all students prior to beginning any clinical rotation in the FNP program. Appropriate actions will be taken for non-negative findings.
6. Professional liability insurance through Proliability (1-800-375-2764) for clinical practice is required

for all graduate students. Cost will vary based on the scope of your Registered nurse (RN) practice. FNP students must carry a minimum of \$1,000,000/\$6,000,000 coverage. Students are required to use Proliability, our approved vendor. No other vendors will be accepted.

7. Health Data and Immunization Requirements - Upon acceptance to the FNP Program, the student will submit all immunization requirements to our approved vendor. Physical assessments are also required.

- Mantoux Tuberculin skin titer or annual TB chest x-ray, completed within the last year. (QuantiFERON Gold Blood Test / T-SPOT TB tests are acceptable)

- Completed Hepatitis B Vaccination series (3) OR titer
- Varicella immunization evidence of Vaccination series (2) OR titer
- MMR Vaccinations (2) OR titer
- Tdap vaccine within last 10 years
- Current (yearly) flu immunization

Students at the CSU, SON are responsible for keeping current all immunizations as stated in the contract with clinical agencies. The student shall submit all preclinical requirements to our approved vendor. The student shall keep original documentation for his/her personal records for future use. Some facilities require additional immunizations and/or testing. Students must comply with facility contract requirements.

Clinical Area Illness or Injury

Injured or ill students while providing patient care MUST:

1. Immediately notify assigned course lead and clinical faculty via CSU email and phone.
2. Follow the agency's policy and procedure for injury or illness, if appropriate.
3. DO NOT report to the clinical area when ill, experiencing an elevated temperature, nausea, vomiting, diarrhea, or any other symptoms of illness.
4. Students are responsible for notifying the course and clinical faculty as well as the preceptor of illness prior to the scheduled clinical experience as a professional courtesy to the facility.
5. Clinical agencies will not provide medical care free of charge for injured or ill students. Students are responsible for any expense incurred. Personal health care coverage is a student requirement while enrolled in CSU, SON.

Completion of Hours

All clinical hours are to be completed during the semester in which students are enrolled. No clinical hours will be counted if they are completed before or after the semester.

Clinical Site Selection

Throughout the FNP program, students are expected to spend time in clinical sites treating patients across

the lifespan, from newborn to geriatrics. Clinical site selection is critical to the student's success in this program. The diagnoses, task-based proficiencies, and population focus of each clinical course should direct site selection. The student should submit the site prospector submission in CoreELMS by the deadline for each semester to provide enough time for contracts to be completed. Please review the [FNP Clinical Placement Settings and Experience](#) document which lists the type of clinical setting, hours and preceptors required for each clinical course.

***Important: Students should begin working on clinical placement as soon as possible. All students must have a clinical site in place and approved prior to the first day of a clinical course. Site prospector submissions are to be completed in the clinical tracking system, CoreELMS. The preceptor's CV/resume and affiliation agreement, as well as the required preceptor authorization form, can be uploaded when completing the site prospector submission. Templates for the preceptor authorization form and affiliation agreement can be found on the student's CoreELMS home screen.

Clinical Site State Authorization in States Outside of Georgia

We can offer you the Master of Nursing (MSN), FNP program if you are physically present in other states; however, please note that our ability to offer the MSN FNP program in your state does not guarantee admission into the program.

In addition, if you move to another state while attending the program, continuation within the program will depend on the ability to offer the program within the new state where you would be physically present. It would be the student's responsibility to notify the program of a change in physical presence. Failure to provide accurate physical location information to the MSN FNP program can negatively impact CSU's ability to offer financial aid and/or impede the student's continuation within the program. These restrictions extend to courses taken online and include programs containing clinicals or other forms of field experiences; encompassing circumstances in which the student leaves their state of licensure to conduct clinical outside of their licensed state.

It is important to note that:

- If you are located outside the state of Georgia or are considering moving while attending the MSN FNP program; we **MUST** have authorization to offer our program in other states and by other state boards of nursing. Please contact the MSN FNP program **immediately** if you plan to move outside of the state you reported on in your application.
- Our FNP program is designed to fulfill Georgia nurse practitioner licensure requirements. Those standards may not necessarily satisfy the licensure requirements outside of Georgia. It

is always recommended that applicants contact the Board of Nursing in their state to ensure that they understand the BON requirements for licensure.

Preceptorship Planning for FNP Columbus State University School of Nursing

Preceptor Selection

The student should have most clinical experiences with preceptors in the population-focused area of practice pertinent to their chosen education track. In the case of the FNP, students should focus on their experience across the lifespan. Preceptors must have at least one year of clinical experience and a current unencumbered license in their area of practice. It is in the student's best interest to have an experienced preceptor to guide the learning process in the clinical setting. To view Clinical Placement Settings and Experiences, please follow the link below:

[FNP Clinical Placement Settings and Experiences](#)

*Please note that NP students are not approved to precept with PAs (Physician Assistant) in Alabama.

Minimal Qualifications for NP Preceptor:

1. Interested in assisting the student and enhancing the student's education.
2. Willing and desirous of serving as a preceptor.
3. Preparation at the appropriate level of current practice and preferably with a minimum of (1) one year's experience in the current role.
4. Licensed by the state of practice as a MD (medical doctor), NP (nurse practitioner), or PA (physician assistant).

IF AT ANY TIME YOU HAVE QUESTIONS OR DETERMINE THAT THE STUDENT IS NOT A SAFE HEALTH CARE PROVIDER, PLEASE CONTACT our office at 706-507-8581 or Dr. Aimee Vael via email: Vael_aimee@columbusstate.edu

You may ask the student to leave the clinical site if at any time you determine there is inappropriate or unsafe behavior.

Your participation as a preceptor for the nurse practitioner program is essential to the curriculum. Clinical practice rotations offer a unique opportunity for the graduate nursing student to observe and practice the management of patient care. Students develop their ability to safely perform clinical problem-solving through their participation in the clinical decision-making process and learn the value of collaboration among health care providers.

Note: All clinical paperwork and requirements must be received by the published deadlines.

Failure to submit the clinical documents by the published deadlines can slow the contract process and may prevent the student from beginning the clinical experience.

Deadlines to submit clinical documents are published on the CSU, SON Website under [the Resource](#) tab.

New contracts can be extremely time-consuming. Start well before your clinical course or you may not be able to complete it. If you fail to complete a clinical course successfully, you are considered out of progression and cannot continue in the program until that course has been completed.

Students must have an approved site prospector submission AND affiliation agreement in place for every preceptor and site each semester. If a student is working with a preceptor at one site and the preceptor requests that the student accompany them to another site (i.e. office or hospital) the student will need a separate clinical affiliation agreement and site prospector submission in place for **all** locations where the preceptor will be working. If the student fails to meet or provide clinical placement details by the published deadlines, they risk being removed from clinical courses. Students must work under their approved/contracted preceptor, not any other medical provider. We also require a copy of the preceptor's CV/resume. Please be sure to request an updated copy from your preceptor and provide this along with your site prospector submission.

1. A preceptor authorization form is required for site prospector submissions in CoreELMS. This is an agreement between the student and the preceptor. Failure to complete the form properly could delay approval of the student's preceptor/site.
 - a. Students can use the clinical planning form template from their CoreELMS home screen as a resource to complete a site prospector submission for every preceptor/site the student plans to use each semester.
2. The Clinical Affiliation Agreement is a legal binding agreement between CSU and the clinical site. An agreement **MUST** be in place before the student can begin their clinical rotations. Students may check the [COLUMBUS STATE FNP PRECEPTORS](#) document to verify that an agreement is already in place with the facility with whom the student plans to perform their clinical rotation. If the site is **NOT** on the list (meaning there is no active agreement in place), the student will need to complete an Affiliation Agreement. If an updated affiliation agreement is needed, students will be contacted by the Clinical Coordinator. Please contact the Clinical Coordinator if there are questions about this process.
3. We require a copy of the preceptor's Curriculum vitae (CV)/resume. Please be sure to request an updated copy from your preceptor and provide this along with your clinical submission. If no resume/CV is available, please contact the Clinical Coordinator for further instructions.
4. Students will submit clinical information and documents through CoreELMS. Emailed submissions will not be accepted.

Clinical Clearance Process

There are several steps that follow your site prospector submission.

1. Your site prospector submission will be reviewed for completeness.
2. If any corrections are needed, you will receive an email from the Administrative Assistant with the corrections needed.
3. If no corrections are needed, your site and preceptor are reviewed by the Clinical Coordinator.
4. If a clinical site and/or preceptor are not appropriate for the course you are taking, you will be contacted by the Clinical Coordinator.
5. If a new affiliation agreement is needed, you will be contacted by the Clinical Coordinator.
6. The Clinical Coordinator will issue clearances when your submission is approved AND all clinical requirements are met. Please note clearance emails will not be issued prior to the clinical due date for each semester.

Clinical clearance is sent via formal email to students individually for every preceptor/site they are approved for each semester. Clinical clearance is only issued by the Clinical Coordinator.

Suggestions for securing a Clinical Site and Preceptor

- Students may precept with an MD, DO, NP or PA. *NOTE: NP students are not allowed to precept with PAs in Alabama.*
- Make sure that the selected clinical location is appropriate for the upcoming clinical courses. Family Practice is a requirement for most of your FNP clinical placements. Approval of specialty clinical placement is considered by faculty in the FNP Practicum course- NURS 6425.
 - The [FNP Clinical Placement Settings and Experiences](#) document lists the type of preceptor, site and hours required for each course.
- Other avenues of identifying potential clinical sites and preceptors:
 - Network through a local nurse practitioner association which accepts students as members
 - Columbus State University School of Nursing has the following networking opportunities:
 - Facebook Group- Columbus State University FNP Networking
 - LinkedIn Group- Columbus State University FNP Students & Grads Networking
 - Approach providers at your place of employment for suggestions
 - Ask friends or colleagues for suggestions
- Three Rivers – AHEC Agency that may assist with placement
- Further information on our clinical placement process can be found here:

[Clinical Placement Process](#)

Information for the Preceptor

CSU SCHOOL OF NURSING NURSE PRACTITIONER STUDENT

The purpose of the experience is to provide the nurse practitioner student with an opportunity to participate in: 1) health assessment of patients, 2) counseling and guidance in accordance with identified needs, and 3) management of the care of patients in consultation with the preceptor.

The student is expected to consult with the preceptor regarding each patient and to record the visits in the format appropriate to the clinic's standards. At all times, the student will function under the supervision of the preceptor.

Additional considerations to guide you in your decision to precept:

- A. You agree to accept responsibility for a nurse practitioner student for a specified time.
- B. The development of a learning environment for the student would include:
 - 1. Sufficient exam rooms so the student may function at a novice pace.
 - 2. Opportunities to do history and physical examinations, make a tentative assessment, present orally to you, propose appropriate diagnoses and therapeutic plans, and write up the encounter as part of the permanent chart/record.
 - 3. Preceptor follow-up with the patient to critique the proposed assessment and plan of care.
 - 4. Opportunity for the student to observe or participate in the management of any patient who presents with a problem of general education interest.
 - 5. Guidance in the performance of clinical procedures consistent with the student's learning objectives while under the preceptor's supervision.
 - 6. A telephone conversation or a brief meeting at your clinic with the course faculty overseeing the student's work during the semester to determine student progress.
- C. The clinic staff should understand that the nurse practitioner student will function as a health care provider.
- D. The CSU, SON faculty member for this student will make specified contact with the preceptor and student as follows:
 - 1. A faculty member may visit your clinic or ask for a virtual conference during the time the student is with you. On this visit, the faculty member would like your permission to enter the patient's examination room with the student to observe the student's progress. The faculty member would like to hear the student present the case to you. Faculty will need a few minutes to confidentially discuss the student's progress.
 - 2. Whenever possible, faculty will coordinate the visit with you and your staff to be limited for your convenience.
 - 3. Should any problems arise concerning the student's conduct in the clinic, please, notify the faculty member so that prompt action can be taken.

E. At the conclusion of the rotation, the preceptor will complete an evaluation via our clinical tracking system providing feedback on the student's progress.

IF AT ANY TIME YOU HAVE QUESTIONS OR DETERMINE THAT THE STUDENT IS NOT A SAFE HEALTH CARE PROVIDER, PLEASE CONTACT Dr Aimee Vael, FNP Coordinator, at Vael_aimee@columbusstate.edu. You may ask the student to leave the clinical site if at any time you determine there is inappropriate or unsafe behavior.

Your participation as a preceptor for the nurse practitioner program is essential to the curriculum. Clinical practice rotations offer a unique opportunity for the graduate nursing student to observe and practice the management of patient care. Students develop their ability to safely perform clinical problem-solving through their participation in the clinical decision-making process and learn the value of collaboration among health care providers.

Example of the email sent to Preceptor(s)

Hello,

Thank you for agreeing to precept our online FNP student. The nurse practitioners, physician's assistants and physicians who work with our Family Nurse Practitioner students are among the best in the nation. Our Preceptors care deeply about the quality of health care education. Without your help, programs such as ours could not exist.

This graduate student is CPR (Cardiopulmonary Resuscitation) certified, has been vaccinated against Hepatitis B, and has been instructed regarding the prevention of transmission of bloodborne and other pathogens. The student is a registered nurse licensed to practice nursing and is covered by a professional liability insurance program.

During the semester, the student's clinical faculty member may contact you either by telephone, email or in person. The faculty member will obtain information regarding the student's progress and if he/she is meeting the course objectives. Efforts will be made to keep any contact with you as briefly as possible.

You will find the following attached:

- Family Nurse Practitioner Handbook
- Nurse Practitioner Preceptor guidelines.
- **IF AT ANY TIME YOU HAVE QUESTIONS OR DETERMINE THAT THE STUDENT IS NOT A SAFE HEALTH CARE PROVIDER, PLEASE CONTACT CSU School of Nursing, (706) 507-8581.**

Your participation as a preceptor for the nurse practitioner program is essential to the curriculum. Clinical practice rotations offer a unique opportunity for the graduate nursing student to observe and practice the management of patient care. Students develop their ability to safely perform clinical problem-solving through their participation in the clinical decision-making process and learn the value of collaboration among health care providers.

Please provide a current copy of your resume or CV to the student(s) for our records.

Thank you so much

CORE ELMS is the reporting agency that Columbus State utilizes to track student clinical hours, case logs and evaluations for those students entering their first clinical courses. You will receive links from CORE ELMS via email to confirm clinical hours and complete evaluations.

Sincerely,

Dr. Aimee Vael

FNP Coordinator Columbus State University

****The final paragraph will reflect the tracking system (Typhon/Core ELMS) utilized by the student.**

Clinical Course Expectations

- Provide your site prospector submission and ensure there is an up-to-date legal contract (affiliation agreement) in place with the clinical site prior to completing any clinical hours. You **must** receive clearance from the Clinical Coordinator before beginning any clinical hours.
- Arrive on time for all clinical rotation experiences; be well-rested and prepared.
- Columbus State University, School of Nursing (CSU, SON) prohibits the use of any illegal substances. If a student may be impaired, you will be asked to submit to a drug screen and unable to return to clinical practice until you are cleared.
- Properly identify yourself to all patients and other health care providers as a FNP student from Columbus State University (CSU). Follow the dress code of your facility and wear a clean pressed lab coat with a school identification badge in a clear view.
- Students are to be professionally and appropriately dressed for all clinical experiences.
 - Students may wear business casual, or clean, pressed scrubs if appropriate, but should not wear jeans. Please check with your clinical site for any dress code requirements.
 - A lab coat with the student's name tag is required. Credentials other than RN, FNP student may not be displayed on a lab coat or name tag at clinical sites.
 - The FNP student identification card is to be always clearly visible.
 - Students should bring a stethoscope and other essential equipment to clinicals.
- Participate in clinical practice as a FNP student only under the supervision and direction of an approved preceptor and CSU faculty members.
- Seek active learning experiences guided by the approved preceptor.
- Students may not precept with the same preceptor for more than three clinical courses.
- Students may not precept with a family member or significant other.
- Students may not complete clinicals in their current work unit.
- Perform only approved procedures that fall within a nurse practitioner's scope of practice and only under the direct supervision of an approved preceptor.
- Notify your clinical instructor and/or the course coordinator immediately of any problems, issues, or concerns which arise in the clinical area.
- Demonstrate behavior that is always ethical and professional.

- Always demonstrate safety in clinical practice.
- All clinical hours (numbers specified in course syllabus) are to be completed by the end of the enrolled term semester.

Clinical Experience Expectations

Students should provide the preceptor with:

- A schedule of planned clinical dates.
- Personal clinical goals, as well as course syllabus/objectives.
- Contact information and the contact information for the student's clinical faculty.

It is appropriate for students to ask for a brief orientation on the first day of clinicals and familiarize themselves with the facility and staff.

Student Behavior

1. Students are expected to arrive at the clinical site on their pre-arranged days, be on time, and not leave early. Students must notify the clinical faculty, preceptor, and clinical site if they cannot attend clinical as scheduled or will be late. It is inappropriate for students to arrive on days that have not been pre-scheduled, and students may NOT be at the clinical site unless their preceptor is physically present.
2. Cell phones should be off or vibrate on but should NOT make any noise in the clinic or exam rooms. Student cellphone use during clinical hours is prohibited, except for medical resources. Students may use the cell phone for personal calls during lunch or established breaks but should be in a restricted area away from patients and staff.
3. Students should show interest in each patient and/or procedure. It is understood that students will have varying interests, but each experience provides valuable information. The student will NOT be just an observer or appear disinterested but will voluntarily participate to the greatest extent they are allowed. It is NOT appropriate to go to another area of the clinic to work on anything else. Students are to introduce themselves as a FNP student to patients and everyone in the clinical setting.

Active Learning

As active learners, students do not just "follow" preceptors. Students are not allowed to observe for more than 2-3 days. Students are expected to actively participate in assessing, diagnosing, and managing the care of most of the patients seen in collaboration with the preceptor.

Communication

A three-way call between faculty, student, and preceptor is a requirement of each clinical course. The call will be scheduled and outlined within each clinical course calendar. The three-way call is PASS/FAIL; PASS if you complete the three-way call; FAIL if you do not complete the three-way call. Non-

participation in a three-way call by either the student and/or preceptor will result in the student receiving a grade of FAIL for the clinical course.

Students will have an assigned faculty member responsible for monitoring their progression within the clinical course. Should any change in preceptor, site, or schedule arise, students must inform their designated clinical faculty member and the clinical coordinator. Any unanticipated events or problems that occur during the clinical experience should be reported to the student's assigned clinical faculty.

Clinical Role

Students are learning the role and scope of practice of the FNP. All students must learn and abide by the applicable state nurse practice act and the national certifying body's regulations. Students are to adhere to the Nurse Practice Act associated with the Board of Nursing in the state in which they have an approved clinical site. It is the student's responsibility to read the applicable nurse practice act(s), understand the content, and abide by the act(s).

Maintain Satisfactory Clinical Standing

Preceptors participate in the ongoing clinical evaluation of students through contact with CSU FNP faculty members and evaluations. **If students do not maintain satisfactory clinical standing at any time during the semester, the FNP Clinical Standing/Probation/Progression policy will be followed to determine the needed action.**

The FNP program can be completed in two academic years, or five semesters of full-time study (9 credit hours per semester). Part-time students are expected to complete their program of study within a seven (7) year period but are encouraged to complete all courses in their selected track as quickly as their schedule allows. All requirements, including coursework at CSU, transfer credit and transient credit coursework, must be completed within seven (7) calendar years from the date of initial enrollment in coursework, without regard to the initial admission status and without regard to credit hours earned. To remain in good academic standing, degree candidates must earn grades of B or higher in graduate course work.

Students pursuing a Master of Science in Nursing must adhere to the following standards:

- A cumulative GPA of 3.0 or better
- Student will be dismissed from the program after the second C is earned
- No course with a grade below a C will be applied toward a degree
- An "F" earned in a course will result in dismissal from the program.
- Students admitted on a provisional basis are considered on probation. Provisional students may not earn a grade below B, in their first twelve semester hours of study. [Graduate Academic Regulations: Refer to Academic Standing](#)

Clinical Documentation System

CoreELMS

Students entering the MSN FNP program will use the CoreElms clinical management system to document clinical time and patient encounters. The system is web-based and may be accessed without downloading software. A mobile app is available containing select system features for student convenience. Data entered in the CoreElms system are stored in a secure and HIPAA compliant manner. CoreElms will allow you to keep track of your clinical hours, type of patients, type of visit, medications, and ICD-10 codes.

CoreElms is a clinical database management system required throughout the FNP program in all clinical courses. It is the student's responsibility to review the provided CoreElms User Guide and informational videos to be comfortable in the submission of clinically related information. Clinical information must be uploaded weekly in clinical courses, including a complete log of your clinical time, log of cases, and International Classification of Diseases (ICD 10) and Current Procedural Terminology (CPT) coding for each patient visit. CoreElms is evaluated by the assigned clinical faculty throughout the clinical courses per the rubric.

Billing for Services

Students need to learn about the billing process from the first day of clinical rotations. All patient procedures and services are coded using Current Procedural Terminology (CPT) codes by the provider at the end of the visit. Patients and their insurance companies are billed according to these codes; therefore, accurate CPT selection and documentation are important skills to be gained by FNP students. In addition, International Classification of Diseases, (ICD-10) 10th Revision codes are used to (1) identify health problems (i.e., diagnosis, symptoms) and (2) establish medical necessity by indicating the severity and emergent nature of the problem. Establishing a diagnosis is also an important skill to be gained by FNP students. Students need to participate in the identification and designation of ICD-10 and CPT codes; however, students do not receive personal compensation for any patient services rendered.

Columbus State University Family Nurse Practitioner Program Probation/Progression

Clinical Standing/Clinical Performance Evaluations

Preceptors participate in ongoing student clinical assessments during the semester and a summative evaluation upon the student's completion of their clinical rotation. Students must receive a minimum mean score of 80% on the preceptor evaluation to successfully pass each clinical course. If the score is less than 80%, the student must set up a conference call with the faculty and preceptor.

CSU FNP faculty members evaluate student performance in various ways, such as clinically related assignments, consultation with preceptors, and clinical documentation in Typhon/Core Elms. Expectations outlined in the FNP manual as well as course and clinical objectives provided in each course

syllabus will serve as the standards for student evaluation.

Students may receive a failing course grade or be administratively and permanently removed from the FNP program without first being placed on probation for offenses including, but not limited to:

- Practicing in an unethical or unprofessional manner (including Communication).
- Compromising patient safety
- Committing a felony
- Testing positive on a drug screen
- Performing clinical rotations without written clearance from the Clinical Coordinator
- Providing false or inaccurate information related to a clinical preceptor or site
- Misrepresenting his/her clinical hours or providing any false documentation or other written or verbal inaccuracy related to clinical rotations and/or clinical hours
- Misrepresenting the role in which the student is functioning
- Performing or participating in any other action FNP faculty deem as an infraction or breach of program policy

A conference will be held with students in the following circumstances:

- A CSU FNP faculty member determines that a student is not meeting course/clinical objectives or standards as outlined in the syllabus and FNP clinical manual.
- A clinical issue arises related to patient safety or professional practice.
 - Preceptors and CSU FNP faculty maintain the right to ask the student to leave the clinical site until any issue of concern is resolved.

Following the conference, the clinical faculty member will consult with both the course coordinator and the FNP program coordinator. The student may incur any of the following:

- Receive a written warning to be placed in the student's file.
- Be placed on clinical probation.
- Be required to repeat completed clinical course hours in part or whole.
- Be administratively removed from the clinical site/preceptor and required to complete clinical hours at an alternate site with an alternate preceptor.
- Receive an overall failing clinical course grade.
- Be permanently dismissed from the CSU FNP Program
- Be asked to travel to CSU's Nursing campus (located in Columbus, GA) and be evaluated by FNP faculty.

If the student receives a written warning, a second offense will, at minimum, result in an automatic clinical probation. If the student is placed on clinical probation, a student success plan will be developed along with a timeline for follow-up. If performance or conduct does not improve as outlined in the student success plan, the assigned clinical faculty will consult with the course faculty and Coordinator of the FNP Program. If needed, the SON Director and the Dean will be included in the consultation. Following consultation, the judgement will be made to assign a failing clinical course grade or permanently dismiss the student from the CSU FNP Program.

Each student is entitled to and will be given due process. Students should follow the complaint process as outlined in the current CSU Student Handbook.

Clinical Probation

Clinical Probation is a period designed to remediate and evaluate the clinical performance of a student who has not satisfactorily met the semester's clinical objectives or has had a significant issue arise related to their clinical performance or conduct.

When the student is placed on clinical probation, a Columbus State University Family Nurse Practitioner Program Probation Form will be completed, outlining the reasons for probation and the necessary actions to correct the stated problem(s). More specific criteria will be outlined in the student success plan that will measure student clinical performance improvement over a specified period. A probationary clinical site or preceptor may be assigned or arranged by the course faculty member and the FNP Coordinator. The student's clinical progress will be continually monitored by the clinical and/or course instructor, and the Coordinator of the FNP program.

Columbus State University Family Nurse Practitioner Program Probation Form

Student Name: _____ Date: _____

Probationary Period: _____ to _____

Clinical Sites involved during probation: _____

REASON(S) FOR PROBATION:

REMEDIAL ACTION OBJECTIVES:

REMEDIAL ACTION PLAN:

_____ Student
_____ Course Lead
_____ Assistant Director, Graduate Programs

Progression - FNP Program

For progression through the School of Nursing graduate program, the student must:

- Ensure that all Pre-Clinical Requirements are active and up to date throughout enrollment in the program.
 - Adhere to the student behavior as specified in this manual.
 - Maintain satisfactory clinical standing throughout enrollment in the program.
 - If applicable, follow the Clinical Probation policy established by faculty without further infraction while enrolled in CSU SON.
- The FNP program can be completed in two academic years, or **five** semesters of full-time study (9 credit hours per semester). Part-time students are expected to complete their program of study within a seven (7) year period but are encouraged to complete all courses in their selected track as quickly as their

schedule allows. All requirements, including coursework at CSU, transfer credit and transient credit coursework, must be completed within seven (7) calendar years from the date of initial enrollment in coursework, without regard to the initial admission status and without regard to credit hours earned. To remain in good academic standing, degree candidates must earn grades of B or higher in graduate course work.

- **If a student has already failed a course clinically prior to the date to withdraw without academic penalty and the student chooses to withdraw, the grade received will be WF.**

- A student who withdraws or has a medical withdrawal can only re-enroll in the course when it is next offered, dependent on availability. Permission to re-enroll will be based on progression and dismissal policies. Students repeating a course must repeat all didactic and clinical requirements within the semester they are re-enrolled.

- A grade of Incomplete will result in the student being ineligible to progress to the next nursing course.

Notice of Non-Discrimination under Title IX Policy Memorandum

POLICY MEMORANDUM

Notice of Non-Discrimination under Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq.

Title IX prohibits discrimination based on sex in education programs or activities operated by recipients of Federal financial assistance. As recipients of federal assistance, Columbus State University is required to comply with Title IX. As such, the institution does not discriminate based on sex in the education programs and activities it operates including admission and employment. Prohibited sex discrimination includes sexual harassment and sexual violence such as sexual assault, stalking, and domestic and dating violence.

Title IX complaint procedures can be found in Columbus State University Sexual Misconduct Policy for complaints against non-students. If you have any questions about this Notice and Title IX application at Columbus State University, contact the Title IX Coordinator and/or the Department of Education Office of Civil Rights Assistant Secretary, as provided below.

CSU Title IX Coordinator

Sarah Secoy

Interim Director of Center for Accommodation and Access/Title IX Coordinator

Schuster 110
Columbus, GA 31907

(706) 507-8757

secoy_sarah@columbusstate.edu

Deputy Title IX Coordinator

Dr. Aaron "Chip" Reese
Associate Vice President of Student Affairs
Student Rec Center 242
Columbus, GA 31907

(706) 507-8652

reese_aaron@columbusstate.edu

U.S. Department of Education, Office for Civil Rights, (800) 421-3481 or ocr@ed.gov.

If you wish to fill out a complaint form online with the agency, you may do so at [OCR: Discrimination Complaint Form](#).

Appendix A- Clinical Paperwork

- 1. A copy of preceptor CV/resume**
- 2. Site Prospector Submission with Preceptor Authorization Form (CoreElms)**
- 3. Affiliation Agreement (contract)**

Preceptor Authorization Form & affiliation agreement – can be found in CoreELMS, along with a Student User Guide and other helpful documents, on the student home page as well as the Document Library.

Appendix B- Preceptor Information

COLUMBUS STATE UNIVERSITY SCHOOL OF NURSING NURSE PRACTITIONER STUDENT PRECEPTOR INFORMATION

The purpose of the experience is to provide the nurse practitioner student with an opportunity to participate in: 1) health assessment of patients, 2) counseling and guidance in accordance with identified needs, and 3) management of the care of patients in consultation with the preceptor.

The student is expected to consult with the preceptor regarding each patient and to record the visits in the format appropriate to the clinic's standards. At all times, the student will function under the supervision of the preceptor.

Additional considerations to guide you in your decision to precept:

A. You agree to accept responsibility for a nurse practitioner student for a specified time.

B. The development of a learning environment for the student would include:

1. Sufficient exam rooms so the student may function at a novice pace.
2. Opportunities to do history and physical examinations, make a tentative assessment, present orally to you, propose appropriate diagnoses and therapeutic plans, and write up the encounter as part of the permanent chart/record.
3. Discussion with the student to critique the proposed assessment and plan of care.
4. Opportunity for the student to observe or participate in the management of any patient who presents with a problem of general education interest.
5. Guidance in the performance of clinical procedures consistent with the student's learning objectives while under the preceptor's supervision.
6. A telephone conversation with the faculty overseeing the student's work during the semester to determine student progress.

C. The clinic staff should understand that the nurse practitioner student will function as a health care provider.

D. At the conclusion of the rotation, the preceptor will complete an evaluation providing feedback on the student's rotation.