

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE  
GRADUATE PROGRAM**

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**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:
    - The name of the students(s) assigned to the preceptor
    - A list of course objectives
    - A copy of the evaluation tool
    - Contact information for the assigned students and faculty
    - 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