



## COLLEGE OF HEALTH SCIENCES SUNY POLYTECHNIC INSTITUTE

Greetings FNP Students!

Congratulations on making it to clinical! The next few semesters or years are going to be tough, but quick. We have every faith that you will succeed in whatever you put your mind and effort to.

This field guide is where you will come for information on every clinical topic. It will help you arrange your clinical rotations, where to send health requirements, Typhon help, and various other policies and procedures relating to clinical.

If you have questions about clinical, you should reference this document first. Most likely the answer will be found right here. If it is a more complicated question, please feel free to reach out to your Clinical Instructor and/or the Clinical Coordinator. Dr. Longtin should only be contacted as a last resort.

Now, let's get to it!

### **What are the clinical classes?**

Clinical classes are broken up into levels: beginner, intermediate, and advanced. Based on the level of course, you will be required to complete certain rotations that line up with other (didactic) courses. For instance, NUR 568 is broken into a didactic section, learning about theories and coursework, and the clinical/laboratory section, or the "hands-on" work.

Didactic Course	Clinical Course
NUR 572 - Family Health Promotion & Disease Prevention	NUR 580 - Beginning Level Clinical
NUR 652 - Family Primary Healthcare I NUR 658 - Women's Healthcare (8 wks.)	NUR 670 - Intermediate Level Clinical

## SUNY Poly FNP Clinical Field Guide: Everything You Need to Know

I

NUR 668 - Family Primary Healthcare II	NUR 680 - Advanced Level Clinical
--	-----------------------------------

**How many hours of clinical practice in each class and which rotations sync up with which level?**

Course #	# of Credits	# of Hours	Required Rotation
NUR 580 - Beginning	2	160	Primary Care
NUR 670 - Intermediate	3	240	Primary Care - 90 hrs Pediatrics - 100 hrs Women's Health - 50 hrs
NUR 680 - Advanced	4	320	Primary Care - 240 hrs Specialty - 80 hrs

### **Explanation of Flexible Hours**

Pediatrics and Women's Health are going to be the hardest rotations to acquire a preceptor. You will call and email many, many clinical coordinators, office managers, preceptors, and people you know looking for placements. Because of the high demand for these clinical settings, your hours may not line up exactly with the aforementioned plan.

For instance, a student enrolled in 670 in the Fall of 2021 may not be able to find pediatric or women's health in the Albany area due to high demand. Instead, that student is going to continue to look for both Fall of 2021 and Spring of 2022. You never know if the office is going to allow you to put your name on this list for a preceptor early.

We encourage you to plan for the entirety of the clinical experience by developing a long-range plan for clinical experiences. It is understood that this plan will likely change, but it is a good starting place from which students and faculty can plan for the future.

### **Full-time Students Schedule versus Part-Time Students Schedule**

**Full-time** students will complete their clinical in **3 semesters**.

**Part-time** students will complete their clinical in **5 semesters**.

## SUNY Poly FNP Clinical Field Guide: Everything You Need to Know

### I

Fall Sem.	Spring Sem.	Fall Sem.	Spring Sem.	Fall Sem.	Spring Sem.
NUR 568	NUR 580	NUR 670	NUR 670	NUR 680	NUR 680
4 cr.	2 cr.	1 or 2 cr.	2 or 1 cr.	1, 2, or 3 cr.	3, 2, or 1 cr.
--	160 hrs	80 or 160 hrs	160 or 80 hrs	80, 160, or 240 hrs	240, 160, or 80 hrs

NUR 670 & 680 may look confusing, but it really isn't. You will choose how many credits you want to take per semester. Then you calculate your hours based on the amount of credits.

- 1 credit = 80 clinical hours
- 2 credits = 160 clinical hours
- 3 credits = 240 clinical hours
- 4 credits = 320 clinical hours

The FNP part-time plan of study has students in 670 in the fall taking 1 credit, then in the spring, you will take the other 2 credits, meaning 80 clinical hours in the fall and 160 clinical hours in the spring. In 680, you would break the credits down to 2 credits in each semester, meaning 160 clinical hours completed per semester. But ultimately, it is up to the student on how they would like to complete their hours, as long as all of the requirements are completed.

### When Can I Start Clinical?

NUR 580 students cannot start any clinical until after the first day of class. This is held in January. Also, all contracts with facilities and individual healthcare paperwork must be completed and on file with the nursing program.

NUR 670 & 680 students are not to start any clinical experience until the first day of the semester, meaning when classes start. Also, all contracts with facilities and individual healthcare paperwork must be completed and on file with the nursing program. Clinical experience cannot be scheduled during interim breaks unless a student is working on an IP grade with approval from the Program Director and the Clinical Coordinator.

# SUNY Poly FNP Clinical Field Guide: Everything You Need to Know

## I

### What counts as clinical hours?

Any hands-on experience can be counted as clinical hours. Teaching days, CME conferences, etc. cannot be counted as clinical hours.

### Who can be a Preceptor?

- Board-certified Nurse Practitioner
- Midwife
- Physician
- 3rd year Medical Resident with a New York State License
- You can do a clinical rotation with a Physician's Assistant, but only if the attending physician signs off on the Student and Preceptor Agreement.

**The same preceptor cannot be used throughout all of your clinical rotations. We want you to experience different types of clinical styles and sites. Also, your preceptor can NOT be a friend or relative.**

### Preceptors are responsible for:

- Signing off on the preceptor and student agreement
- Signing off on your time log on Typhon
- Signing off on your SOAP notes
- Completing an evaluation of you within Typhon

### Clinical Sites

- Clinical is generally performed at outpatient family practice, internal medicine, long-term care facilities, occupational health sites, hospitals, or specialty office settings.
- Clinical must be performed in New York State.
- You can perform your clinical in the same facility you work at but not in the department in which you work. You can be dismissed from the program if you perform your clinical in your work area.

### Contracts & Malpractice Insurance

Every clinical site must have a valid contract and malpractice insurance to accompany it.

The process of obtaining a contract varies based upon the type of facility signing the contract. A doctor's office or long-term care facility is going to be much quicker than a huge health system or government agency. Contracts can take as little as 2 weeks to 6 months to complete.

If you are in need of a contract, please make sure to find out the following pieces of information:

1. Who will be signing the contract and what is their title?
2. Who do we have to contact to get a contract initiated? What is their email address?
3. What is the address of the head facility to be listed on the contract?

## **SUNY Poly FNP Clinical Field Guide: Everything You Need to Know**

### **Special Clinical Locations & Contact People**

If you would like to complete your clinical at any of the following facilities, you need to contact the Clinical Coordinator first. The Clinical Coordinator works with each facility's Clinical Coordinator to get you a preceptor.

Please note these sites give a limited number of slots for all three clinical courses. Hence why you need to talk to the clinical coordinator first before making arrangements with a preceptor.

- Bassett Healthcare Network
- St. Mary's in Amsterdam
- St. Peter's Health Partners
- Mohawk Valley Health System
- Slocum Dickson Medical Group
- Oneida Indian Nation
- Any VA Hospital
- Glens Falls Hospital
- Saratoga Health
- Hometown Health
- ConnexCare
- Oswego Health
- Oneida Health
- Rome Health
- Community Memorial - Hamilton

### **Utilizing Contacts through Upperclassmen and Fellow Students**

Please help each other out with clinical placements if you can. Maybe you have a great primary care experience and the preceptor would be open to hosting another student. Make connections and do not leave a facility on bad terms. You depend on each other as lab partners, might as well team up for clinical placements, as well.

### **You found your preceptors, now what?**

Fill out a Preceptor and Clinical Information (PACI) form, located in the Clinical Information folder of this course.

### **Common Questions about PACI form.**

1. What is a "Contract Contact"? This is the person within the facility that will help to initiate the process. We need a name, email, and phone number.
2. Do I really need my preceptor's email? Yes, this is how we send them information. It is more efficient than via US Mail.

## **SUNY Poly FNP Clinical Field Guide: Everything You Need to Know**

3. If I find preceptors for future semesters, can I enter them all at once? Yes, please do! That is why there are options on the form to choose the course, semester, and year.

### **Letters of Good Standing/Verification Forms**

When a facility asks for a letter to confirm you are in SUNY Poly's FNP program, you need to do the following:

- Go to the SUNY Poly website and go to the Registrar's page.
- Under forms on the left hand side, you will see a link to a Verification Form. You will fill this out and the registrar will send the letter to the facility.

### **Attendance**

- It is the student's responsibility to keep track of clinical hours and case distribution and have their preceptor sign off on all clinical hours.
- Any change in clinical schedule must be reported to the preceptor and clinical instructor PRIOR to the time of the clinical experience.
- Failure to notify the preceptor and clinical instructor of missed clinical days may result in loss of clinical experience and/or lowering of clinical grade.
- All clinical hours must be completed by the end of the semester at the convenience of the preceptor, unless extraordinary circumstances have been determined by the clinical instructor prior to the end of the semester.
- If the student is not attending clinical as scheduled, the FNP Program Director and Clinical Coordinator need to be notified promptly by the preceptor or clinical instructor.

### **Professional Appearance**

- If an agency has specific guidelines, students must follow those guidelines. Inappropriately dressed students may be asked to leave the clinical area.
- Students will wear university identification badges and laboratory coats. The clinical site may, however, specify dress code.
- As ambassadors of the FNP program, students are expected to act in accordance with the Code of Nursing, as well as, the Code of Conduct for students at SUNY Poly.
- Reports of unprofessional behavior will result in the student being counseled and being subject of disciplinary action as described in the Student Handbook and/or the NYS Board of Nursing Review.

## SUNY Poly FNP Clinical Field Guide: Everything You Need to Know

### Health Requirements

Per New York State (NYS) Laws and Regulations, all healthcare facilities require specific documentation, both medical and professional. SUNY Poly requires this information be on file PRIOR to beginning clinical/practicum coursework. This is for your safety, as well as, your patient's and community's safety.

#### **Where to send/upload information:**

1. All documentation can be submitted to the Wellness Center via fax - 315-792-7371.
  - a. If you choose to scan and email documentation to the Wellness Center ([wellnesscenter@sunypoly.edu](mailto:wellnesscenter@sunypoly.edu)), be warned that SUNY Poly email is not secured.
2. Please have all documentation turned in by August 15th for Fall and December 15th for Spring.
3. IT IS MANDATORY THAT YOU KEEP A COPY OF ALL YOUR DOCUMENTATION. You may be required to present this information to your preceptor or healthcare facility. Specific healthcare facilities may require more stringent documentation. It is the responsibility of the student to meet compliance for that specific facility and to provide the required documentation.
4. You may be DE-REGISTERED from your coursework if ALL required documentation is not provided prior to the beginning of clinical/practicum start date.
5. If you have any questions, please contact the Clinical Coordinator(s), by email - [taylor4@sunypoly.edu](mailto:taylor4@sunypoly.edu).

## SUNY Poly FNP Clinical Field Guide: Everything You Need to Know

Requirement	Submit	Acceptable Documentation
Measles (Rubeola)	One Time	2 vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value.
Mumps	One Time	2 vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value.
Rubella	One Time	2 vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value.
Hepatitis B	One Time	3 vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value.
Varicella (Chicken Pox)	One Time	2 vaccination dates after the first birthday OR serologic evidence of immunity with the laboratory value.



## SUNY Poly FNP Clinical Field Guide: Everything You Need to Know

Requirement	Submit	Acceptable Documentation
Physical Examination	Every Year	A physical exam completed within the last year by a MD, PA, or NP indicating your ability to perform clinical/practicum activities and that you are free of communicable diseases. The SUNY Poly physical examination document is recommended for documentation.
Meningitis	Every 5 Years	Vaccination date within 5 years OR completed Meningitis Information Response Form.
Influenza	Every Year	Vaccination date required by October 15th.
Tuberculosis (TB)	Every 2 Years	The date of a negative Mantoux, QuantiferonTB-GOLD, or T-Spot test in the last year or written declination from your healthcare provider. A positive result will require documentation of a negative chest X-ray within the last 2 years. Submitted physical exam forms must state that the student is free from symptoms of active disease. Presence of potential signs or symptoms of TB will require further evaluation before clearance is granted.
Tetanus, Diphtheria, Pertussis (TDaP)	Every 10 Years	Vaccination date must be valid throughout the clinical course.
COVID Vaccine	One Time	Most clinical sites are requiring proof of vaccination. It is recommended that you upload it to Typhon. Medical and Religious exemption forms are available on the Wellness Center website, but may not be approved.
Nursing Students Only Below		
CPR Certification	Every 2 Years	Copy of your valid CPR documentation, indicating issue date and expiration date. BLS and/or ACLS are acceptable.
Nursing License	Every 2 Years	Copy of your valid NYS Registration Certificate or copy of online verification, indicating RN license number and date of expiration.
Health Insurance	One Time	Please provide a copy of your health insurance card.

Continued on the next page.

# **SUNY Poly FNP Clinical Field Guide: Everything You Need to Know**