Associate Degree Nursing Clinical Transition Practicum Program

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MCC Clinical Transition Practicum (CTP)

Assists students to transition into roles of:

- Provider of patient centered care
- Member of profession
- Member of health care team
- Patient safety advocate
Aim of CTP

- Graduating nursing student in clinical setting will:
  - Synthesize
  - Apply nursing knowledge
    - Skills
    - Ethics
    - Nursing jurisprudence
CTP Student

- Works under one on one supervision with clinically EXPERT nurse to:
  - Assess
  - Plan
  - Implement
  - Evaluate patient care
  - Demonstrates professional practice at novice level
Role Responsibilities

Faculty Liaison

• Coordinates students clinical experience
• Ensures qualifications of preceptors (Rule 215.10 Texas Nursing Practice Act)
• Provides orientation of preceptors and students
• Assure compliance of students with program standards
  • Immunizations
  • Screenings
  • CPR
• Review and approve student independent learning objectives
Faculty Liaison

- Communicates and consults with clinical preceptor or student in person, via e-mail and telephone
- Receives ongoing preceptor feedback about student performance
- Feedback to improve practicum
- Provides final evaluation for student
- Receives all required student documents and student feedback
Completes McLennan Community College Preceptor Orientation Program by reading clinical transition packet or viewing PowerPoint presentation

Reviews Texas Nursing Practice Act (Rule 215.10 (h) (3)  [www.bon.state.tx.us]

Reads, signs and returns Preceptor Acknowledgement Form

I have received and read the clinical transition packet and understand the responsibilities of the faculty liaison, student, and preceptor, and the policies of the McLennan Community College clinical transition practicum (CTP). I will ensure that the policies are followed and will seek clarification from the faculty liaison as needed.

I understand that:
1. The student CTP Shift Documentation Sheet is signed at the end of each shift.
2. The student CTP Checklist will be completed as the student completes the experiences.
3. The student CTP Evaluation is completed and returned in a sealed envelope, at the conclusion of the CTP.

Name: ___________________________________________ Date: __________________________
Clinical Preceptor: Receive Completed Student Profile Form (prior to beginning practicum and plan learning experiences)

CTP Student Profile: Fall 2013

This form must be completed and reviewed by your assigned practicum faculty prior to the initial meeting with your preceptor. Once approved by your assigned practicum faculty, the form must be delivered to your preceptor no later than one week prior to your first orientation shift. This information will enable your preceptor to be familiar with your baseline knowledge, learning style, and to personalize your learning activities.

**Demographic Information:**

Name: ____________________________

Contact Phone Number: ____________________________

**Learning Style Assessment:**

1. Understanding that learning occurs in cognitive, affective, and kinesthetic domains, rank the following learning strategies for your preceptor:

   - ____ I observe someone else
   - ____ I read the information first
   - ____ I listen to the explanation first
   - ____ I try it myself; ask for help as needed

2. My strengths are:

3. My weaknesses are:

4. I like feedback on my performance:

   - ____ Daily
   - ____ Weekly
   - ____ Other (Explain)
   - ____ Verbally
   - ____ In Writing

5. The most important thing for the preceptor to know about me is:

6. The most important learning objectives I have identified for this experience are:

   (List 5 or 6, must be measurable and exclude skill acquisition)

Signature: ____________________________
Clinical Preceptor

Serves as a role model, as a practitioner, teacher, and mentor:

- Provides patient care in accordance with established, evidence-based nursing practice standards
- Fulfills nursing duties according to hospital and unit policies and procedures
- Maintains mature and effective working relationships with other health care team members
- Uses resources safely, effectively, and appropriately
- Demonstrates leadership skills in problem solving, decision making, priority setting, delegation of responsibility, and in being accountable
Clinical preceptor will:

- Contact the student anytime a scheduled student clinical day is cancelled or changed.
- Offer a shift reschedule date during that communication, if an alternate date is available.
- Orient the student to the clinical practice setting including identification of facility and unit specific policies and procedures and facilitate the student's professional socialization into the new role.
- Guide, facilitate, supervise and monitor the student in achieving clinical objectives.
- Supervise the student in providing nursing care to assure safe practice.
- Retain ultimate responsibility for care of the patients.
- Provide the student with ongoing constructive feedback that relates performance standards to student performance.
- Provide suggestions that will improve student performance to achieve course and clinical learning objectives.
Clinical preceptor will:

- Communicate ongoing student progress to the faculty liaison.
- Assist faculty liaison with evaluation of student’s performance progress as needed.
- Immediately contact faculty liaison if assistance is needed or if any problem with student performance occurs.
- Complete an evaluation of the student on the form that will be provided. This evaluation form will be returned to CTP faculty in a sealed envelope (via student or faculty).
- Please include any “Pat on the Back” documentation the student may have achieved during CTP.
Nursing student will:

• Comply with health and other professional requirements of the nursing program and clinical facility, prior to beginning CTP.
• Establish a 120 hour clinical schedule with assigned clinical preceptor and submit per email attachment a completed schedule template (copy attached to packet) to faculty liaison, a minimum of 48 hours prior to the first clinical day.
• Update and submit an electronic copy of the schedule template if the preceptor schedule changes in any way, such as floating to another unit, being cancelled, exchanging shifts, or illness. Indicate the nature of the schedule change and provide the date the shift is rescheduled.
Nursing student will:

- Submit the completed student profile form to practicum faculty prior to beginning CTP.
- Submit the form to the preceptor during the initial meeting to establish the 120 hour clinical schedule.
- Provide practicum faculty and the preceptor with a current and working phone number and MCC email address.
CTP Student Profile: Fall 2013

This form must be completed (typewritten) and reviewed by your assigned practicum faculty prior to the initial meeting with your preceptor. Once approved by your assigned practicum faculty, the form must be delivered to your preceptor no later than one week prior to your first orientation shift. This information will enable your preceptor to be familiar with your baseline knowledge, learning style, and to personalize your learning activities.

**Demographic Information:**

Name: ________________________________

Contact Phone Number: __________________

**Start Date:**

**Learning Style Assessment:**

1. Understanding that learning occurs in cognitive, affective, and kinesthetic domains, rank the following learning strategies for your preceptor:

   ____ I observe someone else
   ____ I read the information first
   ____ I listen to the explanation first
   ____ I try it myself; ask for help as needed

2. My strengths are:

3. My weaknesses are:

4. I like feedback on my performance:

   ____ Daily
   ____ Weekly
   ____ Other (Explain)
   ____ Verbally
   ____ In Writing

5. The most important thing for the preceptor to know about me is:

6. The most important learning objectives I have identified for this experience are:

   (List 5 or 6, must be measurable and exclude skill acquisition)

**Signature:** ________________________________
Nursing Student will:

• Dress in a professional manner consistent with program policy and be clearly identified as being a student each clinical day.

• Become familiar with and adhere to agency and unit specific policies and procedures and the Texas Nursing Practice Act, at all times.

• Reschedule a shift only in the case of illness or personal/family emergency and notify the preceptor and practicum faculty of the absence immediately. Reschedule the shift within 48 hours, and submit an updated schedule template immediately. A minimum 24 hour notice before beginning the “make-up” shift is required to receive credit for the shift.

• Prepare for each clinical experience to meet learning objectives and as required by the preceptor.
Nursing Student will:

Contact practicum faculty by telephone or email if faculty assistance is necessary.

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  • Office: 299-8304        Cell: 254-744-8785
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Miley O. Pulliam mpulliam@mclennan.edu
  • Office: 299-8394        Cell: 254-717-0725
Becky Slonaker rslonaker@mclennan.edu
  • Office: 299-8427        Cell: 254-315-0117
Nursing Student will:

• Submit all required documentation to practicum faculty:
  • CTP Checklist
  • CTP Shift Documentation
  • CTP Final Reflection
  • CTP Evaluation of Preceptor
  • CTP Preceptor Evaluation of Student
  • Course and Practicum Evaluation on Blackboard
CTP Facts (Please refer to CTP packet for detailed information)

- Students will complete **120** hours with assigned clinical preceptor
- **CTP begins** 0700 Friday October 11, 2013
- **CTP ends** 1900 Tuesday December 3, 2013
- **No CTP:** Tuesday **11.26.2013 @1900**
  Until 0700 Monday **12.2.2013**
CTP Fast Facts

Student will:

• Make appointment and meet with preceptor at agreed upon location
• Submit completed Student Profile form to preceptor
• Establish 120 hour clinical schedule
• Schedule two to three 12 hour shifts or three to four 8 hour shifts per week to satisfy clinical course requirements.
• **You must contact practicum faculty if alternate planning is required.**
• Mirror preceptor’s schedule
• Work entire schedule preceptor works
• May accompany preceptor to alternate units to work
• Notify CTP Faculty if floating
What happens if preceptor leaves early?

Student will:

- Leave unit when preceptor leaves
- Notify CTP faculty no later than 2 hours via blackboard email
- Reschedule missed hours **ONLY** in 4, 8, or 12 hour increments
- Submit rescheduled hours per updated schedule template within 48 hours
- All shifts worked must be submitted 24 hours in advance of working to receive credit
CTP Facts

Students will:

- Participate in all areas of delivery of patient care
- Be prepared to answer the “why” questions
- Demonstrate autonomy to prioritize care, make sound clinical judgments, and accurate decisions about patient care

- Students will skillfully manage a group of patients by completion of 120 hours of practicum:
  - 4-5 patients on a medical-surgical unit
  - 1-2 patients in a specialty unit
CTP Facts

• Students will have:
  • their CTP checklist signed by the preceptor at the end of each clinical shift, and keep a record of all skills completed.
  • a CTP shift documentation sheet signed by the preceptor at the end of each clinical shift.
  • reference books (textbooks) available during the shift.
Preceptors

- Must be present when discharge instructions are offered
- **Must sign** discharge instructions
- Must be on extension if student calls report to a unit.
- **Must be present** when students receive verbal orders from health care provider
- **Must co-sign** orders written by students
Medication Administration

- Initially close supervision until preceptor assesses competence and identifies progression in student performance
- See preceptor packet for further instructions
• Students have acquired a skill set through campus lab and clinical performance evaluation.

• Competence in identified skills must be demonstrated and students are expected to take advantage of the opportunity to perform in the clinical setting.
Safety, Errors or Weaknesses In Clinical Practice

Preceptor will contact CTP Faculty immediately if unsafe practices are identified. CTP faculty will be notified if student demonstrates unprofessional behaviors or breaches established:

- Program Policies
- Agency Policies
- Texas Nursing Practice Act
Student Medication Errors

- Error **with untoward** patient reaction, IMMEDIATELY notify CTP faculty on call
- Error with no untoward reaction: student and preceptor will notify CTP faculty within **8 hours**
- Document per hospital policy
A Pat on the Back
For Exceptional Performance

Student ___________ Date ___________
Explain the situation/result in which there was outstanding performance

Preceptor: ___________ Date ___________
Student: ____________________________ Date ___________________________


CTP Checklist

(Please Note: if opportunity not available on assigned unit or shift, discuss alternative plans to achieve this experience with practicum faculty.)

Preceptor: ____________________ Student: ____________________ Clinical Location: _______________

Clinical Experiences

Patient admission process
Patient discharge process (from agency, specialty care unit, urgent care, etc.)
Initiate Plan of Care with preceptor
Update Plan of Care with preceptor
Observe and participate in transcribing physician orders
Document patient education
Prepare a patient for surgery or other procedure
Obtain a consent for surgery or other procedures
Care for post-operative or post-procedure patient

Shift One:
Student orientation to unit, facility and unit specific policies and procedures
Preceptor’s initial evaluation of student nursing knowledge, skills, and clinical abilities
A. Shadow Preceptor
B. Ensure all access codes work
C. Assist preceptor with patient care, as needed for evaluation

Shift Two: Manage nursing care for a group of 2 patients on a medical-surgical unit or 1 patient in a specialty unit
Shift Four: Manage nursing care for a group of 3-4 patients on a medical-surgical unit or 2 patients in a specialty unit
Remaining Shifts: Manage nursing care progressing to a group of 4-5 patients on a medical-surgical unit or 2 patients in a specialty unit
Observe social work or case management activities
Participate in Quality Improvement Activities (see page 13)

Call Provider of Care using ISBAR method
Give Hand-off (Shift) Report using the ISBAR method

Observation:
A. Blood Administration
B. Titrate medications, note outcomes
C. Any unusual event
Quality Improvement Assignment

Please submit this assignment as a word document.

1. What are the core measures that are monitored on this unit?
2. Who collects the data?
3. Where is the data analyzed?
4. How are results shared with all providers of patient care (RN, LVN, CNA, physician)?
5. What are the consequences if the core measures are not at acceptable level?
6. Monitor a chart using hospital criteria for a patient that has diagnosis that Joint Commission and Medicare have identified as a core measure. Submit results with no identifying patient information.
7. Attend nursing Huddle on unit and if possible the Hospital Administration Huddle or QI meeting this is great information and opportunity to see the process in action. Please describe this experience in a word document.
CTP Shift Documentation

Preceptor________________Student__________Clinical Location:_____

Please complete daily at the end of each shift.
The final reflection is for your permanent file and is part of your clinical evaluation. This document must be typed and submitted for the exit advising session with your advisor. Reflect upon the initial self-evaluation you completed in preparation for CTP, a weekly log is helpful to review your progress with your preceptor, during formative evaluation sessions. Assimilate your weekly logs to compose the final reflection. Use as many pages as necessary to complete the final reflection, which should demonstrate your progression toward and readiness for professional nursing practice.

1. What did you gain from the CTP experience as a:
   - Provider of Patient Centered Care
   - Patient Safety Advocate:
   - Member of a Profession:
   - Member of the Healthcare Team:

2. How did the practicum facilitate your transition into a professional role?

3. List examples of how you excelled in clinical competence (be very specific):
   - Provider of Patient Centered Care:
   - Patient Safety Advocate:
   - Member of a Profession:
   - Member of the Healthcare Team:

4. Identify ways you can improve toward clinical competence as a (be very specific):
   - Provider of Patient Centered Care:
   - Patient Safety Advocate:
   - Member of a Profession:
   - Member of the Healthcare Team:
The preceptor:

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<tr>
<th>Item</th>
<th>4</th>
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<tbody>
<tr>
<td>Oriented student to clinical area</td>
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<tr>
<td>Discussed clinical learning objectives</td>
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<td>Incorporated experiences related to accomplishing your learning objectives</td>
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<td>Helped you to identify additional learning goals</td>
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<td>Encouraged you to become part of the team</td>
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<td>Consistently discussed patient care process with you</td>
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<td>Encouraged you to participate as a professional</td>
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<td>Encouraged you to think independently</td>
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<td>Implemented teaching strategies that stimulated critical thinking</td>
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<td>Provided consistent performance evaluation</td>
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<td>Provided constructive suggestions for performance improvement and professional growth</td>
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<td>Helped you to learn time management in the provision of nursing care</td>
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<td>Helped you to learn prioritization of patient healthcare needs</td>
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<td>Served as a positive role model</td>
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<td>You would recommend this preceptor to future students</td>
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Rate the preceptor on the following items using these ratings:

4 = strongly agree 3 = agree 2 = disagree 1 = strongly disagree

In the event of a score of 1 or 2, please give a brief example (of the problem, behavior, or attitude):
I have received and read the clinical transition packet and understand the responsibilities of
the faculty liaison, student, and preceptor, and the policies of the McLennan Community
College clinical transition practicum (CTP). I will ensure that the policies are followed and
will seek clarification from the faculty liaison as needed.

I understand that:
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Name: ____________________________________________ Date: ___________________