

POLICY TITLE: PRECEPTOR POLICY: STUDENT, PRECEPTOR, FACULTY RESPONSIBILITIES

Policy

Student Responsibilities

The learning experience can be optimized by the following guidelines:

Preceptor Assignments

Students and preceptors are matched by the faculty.

Interview with Preceptor

The student 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

Students are to 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. 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. In the event of an absence due to illness or health intervention, the student must provide to the faculty member a release to return to school from the health care provider prior to returning to the clinical setting

Malpractice Insurance

Coverage is provided by UHV while students are in 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.

Confidentiality

The student will maintain confidentiality in all communication and documentation, including social media.

Preceptor Responsibilities

Application and Documentation of Credentials

The preceptor must have a minimum of six months 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 essential 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 preceptor submits an online application/agreement at <http://preceptor.uhv.edu>.

The preceptor's primary role is teaching and mentoring the student. Preceptors can stimulate clinical decision making through a variety of activities including introducing challenging experiences and questioning the student regarding observations and reasoning. This process assists the student to reflect and describe observations, discuss the planned interventions and contribute to patient plan of care. Additionally, preceptors guide the student to improve accuracy and comprehension in documentation of pertinent information. The preceptor has the opportunity to model interpersonal relationship skills during the mentoring process.

Communication with Faculty

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).

Preceptors can find faculty contact information at <http://www.uhv.edu/nursing/77.htm> or by calling 361-570-4370 (or toll-free 1-877-970-4848).

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 UHV School 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 Responsibilities

Preceptor, Site Approval and Verification of Current Contracts

The preceptor must have a minimum of six months practice in the clinical role. Contracts with the clinical agency must be in place prior to the student being on site for clinical.

Preceptor/ Site Approval and Verification of Current Affiliation Agreements

The faculty member matches the preceptor with the student. The preceptor must have a minimum of six months experience in the clinical role.

The faculty member confirms that a current affiliation agreement is in place by checking the affiliation database or contacting the designated SON staff member. If there is no affiliation agreement on file, the faculty member provides the necessary information to the designated SON staff member to initiate the agreement process.

The faculty member initiates the preceptor application/agreement process by sending the online application link (<http://preceptor.uhv.edu>) to eligible preceptors that do not have approved applications on file in the preceptor database.

The faculty member is notified via email when the preceptor has submitted the online application and when the preceptor license has been confirmed by staff.

The faculty member 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.

Communication with Preceptors

Faculty 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

Faculty 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 on dates confirmed with the student. The student is responsible for informing the preceptor of the date and time of the visit. The purpose of the site visit is to observe and evaluate the student in actual practicum situations as well as to observe and evaluate the student's interaction with staff and preceptor.

Faculty Communication with Students

Faculty will have regularly scheduled meetings with students to discuss their progress. Clinical documentation will be reviewed as identified in the course syllabus.

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 and preceptor evaluations and site visits.

Approved by SON Faculty Council, 4/5/2013

Approved by Dean Kathryn Tart _____

Date 6-4-13

Student Evaluation of Preceptor

Student Name: _____

Preceptor Name: _____

Semester: _____ Year: _____ Course Number: _____

Directions: Please rate the Preceptor as satisfactory or unsatisfactory for the following objectives:

Satisfactory=S

Unsatisfactory=U

Objectives	Satisfactory/Unsatisfactory
Was available to meet required clinical hours.	
Demonstrated clinical competence.	
Effectively communicated to foster development of student's skills and knowledge base.	
Effectively communicated with interdisciplinary health care team members.	
Exhibited culturally sensitive considerations in nursing care of client.	
Utilized evidence based practice nursing care methods.	

Comments:

Students signature: _____