POLICY TITLE: STUDENT, PRECEPTOR, CLINICAL FACILITATOR, AND FACULTY RESPONSIBILITIES

Purpose
Preceptors are valued professionals who help in the educational process to form, mentor, and provide valuable experience to nursing students. The policy outlines responsibilities of preceptors, students, clinical facilitators, and faculty.

Student Responsibilities
The learning experience can be optimized by the following guidelines:

Preceptor Assignments
Students and preceptors are assigned and approved by the faculty.

Interview with Preceptor
Undergraduate students must contact the preceptor prior to the first clinical day to make an initial introduction and verify arrival time and necessary logistics. Any changes to the start or end time of the clinical day must be approved by the course faculty.

Graduate students will meet with the preceptor prior to beginning clinical hours. The student will take a copy of the course syllabus, a clinical calendar form for completion, and a draft of personal learning objectives to the first meeting with the preceptor.

Negotiation of Clinical Hours
The clinical facilitator negotiates undergraduate schedules and preceptor arrangements with the facility and communicates to the course faculty.

Graduate students negotiate required hours accommodating the preceptor's availability and schedule. Scheduled hours must be approved by the course faculty member prior to beginning the practicum experience. The clinical calendar form will be completed and a copy provided for the preceptor, faculty, and student. The student and preceptor should negotiate the procedure for notification in case of absence prior to starting clinical practicum. Changes to the approved clinical schedule must be submitted in writing to the preceptor and the clinical faculty and approved before implementation.

Attendance at Clinical
Students are expected to treat the approved calendar as a contract. If the student is to be absent, the preceptor should be notified prior to the beginning of the clinical day. Make-up hours are negotiated as soon as possible with both the preceptor and the faculty. Students also must contact the faculty member promptly. Students keep a log of completed clinical hours and should have the preceptor sign the log verifying time spent.
Malpractice Insurance
Coverage is provided by UH CON while students are in approved clinical sites.

Evaluation of clinical site and preceptor
Students are required to evaluate their preceptors, clinical site and faculty at the end of each practicum experience.

Preceptor Responsibilities

Application and Documentation of Credentials
The undergraduate preceptor must have a minimum of six months experience in the clinical role. The graduate preceptor must have a minimum of one year experience in the clinical role. A current affiliation agreement with the clinical agency must be in place prior to the student being on site for clinical. Documentation of the preceptor license and credentials to practice is required by the Commission on Collegiate Nursing and Education (CCNE) and the Texas Board of Nursing (TBON) to assure the quality of providers who mentor students. These documents must be available to the visiting accrediting bodies during program evaluation and renewal. The documentation is placed in the CCNE accreditation files.

Oversight of the Student
Preceptors provide direct oversight of a student, since under a preceptor arrangement the faculty member is not consistently at the clinical site. Preceptors must provide continuous oversight of a student, and the student may not be left under the supervision of unlicensed personnel.

Maximum number of students
Because of the student supervisory responsibility that preceptors have, preceptors are limited to 2 students at one time.

Communication with Faculty
Students and faculty will provide preceptors with contact information. Preceptors are encouraged to contact the faculty at any time. Faculty must be contacted immediately for situations involving a student’s unsafe practice, unethical conduct, or changes in preceptor availability. Any concerns expressed by other employees and contractors should be communicated to the faculty member. Preceptors will have the opportunity to discuss student progress with the faculty member during site visit(s).

Communication with Student
Preceptors are encouraged to provide regular daily feedback to the student and midterm and final performance reviews. In order for the student to resolve any concerns in an expeditious manner, preceptors are encouraged to relate concerns to the student when they occur. Written documentation
of concerns and resolution will then be shared with the faculty at the next regularly scheduled communication or sooner if the preceptor deems necessary.

**Evaluation of Student**
While the faculty member has the ultimate responsibility for the formal evaluation, the preceptor's input provides evidence to support the ratings. The "Preceptor Evaluation of the Student" form provides a guide for collecting and recording data related to student performance. The preceptor's primary role is teaching. In this process, the preceptor will observe the student in practice and fit those observations into the evaluation framework. The preceptor not only collects data that verifies student competence, but also has the opportunity to support professional practice standards and the credibility of UH College of Nursing. The preceptor's observations regarding the student's performance should be compared with practice standards, corroborated with faculty, and shared with the student. Preceptors need to remember that they do not fail students or impede a student's progress. Rather, the student's performance either meets or fails to meet criteria.

**Faculty and Clinical Facilitator Responsibilities**

**Preceptor/ Site Approval and Verification of Current Affiliation Agreements**
The clinical facilitator confirms that a current affiliation agreement is in place. The clinical facilitator ensures that the preceptor receives information about the clinical objectives, a link to the online preceptor handbook, and how to evaluate the student in the clinical setting. The clinical facilitator maintains documentation of the preceptor license and credentials to practice in the CCNE accreditation files.

**Communication with Preceptors**
The clinical facilitator will contact the preceptor prior to the assigned experience. Information shared includes: course requirements; level of prospective student; time and method of regular communication; expectations of the preceptor; and method(s) of student performance evaluation. In addition, faculty will communicate with the preceptor at the time of site visits. Additional communications deemed necessary by the faculty or preceptor will be arranged.

**Student Preparation**
The clinical facilitator will confirm that students meet clinical compliance requirements prior to entering the clinical setting.

**Site Visits & Facilitation of Clinical Activities**
The faculty member will make scheduled visits to the clinic site. The purpose of the site visit is to observe and evaluate the student in actual practicum situations, to observe and evaluate the student's interaction with staff and preceptor, and to evaluate the facility.
**Student Evaluation**

The requirements and evaluation criteria for successful student performance are found in the course syllabus and clinical evaluation forms. Evaluations by the faculty member with input from the preceptor are an important component of the student performance. Open communication between the faculty, preceptor and student is essential for student success. Faculty assumes the ultimate responsibility for the evaluation of the student. While specific criteria are identified in each course, faculty utilizes a combination of methods including making site visit(s) to observe the student performance and interactions with student, staff, and preceptor. Regular review of clinical documentation and supportive evidence from the clinical preceptor are utilized.

**Clinical Site Evaluations**

Faculty will complete a regular review of each clinical site using information from student evaluations of preceptor, preceptor evaluations and site visits. The review of clinical sites will be included in the end of course reports.

Student time sheets and preceptor evaluations of students are forwarded by course faculty for inclusion in student files.

Approved by CON Faculty Council: 12/2/2016

Approved by Dean Kathryn Tart: 12/8/2016