

Wegmans School of Nursing
St. John Fisher University

Typhon Tips for APRN Preceptors

You will receive an email from Typhon within **the first two weeks of the semester** with login information. The **temporary password expires within 24 hours**. Please upload your current CV, board certification, license with [first login](#).

Preceptors must complete the following in Typhon each semester:

1. Verify and Sign-off **Time logs (NP and CNS preceptors):**
 - i. Look under 'Student Reports', and click on  **Time Logs**
 - ii. After verifying each date and number of hours, change the status of the time log to  **approved**.
2. Verify and Sign-off **Case Logs (NP preceptors only):**
 - i. Look under 'Student Reports' and click on the Case Log Highlights (by Day/Week/Month)
 - ii. Select your student. Then select the semester dates **one month at a time**. 'Click Show entire MONTH of logs that includes the From date (first to last day of month)'
 - iii. Review each case. Then you can bulk sign-off by clicking: **Change ALL to (in the top left column)** and select the  icon.
 - iv. Complete these steps for each month of the semester to ensure all Case Logs have been signed-off.
3. Complete the required **evaluations** regarding student performance (NP and CNS preceptors):
 - You should have ongoing communication with the student(s) regarding progress. One evaluation in Typhon must be completed **at midterm and then a second evaluation at the end** of the rotation.
 - To complete the evaluations:
 - i. Login to Typhon.
 - ii. Click on  **My Evaluations**

Find the following evaluations from the list:

 1. **"Preceptor's Mid-Term Evaluation of [NP or CNS] Student"** - completed before the scheduled site visit at approximately 50% of hours completed.
 2. **"Preceptor for __NP: Eval of Student Performance" or "CNS Preceptor evaluation of the CNS Student"**
NP options: Adult-gero (AG), Family (FNP) or Mental Health PMHNP)
 - iii. **Next click on the appropriate evaluation tool you are trying to complete.**
 - iv. Choose the student you are evaluating from the drop down list and click 'begin new survey.'
 - v. Complete the evaluation providing feedback as needed.
 - vi. *Please review with the student in person.
 - vii. Of note, for students in their Final Clinical Course- the student must be graded **as competent** in all areas of the final evaluation to pass the clinical course and graduate.