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Preceptor Policy, CNG-100.19

PURPOSE

St. Elizabeth College of Nursing shall have a process for the Nursing 240 Preceptor experience. The purpose of this policy is to provide guidelines regarding preceptor qualifications, orientation and student experience.

SCOPE

Students, Faculty, Medical Center Staff

REFERENCES

DEFINITIONS / ABBREVIATIONS

SECON – St. Elizabeth College of Nursing

Preceptor – Staff RN who functions as a teacher and a coach to guide, direct and supervise the nursing activities of a student nurse.

Faculty Liaison – Instructor that facilitates communication between the assigned preceptor, student and faculty that may observe interactions on the clinical unit.

Preceptor Coordinator – Faculty member who is assigned to coordinate preceptor assignments and assist in the review of the application process.

PROCEDURE / DIRECTIVE

1. Student Selection

- A. Students shall apply for a Preceptor experience by the end of the first semester of their senior year.
- B. Students shall be selected by Faculty and Administration based on the following criteria:
 - History of strong academic performance with a GPA of 3.0 or higher in nursing courses with a clinical component.
 - Successful completion of all previous nursing courses.
 - Excellent interpersonal skills.

- Proficiency in both verbal and written communication.
- Professionalism and commitment to core values of nursing.
- Absences of progressive discipline with the exception of those that occurred in the first semester and parking violations.
- Maintain a theory average of 75% or greater.
- Strong clinical performance shall be selected by Faculty and Administration based on the following criteria

C. Students meeting the stated criteria must complete an application form (Form *Students Application and Learner's Profile*), a 250 word essay and receive the recommendation from two of their clinical faculty members.

D. Students may be placed on a wait list if criterion has not been achieved or excessive applicants have been received.

E. Should a student not meet the above criteria, an application could still be submitted for consideration.

F. Students may indicate which shift is conducive to their schedule.

2. Preceptor Selection

A. Preceptors may have an AAS but is preferable to have a BS prepared RN.

B. Preceptors will be recommended by the Director/Manager of SEMC Nursing Education Department.

3. Preceptor Responsibilities

A. Preceptors shall meet with Faculty Liaison and receive a preceptor orientation.

B. Preceptors shall serve as a resource person, consultant and supervisor for the student's clinical experience.

C. Preceptors shall communicate regularly with the Faculty Liaison regarding the student's progress.

D. Preceptors shall receive a skills competency list of each student and directly supervise any skill that the student has not been deemed competent in performing.

E. Preceptor and student shall coordinate a schedule for the Preceptor Experience and provide it to the Faculty Liaison.

4. Student Responsibilities

A. Students shall complete the learner profile.

B. Students are responsible to initiate contact with the preceptor to establish a schedule by the assigned date.

C. Students shall provide feedback regarding the precepting experience via the Preceptor Journal.

D. Student shall be responsible to only perform those tasks reviewed by the preceptor and deemed competent to perform.

E. The student shall document on all assigned clients for the shift.

F. The staff nurse shall provide the instructor feedback of the clinical experience at the completion of the shift.

5. Instructor Led Preceptor Experience

- A. Students not assigned a preceptor experience shall remain on the clinical unit and participate in an Instructor Led Preceptor Experience.
 - B. The clinical instructor assigned to the student may be paired 1:1 with a staff nurse with the expectation to progressively increase the client assignment.
 - C. The student is expected to perform skills that he/she has been deemed competent to perform.
 - D. The assigned staff nurse and student are expected to collaborate and determine a plan of care for the clients assigned.
6. All students and preceptors must adhere to the provisions of NSP081.001 of the SEMC Nursing policies "Nursing Students Clinical Guidelines."

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces:

NSG-CNG-100.19

Attachments: No Attachments

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	6/20/2019

Applicability

MVHS

