

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE PROGRAM

TITLE OF POLICY: CLINICAL PRECEPTORS FOR UNDERGRADUATE STUDENTS

ORIGINAL DATE: June 2008

LAST REVIEW/REVISION DATE: January 2009

POLICY: Baccalaureate students will be required to complete precepted experiences in selected clinical courses.

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 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).

Reviewed by Dean's Council: 08-09

Revised by Dean's Council: