

NURS 236A, Practicum Module
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Purpose

This course integrates both theory and practice. In this module you will discover the tasks needed to organize your clinical experience based on the ANA Scope and Standards for Nurse Administrators, The Nurse Practice Act, the course objectives, clinical outcomes, and your personal learning needs. You will learn about using a Portfolio to demonstrate your achievements both for a mid-term evaluation and final evaluation.

Learning outcomes

After completing this module, you will be to:

Select an appropriate site for your clinical experience

Plan a meeting to establish a learning contract with a master's prepared nursing administrator/manager

Prepare learning objectives based on the ANA Scope and Standards for Nurse Administrators, The Nurse Practice Act, the course objectives, clinical outcomes, and your personal learning needs

Complete and submit the Nursing Administration Practicum Information Sheet

Provide validation of malpractice insurance & health insurance

Provide documentation of current CPR certification

Provide documentation of immunizations

Identify the Nursing Activities Time Documentation Record

Identify the Clinical Log Form

Describe the guidelines for portfolio development for midterm and final evaluations

Discuss the project for an administrative problem.

Required learning activities

Complete all activities in the module by February 3, by 3:00 PM

Initiate your Portfolio

Write learning objectives for clinical and send to faculty by February 10

Initiate a relationship with preceptor

Provide updated CPR, TB screening, malpractice and health insurance.

“Mini-Lecture”

A clinical experience facilitates the learning of theories and concepts in nursing administration through a structured plan. You will be expected to identify a facility and a master's prepared nurse administrator/manager to coach and mentor you in the roles and functions of a nurse administrator/manager. Generally, your experience is enhanced when you arrange for your clinical in an agency (facility) other than your own. Sometimes that is not possible, but at a minimum, you must be outside of your own work environment. That means, you cannot implement your clinical on the same unit in which you work. Clearly, this would not allow you the freedom that you need to be mentored and coached to enhance your learning. You will need to plan approximately 4 hours per week for 12 weeks for a total of **54 hours** for your experience. **A total of 6 hours** will be counted when you attend your weekly Elluminate Supervision Sessions. **Therefore actual on site time is 48 hours.** You will also need to supply the faculty and the agency with validation of your current RN license, health insurance, CPR certification, and immunization information.

Prior to meeting with your potential preceptor, you must complete and send to the faculty, your learning objectives based on the ANA Scope and Standards for Nurse Administrators, The Nurse Practice Act, <http://www.rn.ca.gov/pdfs/regulations/npr-b-53.pdf> course objectives, clinical outcomes, and your personal learning needs.

Once your preceptor has agreed to work with you, you need to complete and post the Nursing Administration Practicum Information Sheet. Once that information is submitted, a Letter of Agreement will be sent to your preceptor. Once the semester begins, you will need to arrange a telephone conference call, with the faculty, you and your preceptor, or an Elluminate session. The faculty member can set up the Elluminate session. This must be done for both your midterm evaluation and, again at the end of the semester. You will be responsible for negotiating a conference call time and supply the phone numbers and clear directions regarding who initiates the call, at least one week prior to the scheduled telephone conference call.

Each week, you will complete the Nursing Activities Time Documentation Record and send it as an attachment in the D2L Course email tool. Keep a copy for yourself since they will be part of your

Portfolio use for your midterm evaluation. You will be scheduled for an in person appointment during the week of **March 17th** and your final evaluation during the week of **May 12th** . **There are 5 Clinical Logs which you need submit on the designated due dates (see Calendar).**

Early in the semester you will be required to analyze and evaluate a relevant research study for its usefulness to your clinical experience and discuss it in your **Clinical Log for March 17th** . If you have questions about an appropriate relevant study, e-mail prior to undertaking this activity. You will briefly describe the study and how you were able to use the findings in your clinical. If you need help in analyzing a research study you can review Chapter 9, Research and Caring by Jan J. Nyberg (1998), *A caring approach in nursing administration*; Ersser, 2010; Gifford et al. (2007) and, consult your research and statistics textbooks.

Clinical Outcomes NURS 236A

Total of 54 hrs (Approximately 4 hrs/week 12 weeks). Six hours of the 54 will be met with your participation in the weekly Elluminate Supervision Sessions.

- Select an appropriate clinical placement with a master's prepared preceptor
- Develop learning objectives to meet learning needs and course objectives
- Analyze weekly experiences in relationship to American Nurses Association (ANA, 2009) Scope , Standards for Nurse Administrators, and The Nurse Practice Act, clinical outcomes, and course objectives
- Participate in peer discussions on reflections about clinical experiences
- Prepare a portfolio to provide a self-evaluation of your clinical performance based on ANA (2009) Scope and Standards for Nurse Administrators, and The Nurse Practice Act
<http://www.rn.ca.gov/pdfs/regulations/npr-b-53.pdf>
for your midterm and final evaluations
- Adhere to all HIPAA regulations during clinical experiences and all discussions see http://www.find-tech.info/software_hipaa.htm?OVRAW=HIPAA%20Regulation&OVKEY=hipaa%20regulation&OVMTC=standard

- Select and integrate leadership theories into clinical experiences
- Generate solutions to identified ethical patient and system issues
- Analyze patterns of interactions within a health care agency within psychological, sociological, political, and economic perspectives
- Evaluate the information and data systems used to manage care within a health care system
- Demonstrate competencies in effective communication, critical thinking, interpersonal relationship, technical, and financial skills congruent with course standards
- Meet the required 54 clinical hours.

Suggestions for Selecting a Preceptor and Initiating an Agreement



Your clinical experience is a very important component of your theory course. You want to be sure that you are placing yourself in the best learning environment. Earlier I discussed the need for your experience to be out of your regular work setting and one that is supportive to your learning. You are searching for a role model, and perhaps a mentor for you in the future. You want that person to be an expert in her/his role and to have the advanced educational background that you are seeking—a master's degree. Of course, if the person has a master's in nursing that would be ideal, however as you most likely have found, nurses do seek

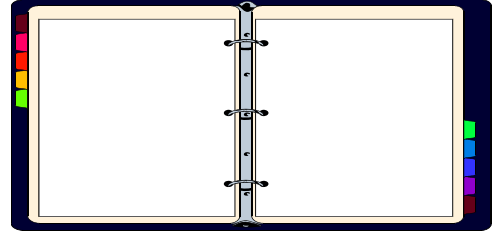
master's degrees in other fields. You also want to be sure that the person has the time to spend with you. You need to be very respectful of the time your preceptor is giving you and to express your appreciation appropriately. Therefore you need to have your information ready about when you can spend time each week and if that matches their schedule. There may be times and appropriate opportunity for you to spend a specific day with another person, for example, the risk manager.

You will want to call the potential preceptor ahead of time and ask for an appointment. Be sure that you have your calendar ready and at least 3 different times and dates to arrange for your initial meeting. It is helpful to send your learning objectives, and a tentative agenda, and an estimated time that you will need to the person before your meeting. Write yourself objectives for your meeting. Be sure that you are finished within one hour, most times busy folks do not have more than an hour to spend with you on that initial meeting. You should bring a copy of your course description and clinical outcomes for your preceptor. Bring your copy of the ANA Scope and Standards for Nurse Administrators in case you need to explain or refer to them during your meeting. You will want to be sure that you set a regular time to process what you have observed and learned and ask questions each week. It works best if you can set that time as a regular time. This may be preempted if an emergency occurs. However, the more structure you have around how your experience will unfold, the better your outcomes and the better it is for your preceptor. At the end of the semester, you should write a letter to thank your preceptor citing specific ways in which the person contributed to your growth.

Portfolio

Developing your portfolio. The following guidelines will assist you in developing your ongoing portfolio. You will need to submit your portfolio for review during your midterm and final evaluations. If you need any additional clarification, please e-mail me within the first few weeks of the semester. Preparation, timeliness, and quality of your portfolio represents 5 points as part of your self-evaluations of the total 300 points for this course.

Guidelines for Portfolio Development



(Jensen & Saylor, 1994, p. 348)

Question	Explanation
What is a portfolio?	A portfolio is a compilation of evidence that can be used to provide a teacher with additional insight into your educational experience.
What is the purpose?	The portfolio represents an artifact that a teacher can use to look more deliberately at your experiences in this course.
What should the student do?	The portfolio is the student's own creation and can include papers, journal entries, examples of classroom work or anything else that is meaningful and represents the student's growth and understanding in the area of study.
Requirements?	Please use a three ring binder to collect your materials. You should have examples of journal entries and a self-assessment.
When will the portfolio be reviewed?	Review of the portfolio will take place during the mid-term evaluation and final evaluation sessions.

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