Nurse Practitioner

Learner and 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 practice knowledge.

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

The student you are a preceptor for is enrolled either in the MN (NP Field) Degree Program or PMNP Diploma Program. Aspects of clinical reasoning will be investigated, critically reviewed and applied to a broad range of clinical case studies as students develop advanced physical assessment skills, knowledge and skill in the collection of data and diagnostic formulation. Practical elements of advanced client assessment, including physical and mental status, psychosocial, family, 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. Learners will have opportunities to apply knowledge and develop advanced skills in assessment and clinical reasoning through case studies.

The clinical component includes a total of 700 (800 as of April 2013) hours divided amongst 3 courses. The clinical component is designed to facilitate learners’ development of advanced skills (interviewing, physical examination, diagnostic testing, 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 (HPA) and the associated techniques prior to beginning the course.

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

Best Regards,

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

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Faculty Liaisons

NP Program Director
Faculty: Monica Parry, RN, PhD, CCN(C)
Telephone: 416-946-3561
Fax: 416-978-8222
Email: monica.parry@utoronto.ca
Office Hours: via e-mail or through pre-arranged appointment

NP Program Coordinator- Adult NP and Post NP Anesthesia programs;
Graduate Clinical Placement Coordinator (all fields)
Faculty: Katherine Trip, MN, NP
Telephone: 416-946-7355 (email is preferred mode of contact)
Email: Kathy.trip@utoronto.ca (course related)
mplacements@utoronto.ca (placement related)
Office Hours: via e-mail or through pre-arranged appointment

NP Program Coordinator – Pediatrics
Sherri Adams, MN, NP – Paeds
Telephone:
Fax: 416-978-8222
Email: sherri.adams@utoronto.ca

NP Program Coordinator-Primary Health Care - Global Health
Naomi Thulien, MN, NP-PHC
Location: Lawrence S. Bloomberg Faculty of Nursing, Room 318
Telephone: 416-978-8222
Email: naomi.thulien@utoronto.ca

Clinical Education Assistant
Kong Ng
Telephone: 416 946-0279
Fax: 416 946-0665
E-Mail: kong.ng@utoronto.ca

NP Graduate Program Assistant
Terry Yuen
Telephone: 416 946 0280
E-Mail: NPstudent@utoronto.ca

Program Overview

At U of T we graduate up to 80 NP students per year and currently have three sections related to NP programs, NP-Adult, NP-Paediatrics and NP-Primary Health Care, Global Health. Learners 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). Learners gain population-based experiences in caring for patients with common health problems, acute and chronic conditions with their chosen population of either Adult (adolescents/adults/older adults) or Paediatrics (infant/child/adolescent) or Global Health: Primary Care (all ages). Clinical Placements may occur across the health care sector in primary care, long term care, ambulatory care and acute care settings. Learners may choose to concentrate and specialize with a clinical focus through focused course work and targeted clinical placement selection in the final 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.

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

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

The Post-Master’s NP Diploma consists of 4 courses, completed over a 24-month period. Students will focus their studies in the area of adult, primary health care, or pediatric care.

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<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td><strong>Winter</strong></td>
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<tr>
<td><strong>NUR 1100H:</strong> Pathophysiologic Concepts &amp; Therapeutics</td>
<td><strong>NUR 1100H:</strong> Pathophysiologic Concepts &amp; Therapeutics</td>
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<tr>
<td><strong>NUR 1115H</strong> or <strong>NUR 1116H</strong> or <strong>NUR 1117H</strong> Advanced Nursing Practice in Caring for Clients and Families 500 clinical hours over 2 semesters (fall and winter) as of 2013</td>
<td><strong>NUR 1110H</strong> Role Development 300 clinical hours (This course will consist of 200 clinical hours and will move to the spring/summer term as of 2014)</td>
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NP Learner and Preceptor Package
2012/2013
**Clinical Practicum Course Objectives:**

<table>
<thead>
<tr>
<th>Clinical Course</th>
<th>Clinical Objectives</th>
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<tbody>
<tr>
<td><strong>NUR 1101/1102/1114:</strong> Advanced Health Assessment &amp; Clinical Reasoning (10h simulation lab + 90h in practice setting)</td>
<td>Following successful completion of an OSCE learners undertake this course with the goal of developing advanced practice skills of interviewing and performing physical examinations on clients/families with <em>common</em> health and illness states. Learning to formulate differential diagnoses is integral to this practice rotation. <strong>Note:</strong> Learners 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>
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<td><strong>NUR 1115/1116/1117</strong> Advanced Nursing Practice in Caring for Clients and Families (500 hours)</td>
<td>Learners undertake this course with the goal of continued development of the advanced skills (interviewing, physical examination) and integration of diagnostic testing and treatment planning into their experience as well as developing advanced practice nursing judgment, skill and knowledge in patient and family care scenarios presenting increased complexity as the clinical practicum progresses.</td>
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<tr>
<td><strong>NUR 1110:</strong> Role Development (300 hours) <strong>200 hours as of 2014</strong></td>
<td>Practice settings offer experiences with clients/families experiencing health and illness states with specialized, multiple and complex needs. Learners consolidate skill development across the health-illness continuum. Practice settings offer opportunities for learners to integrate all domains of practice into their advanced practice role (clinical, research, leadership, collaboration and change agent).</td>
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# Master of Nursing (MN) (Nurse Practitioner Field) Degree Program

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

- NUR 1017: History of Ideas in Nursing
- NUR 1022: Research Design, Appraisal, & Utilization
- NUR 1028: Qualitative Research
- NUR 1034: Program Planning & Evaluation

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<th>Year 1</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring-Summer</th>
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<tr>
<td></td>
<td>NUR 1100H: Pathophysiologic Concepts &amp; Therapeutics</td>
<td>NUR 1100H: Pathophysiologic Concepts &amp; Therapeutics</td>
<td>NUR 1101H (Adult) or NUR 1102H (Child):</td>
</tr>
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<td></td>
<td>MN Foundation Course NUR1017H or NUR1022H (prerequisite for NUR1034H) or NUR1028H</td>
<td>MN Foundation Course NUR1017H or NUR1022H (prerequisite for NUR1034H) or NUR1028H</td>
<td>MN Foundation Course Typically NUR1034H This course is only offered in the summer session. You must have completed NUR1022H in order to take this course</td>
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<tr>
<td>Year 2</td>
<td>NUR 1115Y or NUR1116Y or NUR1117Y Advanced Nursing Practice in Caring for Clients and Families **Please Note there will be a change to NUR 1115/16/17 and NUR 1110 beginning in Fall 2013</td>
<td>In 2013 only- NUR 1110H 300 clinical hours (NUR 1115, 1116 and 1117 will consist of 500 clinical hours over the fall and winter semesters commencing 2013)</td>
<td>**2014 onward-NUR 1110H Role Development (as of 2014, this course will consist of 200 clinical hours over the spring/summer term</td>
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<tr>
<th>Year 1</th>
<th>MN Foundation Course</th>
<th>MN Foundation Course</th>
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<tr>
<td>Year 2</td>
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*NP Learner and Preceptor Package 2012/2013*
NP Primary Care: Global Health

The NP Primary Care: Global Health program was introduced in Sept 2011. The purpose of this program is to develop primary care NP practice with a focus on Global Health in relation to health care delivery to immigrant populations, underserviced populations and low income countries. Preceptors for the students in the global health stream will be primary health care providers with an expertise in population health and knowledge of determinants of health affecting at risk populations within primary health care settings.

Preceptors

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

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

1. NP Preceptor

   Prior to the Beginning of the Clinical Rotation
   - Meet with the learner to discuss the clinical experience

   At the Outset of the Clinical Rotation
   - Review the learning plan with the student
   - Assist the learner to identify strategies for achieving learning objectives
   - Ensure your profile is up-to-date in LHP

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

**After Completion of the Clinical Rotation**

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

**MD Preceptor**

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

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

**During the Clinical Rotation**

• Facilitate learner’s introduction to the clinical setting
• Act as a clinical expert and role model sharing experiences and knowledge
• Provide clinical supervision and consultation to the learner during clinical experience
• Meet with the learner regularly to discuss progress towards achievement of learning objectives (as outlined in the student’s learning plan)
• Inform the NP Advisor of any problems arising from the learner placement
• Complete midterm evaluation as required via LHP (NUR1115/1116/1117, NUR1110)

**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 and complete the required final evaluation online via LHP.
• Sign the learning portfolio to confirm clinical hours
• If you are an MD preceptor-Discuss evaluation of performance with the NP Advisor
NP Advisor

All students with an MD Preceptor in any semester or non-masters prepared NP preceptor during NUR 1110 must also have an NP Advisor. 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 and be assessed by an Advanced Practice Nurse with NP competencies. NP Advisors may participate in the students learning through direct observation in the clinical setting, as an NP Preceptor; or via indirect methods including face-to-face meetings, video room chats, telephone calls or email correspondence.

The student 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 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 Clinical Placement Coordinator (mnplacements@utoronto.ca.), or the course instructor, if there are any concerns about the student’s placement or progress.

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

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

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

The various figures on the following page depict the various preceptor arrangements students may choose for their clinical rotations.
Figure 1. Lines of Communication with one NP Preceptor.

Course Instructor

NP Preceptor

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

Course Instructor

MD Preceptor

NP Advisor

Figure 3. Lines of Communication with multiple Preceptors.

Course Instructor

NP Preceptor

MD Preceptor

NP Advisor

NOTE: All preceptors are responsible for providing input into the evaluation of the student's clinical rotation through the online evaluation system - LinkingHealthProfessionals (LHP).
Learners

The learner's role is to gain knowledge from the preceptor and the practice experience in preparation for a career as an advanced practice nurse, 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 Placement Coordinator, a preceptor with MD or NP preparation. (During NUR 1110 NP preceptors or 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
- Contact Nursing Education Representative (or equivalent) at the Institution at least three (3) weeks prior to arrange for ID, secure system access, and training

During the Clinical Rotation

- Develop a clinical portfolio (NUR1101/02) and clinical learning plan.
- Discuss your clinical portfolio and clinical 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.
- Achieve a satisfactory clinical evaluation
- Learners will not change or add preceptors during any semester without prior written approval of the clinical placement coordinator
- Learners will not copy, scan or remove any patient documents from the clinical setting for their own purposes

After Completion of the Clinical Rotation

- Review the learning objectives with the preceptor to determine if they have been successfully achieved.
- Discuss Learner Evaluation with the preceptor.
- Submit a preceptor approved clinical portfolio to instructor verifying hours of clinical
- Submit clinical learning plan as directed to instructor
- Keep a copy of the signed clinical portfolio for submission to your instructor in the next clinical course (i.e. keep 1101 (or 1102 or 1114) for submission at beginning of 1115 (or 1116 or 1117).
Evaluations – Submitted On-Line via Linking Health Professionals

1. Student

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

2. Preceptor

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

At mid-term 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.

We will set up your account with LHP (if not currently a member) and the LHP system will 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 LHP evaluations:

- Students must complete their 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” (evaluation is not submitted to the system, but saved instead)
- The email address for the preceptor is incorrect in the LHP 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:
2. Once your student have completed their evaluation – you will receive an email prompt. The message will state that a Competency Evaluation and Student Evaluation are waiting for you to complete.
4. Select “Clinical Evaluations” from the left menu.
5. Select the “Evaluations” tab near the top of the screen. You will note that there are two evaluations to be completed: a Competency Evaluation and a Student Evaluation. Select the evaluation form specific to the course the student is enrolled (M for Midterm and F for Final).
6. Click Start to proceed with the evaluation. You can view the Student’s self evaluation by clicking the magnifying glass icon.

Keynote:
You need to complete 2 evaluations for students.
a) The competency evaluation, which is found on top.
b) Also, you need to complete the student behaviour analysis at the bottom.
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.

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

Clicking Save allows you to temporarily save the evaluation (Note - Saving will not submit the evaluation to the system)

Clicking Submit will submit the evaluation to the system
9. 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_url)
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.
Clinical 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 Director 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.
Clinical Appointments

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

For more information please visit:

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