TITLE OF POLICY:  CLINICAL PRECEPTORS FOR GRADUATE STUDENTS

ORIGINAL DATE:  June 2008

LAST REVIEW/REVISION DATE:  September 2009

POLICY:  Master’s/DNP students will be required to complete precepted experiences in selected practicum courses, under the direction of qualified preceptors.

PROCEDURE:

Preceptor Selection and Responsibilities
1. Preceptors must meet the criteria consistent with the requirements of the approved entity.
2. Preceptors are responsible for facilitating student learning and providing a safe place for students to practice. Preceptors will also complete a student evaluation at the end of the precepted experience.

Faculty Responsibilities
1. The faculty will
   • Provide an orientation packet to each preceptor prior to the beginning of the precepted experience that includes, but is not limited, to the following:
     o The name of the students(s) assigned to the preceptor
     o A list of course objectives
     o A copy of the evaluation tool
     o Contact information for the assigned students and faculty
     o School of Nursing web site link.
   • Be available by telephone or pager anytime a student is working with a preceptor and may share the teaching of students with qualified preceptors.
   • Assure that Preceptors are oriented to major/area of concentration/subspecialty requirements and expectations for oversight and evaluation of students.
   • Assure that clinical settings used are diverse and sufficient in number to ensure that the student will meet major/area of concentration/subspecialty core curriculum guidelines and goals.
   • Request student self-evaluation
   • Assure completion of student performance evaluation tool.
   • Request preceptor evaluation by the student.
   • Retains responsibility for the student’s learning and performance
   • Retains responsibility for ultimate evaluation of the student with input from the student and the preceptor(s).
   • Conduct site visits, as required by professional standards of each major, and document as per School of Nursing form entitled “Clinical Site Evaluation.”

Reviewed by Dean’s Council:  08-09
Revised by Dean’s Council: 09/09