School of Nursing

College of Behavioral, Social and Health Sciences

CLINICAL FACULTY GUIDE

2025-2026

Dear Clinical Faculty,

On behalf of Clemson University's School of Nursing, we would like to extend a special 'thank you' for playing an integral part in the education of our graduate nursing students.

This handbook provides an overview of the clinical faculty roles and responsibilities. Please discuss with the lead faculty any additional responsibilities and assignments they may require. If you should have any questions or concerns regarding your role, please reach out to your lead faculty.

To gain more consistency across clinical courses, please use the following tips each semester when working with your clinical groups. We truly appreciate all you do!
- Typhon expectations
- Preceptor contacts/site visits
- Student expectations
- Clinical notes
- End of semester wrap-up

Again, thank you for your dedication to the nursing profession and the education of our students.

Clemson University School of Nursing

Important Contact Information for Clemson University School of Nursing

College and School Leadership
- **Dr. Leslie Hossfeld**, Dean, College of Behavioral, Social and Health Sciences, hossfe@clemson.edu
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Additional Contacts
- **Ms. Sally Smith**, Health Science Librarian, sally2@clemson.edu
- **Mr. Mike Namaranian**, CU Bookstore, mnamar@clemson.edu
- **Clemson Computing and Information Technology (CCIT)**, 864-656-3494, ithelp@clemson.edu

Overview of Clinical Faculty Roles and Responsibilities

As clinical faculty, you are an integral part of the success of our students and program. Duties may include, but are not limited to, the following:

- Attend the first day of class to introduce yourself, meet the students, and review the syllabus and expectations of the course.
- Recommended to attend at least ONE faculty meeting each semester to get updates and changes within the School of Nursing
- Be available throughout the entirety of the semester (until grades are due at the end of the semester). This is consistent with employment contacts and is also necessary to ensure all students have adequately met the clinical requirements needed toprogress.
- Be available for clinical simulations throughout the semester as designated by Lead Faculty. These are typically done midway through the semester and towards the end of the semester. Hours of simulation will vary per course and will be offered on various days of the week.
- Provide email communication to preceptors at least three times during the semester (beginning, midway, and end).
- Perform in-person site visits at least once during the semester (if students in clinical sites). Additional site visits may be required depending on student progression and performance.
- Maintain surveillance of clinical documentation via Typhon throughout the semester (if applicable).
- Check Clinical Compliance documents and ensure that students are "cleared" prior to attending the first day of clinical.
- Check Typhon logs at least twice per month (if applicable).
- Approve clinical hours at least twice per month (if applicable).
- Communicate with course lead faculty on the progress/issues with students. It is recommended to document student progress with a checklist or other written record which can be easily shared with lead faculty. See example in "Forms" section of this handbook.
- Please see a detailed course description and objectives via [Clemson University Catalog](#).

TYPHON:

Typhon Overview

Typhon is a secure student tracking platform that allows students to document clinical experiences, upload required documentation, and track progress, all in real-time. This platform enables faculty to easily track student progress and stores important documentation required for accreditation all in one location. As a clinical faculty member, you will receive a username and password which will enable you to view students' documentation, file uploads, clinical site information, evaluations, clinical hour progress, and much more. It is the responsibility of the clinical faculty to notify lead faculty and graduate program coordinators if you do not have a Typhon username or if you need assistance with Typhon training.

All clinical requirements will be stored in Typhon. Lead faculty may require additional documentation in Canvas as well. Please check with your lead faculty regarding additional responsibilities in Canvas.

Typhon Instructions to Login:

- To Login go to https://www.typhongroup.net/
  - Select NPST Advanced Practice Login
    - Choose "Sub-Administrator"
    - You will then enter Clemson's Account number (3029), your username, and password
  - Once you login, the "Main Menu" will appear
    - Select "Current Students Reports"
    - You should now see "Case Log Reports Menu"

For additional Typhon instructions, including how to view case logs and approve logs, please view the Typhon Training PowerPoint **or choose 'Help' at the top of the Typhon menu ribbon to find FAQ's and video tutorials.**
  - If you should need additional help or training, please contact your course lead faculty or graduate program coordinator.

Typhon Logs:

It is important for clinical faculty to frequently check their students' progress on Typhon to ensure students are receiving an appropriate clinical experience. Clinical faculty should check Typhon for time logs and case logs at least twice a month. Typhon has a **72-hour lockout** so students will need to document all case logs and time logs within 72 hours from the day they attend clinical.

- **All patient encounters must be documented**. All drop-down boxes must be completed for each patient encounter. https://icdcodelookup.com/icd-10/codes; https://www.findacode.com/index.html
- Documentation for *each* clinical week should also include: all procedures observed or performed (include these as CPT codes). https://www.aapc.com/codes/code-search/ ; CLIA Waived CPT Codes: https://www.cms.gov/files/document/cr5404waivedtblpdf
- **Time logs must be kept current**. This should include time spent in simulation. At the end of the semester, your TOTAL SHIFT TIME should meet the specific course requirements (45, 90, 270) HOURS. Clinical faculty must approve all time logs.
- Each day of clinical attendance requires verification with the preceptor's signature.
  - Minimum requirements for shift approval:
    - Four shift hours: 3 patients
    - Eight shift hours: 6 patients
    - Twelve shift hours: 9 patients
- Clinical faculty are responsible for ensuring that students enter clinical hours correctly. They must document a time log for **every** clinical experience (hands-on or simulation). Shift hours should ALWAYS be documented in the shift hours column. Simulation hours should be charted under simulation and NOT as an observation.
- You will need to approve all *correctly* entered time logs.

Approval Status	Date	Course	Preceptor	Shift Time	Charting time	Time discussing care with preceptor	Simulation	
Pending	5/23/2020	NURS 8060 Advanced Assessment	Simulation Experiences	4	0	0	4	
Pending	1/9/2020	NURS 8230: NP Practicum	Observation Experiences	10	0	0	0	
Pending	5/23/2019	NURS 8060 Advanced Assessment	Pruitt, Rosanne	7.5	0.2	0.3	0	
Pending	4/27/2019	NURS 8060 Advanced Assessment	Observation Experiences	8	0	0	0	
Pending	3/12/2019	NURS 8230: NP Practicum	Davis, Stephanie	30	0	0	✗ 0	
Pending	12/13/2018	NURS 8060 Advanced Assessment	Sullivan Center Experiences	6.5	0.4	0.5	0	
Pending	11/15/2018	NURS 8060 Advanced Assessment	Simulation Experiences	8	0	0	8	
Pending	5/22/2018	NURS 8210 Adult	Dahlhausen, Daniel	✗ 8.5	1	0	0.8	
Pending	6/15/2017	NURS 8210 Adult	Dahlhausen, Daniel	✗ 8.5	1	0	2	

Add a Daily Time Log

- In the example above, a student incorrectly entered 30 shift time hours for NP Practicum on 3/12/2019 but did not enter the 30 hours in the simulation column. Students are supposed to enter Simulation Experiences as the preceptor for any simulation hours (not faculty names) and they should not enter any simulation hours when working with a preceptor. Many students incorrectly think that they are in simulation or observation if they are just in the room with a patient. All hours with a preceptor should be counted as hands-on. All simulation hours should be documented as simulation. NO hours should be documented as observation. The examples on 5/22/2018 and 6/15/2017 are incorrect because this student documented both simulation and hands-on hours on the same day.
- At the end of each course, the student must have at least the minimum number of required clinical hours documented to receive a grade.
- Case log entries should be complete for EACH patient that is seen in the clinical setting. The case log entries should match the date of the time log entries.
- Any clinical notes entered in Typhon through the case logs function should be reviewed and feedback provided to the student.
- Students must initiate surveys under "Clinical Documents" to submit all clinical documentation. Faculty must check and approve each of these documents.
- ==For simulation hours, shift time and simulation should be entered as the same number. As an example, if student completed 2.5 hours of simulation, they will also enter 2.5 hours of shift time.==

Required Clinical Documentation

Students will not be able to begin a clinical rotation without the required documentation. It is the responsibility of the clinical faculty to ensure all documentation has been received prior to students beginning clinical rotations. If a student fails to provide these requirements, please notify the lead faculty.

- **Preceptor Agreement**-must be completed prior to the start of any clinical time, either by uploading the PDF document into Typhon or by completing the electronic version in Typhon. These agreements are due for any preceptor hours. Students cannot complete any clinical hours without a signed preceptor agreement in hand (for hours that require agreements). **Clinical hours WILL NOT be counted if time is logged prior to the agreement signed.** Students will send the preceptor agreement and handbook acknowledgment to the preceptor's email via Typhon link. This agreement includes the Preceptor's Acknowledgment of the syllabus. Preceptor's CV must be uploaded to Typhon if we do not already have one on file. These forms must be checked by clinical faculty prior to student's first day of clinical.
- **Clinical Calendar/Rotation Approval**-dates and times you plan to attend clinical for the semester (complete form in Typhon or upload PDF document in Typhon). These must be approved by clinical faculty.
- **Clinical Evaluation Form**- submitted through Typhon, **must submit 2**-one for midterm (see Academic Calendar) or halfway through clinical hours and a final evaluation at or near the end of clinical hours. Mid-term evaluations should be completed by all preceptors giving >45 clinical hours before the mid-point of the semester. A final evaluation should be completed by preceptors giving >45 clinical hours after the mid-point of the semester. **Hours will not be approved past midterm if a midterm evaluation is not turned in by the due date (Academic Calendar).** Please discuss with the clinical faculty if sufficient hours will not be completed by midterm to complete the evaluation. The final evaluation must be turned in for final grades to be posted. If late, then may delay graduation. Evaluations must be checked and approved by clinical faculty. If a preceptor is unable to access these through Typhon, clinical faculty may provide a PDF copy for signatures and uploading.
- **Preceptor Verification of Clinical Hours**-to be uploaded in Typhon at the completion of clinical hours and is required to pass the clinical portion of the course. Must be checked by clinical faculty to ensure that the hour requirement for the course has been met.
- **Clinical Site Evaluation**-to be completed in Typhon for each clinical site.
- **Evaluation of Preceptor**- to be completed in Typhon for each preceptor.

***In Typhon, go to the EASI system, change folder to "Clinical Documents", there will be a listing of all required documentation for each student in a clinical rotation. You may click on the survey and search for your student.

Clinical Evaluations

- Clinical evaluations are available in Typhon. Faculty are responsible for documenting that each student has a mid-term and final evaluation per course. In the EASI system for electronic evaluations, you will view the document and then 'Add comments/Review Stamp' to enter comments if needed to document that the evaluation has been reviewed. Once the review stamp is indicated, the student will have access to view the evaluation.
- Any clinical evaluations noted in Typhon with 'Below Expected' or 'Basic Skill' levels, should have an in-person site visit and contact with preceptor as soon as possible. Additionally, the Student Success Coordinator and lead faculty must be notified.
- Please refer to Typhon Instructional PowerPoint for information on adding preceptors if needed.
- If the student is using a new preceptor who is not entered in Typhon, they must select 'Request addition' in the 'Setup Default Choices' tab through Typhon. Students are given these instructions through the Graduate Nursing Canvas page.
- If a student is sending a clinical evaluation through Typhon and can't access their preceptor's name in the drop-down menu, you will ask for the preceptor's name and email address. Go to EASI; manage surveys; select appropriate survey on survey action menu (blue tab on right); select respondents; add invitation. This must be manually input to both the midway evaluation and final evaluation

Clinical Evaluation Process

1. If the student's performance is unsatisfactory on any given clinical day, the clinical preceptor will initiate an informal conference with the student regarding their performance. This informal conference will provide the student with constructive feedback to assist them in on-going improvement in clinical practice.
2. Should the student's performance continue to be unsatisfactory, the clinical preceptor will notify clinical faculty. The clinical faculty member will perform a site visit. Clinical faculty will assist lead teacher and student success coordinator in formulating a written Performance Improvement Plan that will identify areas of concern and behaviors necessary to correct these deficiencies. This process will be completed by mid-semester, if possible, so the student has time to improve.
3. If at any time, concerns or questions remain about the student's performance, the student may be required to come to the School of Nursing for direct faculty observation.
4. The Student Success Coordinator and Program Coordinator will receive a copy of the Performance Improvement Plan. A copy of the written Performance Improvement Plan and any follow-ups will also be placed in the student's record.
5. If the conditions of the Performance Improvement Plan are not met by the student by the last clinical day, the student's clinical performance will be unsatisfactory on the final evaluation and the student will receive a failing grade.
6. At any time if a student's clinical performance in a clinical course indicates an inability to perform at a safe and/or professional level of practice, the clinical faculty and clinical preceptor, in consultation with the course faculty, will assign a failing grade regardless of the point in time such a decision is made. In such case, the student will be ineligible to continue in the course.
7. If midterm and/or final evaluations indicate clinical competencies are not being met clinical faculty or student success coordinator will perform an additional in-person site visit. The faculty member will observe the student and preceptor with a minimum of 2 patients. If it is confirmed by faculty that clinical competencies are not being met, students may be required to obtain additional clinical hours and/or additional training as determined by the clinical faculty.
8. If a student does not provide a midterm evaluation after approximately half their clinical hours are completed, they may not count any hours obtained past this midterm due date. Final evaluations must be presented when all clinical hours are complete in order to receive a final course grade.
9. A midterm and final evaluation must be completed by the primary preceptor. If the student has multiple preceptors, then the preceptor providing over 75% of hours should complete the evaluations. If the hours completed are less than 75%, then each preceptor must provide one evaluation each that is provided to the student during midterm and final evaluation due dates.
10. In order to receive a final course grade, all clinical requirements must be turned in as directed by course faculty including a log of Preceptor Verification of Hours.

Performance Improvement Plan

The Performance Improvement Plan may be initiated by faculty (utilizing the approved Performance Improvement Plan form) at any time during the semester. Standards and behaviors essential to developing a professional role as an Advanced Practice Nurse are outlined in the School of Nursing Graduate Handbook, Clinical Handbook and Course Syllabi. Adherence to such standards and behavior are absolutely critical, therefore, expectations remain constant in every classroom and clinical experience throughout the program. This Performance Improvement Plan is established for the purpose of assisting the student in transforming specific, identified behaviors impeding their successful progress through the Graduate program. The student will work with course faculty, the Student Success Coordinator and the Program Coordinator on the Performance Improvement Plan. Failure to meet the terms outlined in the Performance Improvement Plan may result in course failure and/or dismissal from the program.

Preceptor Contact:

Preceptor contact is essential to ensuring adequate clinical experience for the student. Preceptors should ideally be contacted three times during the semester. Please document each contact made with the preceptor for verification.

In-person site visits are required by the School of Nursing and should be conducted for **any new preceptors and/orfor any preceptor concerns** to ensure quality clinical experience for the student. HIPAA secure platforms such as Zoom may be utilized for extenuating circumstances only with the approval of the Clinical Coordinator. Please see "Site Visit" section below.

- Preceptor contact is required. Preceptors should be contacted at the beginning of the semester via email, middle of the semester for in-person site visit, and end of semester via thank you email. In your emails to the preceptor, they should receive your contact information, the course syllabus, and a copy of the preceptor handbook. Please see example email.
- Preceptors will receive a certificate with their completed hours via email at the end of the semester.

Example Introduction Email

Dear Clinical Preceptor,

Greetings from Clemson University School of Nursing. We would like to thank you for your outstanding service and commitment to our nurse practitioner graduate students! We are delighted that you have agreed to work with the graduate student, and we value your expert knowledge, experience, and your willingness to share with a 'rising star.' Our faculty are very engaged in the learning needs of our students as well as ways of enhancing didactic courses.

For this clinical, students will complete XX hours with you. They may complete more if they wish or if you feel it is necessary. The focus of the program is primary care so we would like most of the clinical time to be in the primary care settings. Students may observe hospital rounds but please limit to 16 hours or less.

As a thank you for working with our nurse practitioner students, Clemson University would like to extend an invitation to the Upstate AHEC website where you can earn free continuing education units. If you would like to have access to this benefit, please email me and a code will be sent to you. Information on AHEC and their courses can be found by visiting www.upstateahec.org. The code for this semester is: XXXX

Attached are copies of the syllabus and Preceptor Handbook. The syllabus provides you with an overview of what your student is learning this semester. Please notify me if you do not receive a copy of these items. Midway through this semester, I will plan to schedule a visit to your office to discuss student progress, observe student interactions with 1-2 patients, observe case presentations, and answer any questions or concerns you may have. This visit should be no more than 30 minutes.

Below, you will find my contact information. Feel free to contact us with suggestions, opportunities, or ideas that you feel would enhance student learning. I also encourage you to contact me should questions or concerns regarding Clemson University's Nurse Practitioner program or our students arise. Again, on behalf of Clemson University School of Nursing, thank you for your dedication to the advancement of our students.

With Sincere Thanks,

Clemson Tiger, DNP, APRN, AGNP-C 888-888-8888
clemsontigerexample@clemson.edu

Site Visits

Clinical site visits from faculty are mandatory and will occur at least once per semester for each clinical course. Site visits should occur by mid-semester between weeks 5 and 8 or once 30-45 hours have been completed. In person site visits are required for new sites or new preceptors. Depending on the individual situation, evaluation may be conducted: (a) face-to-face on-site visit (if <50 miles from CU); or (b) videoconferencing via a HIPAA Compliance Office approved platform (Zoom). **In person site visits are the preferred method and should be conducted unless extenuating circumstances are present.** Additional site visits, phone calls, and/or videoconference sessions may be necessary and are at the faculty's discretion and/or by request from the preceptor. If the decision is made to utilize virtual site visit platform, a consent form will need to be signed by the patient and preceptor. See Canvas for forms.

While performing the site visit, you will complete the Faculty Site Visit Evaluation Form and upload in Typhon. You should observe one to two patient interactions. This will include the student obtaining the history of the present illness, physical exam, diagnostic interpretation (if indicated), and patient education regarding diagnosis and treatment plan. Additionally, you will need to observe the case presentation from the student to their preceptor.

If, during the course of the site visit, the student's behavior, performance, punctuality, or professionalism is found to be unsatisfactory, the student will be required to work with faculty in the completion of a Performance Improvement Plan. Failure to meet the specifications outlined in the Performance Improvement Plan may result in a failing grade and/or overall failure in the clinical course.

If a student completes clinical hours prior to setting up and participating in a site visit, the student will have to complete additional hours to satisfy this requirement.

Please be sure to wear your Clemson University name badge when entering clinical sites. Students should be wearing appropriate clothing with their white lab coat and Clemson University name badge.

Student Expectations

- Students are not allowed to begin ANY clinical experiences without a signed preceptor agreement form in hand. It is okay to have the document signed during the first clinical day but MUST be signed prior to any patient contact. Student forms can be entered or uploaded in Typhon.
- Students SHOULD NOT complete ANY clinical hours prior to the 1st day of the University start of the semester. It is up to the lead faculty if a student can complete clinical hours prior to the 1st day of class.
- Students must appear to clinical sites wearing business casual clothing and a white lab jacket with their Clemson student ID. Students must follow the dress code set in the Student Handbook. Students are discouraged from wearing scrubs to clinicals unless requested by the preceptor.
- Preceptor Verification of Hours (Time logs) should be completed and signed by the preceptor weekly to decrease the frequency of time discrepancies between the student and preceptor.
- Students **ARE NOT allowed to complete clinical hours in their place of employment**. It would be difficult for preceptors to objectively evaluate their co-workers.
- Students are not allowed to attend any clinical hours if their clinical requirements are not in compliance. Students must have documentation of CPR, PPD, current influenza and malpractice insurance at all times while in the program.
- Students not completing clinical hours one week prior to grade posting dates may be given an "incomplete" for the course. Incomplete grades calculate into the GPA as an "F" until completed. Incomplete grades must be completed before the start of the next clinical course. No clinical hours may be completed in the next clinical course until the previous course Incomplete is resolved. The student is allowed to attend the didactic portion and turn in assignments related to didactic class only. Any deviation from this policy must be approved by the course faculty.

Clinical Notes

There are no standard clinical note requirements per course. Students should have frequent evaluation to determine if they are documenting patient cases correctly. Please remember to review these notes and provide feedback. We have had many students in the past unable to correctly document subjective and objective information in their final semester. EACH patient should be documented in Typhon (case logs) with patient demographic information and ICD-10/CPT billing codes at minimum.

End of Semester Wrap-Up

At the end of each semester each student should have documented for the clinical portion of the course:

- Correct number of shift hours for the course (approved)
- Case logs for every hands-on patient encounter documented in Typhon with all drop-down boxes completed
- Preceptor agreement forms checked in Typhon
- At least one mid-term evaluation and at least one final evaluation with passing scores checked in Typhon
- At least one site visit with the preceptor and a minimum of three contacts with clinical faculty per clinical rotation
- Student evaluation of preceptor form and Student evaluation of clinical site form completion for each site (available in Typhon).
- If a student has concerning didactic or clinical performance, please refer them to the Student Success coordinator and/or Program Coordinator so course progression can be monitored
- Any additional assignments as indicated by course faculty
- Check that time logs match Preceptor Verification of Hours Form

Forms

Typhon should be used to complete all required clinical documentation. However, forms are available in the Graduate Programs Box in the 'DNP-MS Clinical Documentation' folder for use when Typhon is unable to be utilized.

Example of Clinical Form Checklist

Student	Preceptor Agreement	Email Communication with Preceptor (x3)			Clinical Calendar	Clinical Site Evaluation (Student)	Preceptor Evaluation (end of semester)	Faculty Site Evaluation Completion Date	Midterm Eval	Final Eval	Preceptor Verification Of Hours
Student1											
Student2											
Student3											

Example of Typhon Log Checklist

Student	August 1-14	August 15-31	Sept. 1-14	Sept. 15-30	Oct. 1-14	Oct. 15-31	Nov. 1-14	Nov. 15-30	Dec. 1-14	Approval Of Clinical Hours
Student1										
Student2										
Student3										