

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: **CLINICAL PRECEPTORS FOR UNDERGRADUATE STUDENTS**

ORIGINAL DATE: **June, 2008**

LAST REVIEWED/REVISED: **August, 2016**

POLICY: Baccalaureate students will be required to complete precepted experiences in selected clinical courses. Consistent with University guidelines, work experiences cannot be counted for clinical credits. Students cannot complete clinical requirements at a site (e.g., unit, clinic or community setting) where they are currently employed.

PROCEDURE:

Preceptor selection and responsibilities

1. Preceptors must meet the following criteria:
 - Current license as an RN, which will be verified by the School of Nursing
 - Minimum of a BSN degree
 - At least 2 years of clinical experience
 - Current CV or resume, to include degree(s), certifications, experience, and current position submitted to the School of Nursing
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.
3. The Office of the Dean will retain the information regarding preceptors

Clinical instructor responsibilities

1. The clinical instructor 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:
 - The name of the student(s) assigned to the preceptor
 - A list of clinical course objectives
 - A copy of the clinical evaluation tool
 - Contact information for the assigned students and clinical instructor
 - School of Nursing web site link.
 - Be available by telephone or pager anytime a student is working with a preceptor.
 - Request student self-evaluation
 - Assure completion of student clinical performance evaluation tool.
 - Request preceptor evaluation by the student.
 - Conduct a site visit as per course stipulations and document on the appropriate School of Nursing form entitled, "Clinical Site and Preceptor Evaluation."
 - 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).

University of Pittsburgh
School of Nursing
Clinical Site and Preceptor Evaluation

To be completed by faculty for precepted student clinical experiences to evaluate the clinical site (e.g., clinic, unit or community setting) and preceptor*

Degree/Certification Program: _____

Course: _____

Term: _____

Clinical Site and, if applicable, Unit: _____

Preceptor: _____

Faculty member completing form: _____

Preceptor qualifications:

Specialty: _____

Highest degree: _____

Certification(s): _____

Experience in current setting: _____ years or _____ months

License: _____

How was the preceptor oriented (check all that apply):

Mailed orientation packet: _____

Face-to-face orientation: _____

Completion of preceptor modules: _____

Evaluation

Criteria	Yes	No	Unable to Evaluate	Comments
The clinical environment (e.g. unit, OR, Clinic, office) appeared to be adequate to support student learning.				
Observed interactions between the preceptor and student were effective and appropriate for student learning.				
The range of experiences available to the student were adequate to enable students to integrate new knowledge into practice,				
The range of experiences (e.g. types of patients, skills practiced) available to the student was adequate for the student to demonstrate attainment of course objectives.				
Based on discussions with the preceptor, his/her expectations of the student are consistent with the course objectives and Pitt faculty expectations.				
During interactions, the preceptor appeared willing and able to answer faculty questions about the student's progress.				
If there were issues related to the student's performance, the preceptor informed you in a timely manner.				
Educational resources (e.g., technology resources, reference books, policies/procedures, or library access) were adequate to support student learning.				
Do you have any concerns about the site as an effective learning environment for students?				

Please rate the overall effectiveness of the site for students using the following scale:

____ 5. Excellent ____ 4. Very good ____ 3. Good ____ 2. Fair ____ 1. Poor

Please rate the overall effectiveness of the preceptor using the following scale:

____ 5. Excellent ____ 4. Very good ____ 3. Good ____ 2. Fair ____ 1. Poor

Other comments (if you rated either the clinical site or preceptor fair or poor, please provide a brief explanation and plans to the current or future students):

Submit a copy of the completed evaluation to the School of Nursing Evaluation Specialist.

*Required for accreditation: CCNE Key Elements: II-E, III-E and III-H

10/04/16