

Graduate Clinical Faculty Checklist

Graduate program clinical faculty will use the Clinical Faculty Process Checklist throughout the semester to track students completing all required aspects of the clinical course.

ITEM	CHECK OFF	TASK
RECEIPT OF PRECEPTOR FORMS FROM GRADUATE SECRETARY FOR APPROVAL	<input type="checkbox"/>	Verify unencumbered license
	<input type="checkbox"/>	Verify the student is in your clinical group
	<input type="checkbox"/>	Review the Preceptor Profile and Agreement form for appropriateness related to patient volume, site, etc.
	<input type="checkbox"/>	Review the Preceptor Profile and Agreement form for the correct number of hours for the course/specialty for the semester
	<input type="checkbox"/>	Review Preceptor license date and address the preceptor license is set to expire during the semester
	<input type="checkbox"/>	Maintain a log for each student for the semester about the Preceptor and the approved number of hours
	<input type="checkbox"/>	Sign the Preceptor Profile and Agreement form and return via email to the Graduate Secretary within 24 hours Monday thru Friday
	<input type="checkbox"/>	If the student is using a preceptor within the Shannon Healthcare System, email the Graduate Secretary the Clinical Calendar (requirement for approval for clinicals). NOTE***Students must have a drug screen EACH semester if doing clinicals in the Shannon Healthcare System***
RECEIPT OF APPROVAL EMAIL FOR A SPECIFIC PRECEPTOR FROM GRADUATE SECRETARY FOR APPROVAL	<input type="checkbox"/>	Email the preceptor an introduction and orientation by identifying yourself as the course faculty, course syllabus, course objectives, contact information for the faculty, expression of gratitude for agreeing to precept, link to Preceptor-Student Orientation Handbook, plan for communication with the Preceptor during the semester, and the evaluation process.
	<input type="checkbox"/>	Initiate a Faculty Evaluation of Clinical Site/Preceptor Experience and Communication Form to document faculty-preceptor communication throughout the semester.
COURSE OPERATIONS	<input type="checkbox"/>	Ensure course is ready on the first day of the semester
	<input type="checkbox"/>	Ensure all due dates for assignments in the course are for the current semester
	<input type="checkbox"/>	Utilize the master template to develop courses each semester.
	<input type="checkbox"/>	Ensure all links in the course are active.
	<input type="checkbox"/>	Grade assignments in a timely manner.
	<input type="checkbox"/>	Respond to email or discussion board questions within 24 hours Monday through Friday.
	<input type="checkbox"/>	Check the upcoming weekly Learning Module the prior week for readiness.
SEMESTER OBJECTIVES (if applicable to the course)	<input type="checkbox"/>	Maintain a log to verify each student has submitted the required clinical paperwork and assignments by the established due dates.
	<input type="checkbox"/>	Review the student developed clinical objectives for appropriateness and provide feedback to student in a timely manner
	<input type="checkbox"/>	Review and ensure the second set of the student developed clinical objectives (as applicable to the course) are submitted by the due date before additional clinicals are permitted and, to ensure appropriateness and growth. Provide feedback to student in a timely manner.

ITEM	CHECK OFF	TASK
TYPHON		Review and approve the student's Typhon data entries/logs weekly
		Verify the appropriateness of patient volume (patients seen per clinical day) encountered for each clinical day. Contact student if the number of patients seen is less than 10 per clinical day to determine if a different clinical site is needed.
		Verify submission dates for clinical documentation with the student's clinical calendar. Contact student for any discrepancies noted.
		Verify the number of patients on the clinical log matches the Typhon log (maximum of 20 patients per day)
CLINICAL HOURS PLAN if applicable to course		Maintain a log verifying each student has submitted their program plan for clinical hours
		Verify the required, planned, and completed clinical hours for the semester. Contact student for any discrepancy noted.
CLINICAL CALENDAR		Verify all hours for the semester are logged correctly, are accurate in the weekly and cumulative hours count, and the specialty count.
		Verify each preceptor included in the clinical calendar submitted by the student has been approved.
		Maintain a log to email student on the first clinical day with encouragement for the upcoming clinical immersion, share the course objectives, clinical objectives, reminder to share the Preceptor-Student Orientation Handbook with the preceptor, and expectations to maintain communication with their clinical faculty.
		Maintain a log to email the student on their last day of clinical congratulating the student and reminder to submit all final clinical paperwork.
SOAPE NOTES		Maintain a log to track the student's required SOAPE note assignment submissions.
		Review SOAPE notes and provide feedback to the student in the Blackboard Grading Center.
		Contact the student if the required SOAPE Note is not received by the required due date.
SUBSEQUENT AND MIDTERM PAPERWORK (if applicable to course)		Verify the number of clinical hours, course objectives, and competency to determine if the student is making progress towards the completion of the required clinical hours for the semester.
		Review the student self-evaluation and address any concerns or issues with the student.
		Review the Preceptor Evaluation of the student and address any concerns or issues with the student and preceptor.
		Compare and verify the dates, hours, and patient volume documented in the Typhon system, Clinical Calendar, and Clinical logs.
PRECEPTOR CONFERENCE		Conduct a Preceptor conference by phone during the semester and document the conversation on the Faculty Evaluation of Clinical Site/Preceptor Experience and Communication Form
CLINICAL COURSE COMPETENCY (if applicable to course)		Provide a schedule for student sign-up for Competency evaluation.
		Ensure each student completes the Competency evaluation.
		Complete the Evaluation form and provide feedback to the student.
		Plan to re-evaluate the clinical Competency if necessary. Clinical site visit may be required after discussion and approval by MSN Graduate Program Coordinator.

ITEM	CHECK OFF	TASK
FINAL COURSE PAPERWORK		Maintain a log verifying receipt and approval of the course required paperwork
		Compare and verify the patient numbers and dates on the clinical hours log to the Typhon log and the Clinical Calendar.
		Complete the Faculty Evaluation of Clinical Site/Preceptor Experience and Communication Form for each Preceptor and Clinical Site
		Email the Preceptor thanking them for precepting students at Angelo State University and document the communication on the Faculty Evaluation of Clinical Site/Preceptor Experience and Communication Form
		Upload the Faculty Evaluation of Clinical Site/Preceptor Experience and Communication Form for each preceptor to Blackboard
		Upload the Faculty Evaluation of Student form to Blackboard