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Owner	Faculty Organization
Policy Area	College of Nursing CNG
Applicability	MVHS

## Preceptor Policy, CNG-100.19

### PURPOSE

To define the process for the preceptor experience inclusive of guidelines, orientation, and student experience.

### SCOPE

Students, Faculty, Medical Center Staff

### REFERENCES

### DEFINITIONS / ABBREVIATIONS

AAS: Associate of Applied Science

BS: Bachelor of Science

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 a strong academic performance as evidenced by a cumulative GPA of 3.0 or higher in nursing courses that contain a clinical component.
  - Previous history of successful completion of all nursing courses.
  - Strong clinical performance as evidenced by clinical instructor recommendations.
  - Excellent interpersonal skills.
  - Proficiency in both verbal and written communication.
  - Qualities of professionalism and commitment to the core values of nursing. Please Note:  
Progressive discipline parking violations will not prohibit a student from acceptance into the preceptorship program. Progressive discipline violations that occurred in the first semester will be considered for their seriousness and may not preclude acceptance into the program; however, students with documented violations, other than parking, beyond the first semester may not be eligible for participation.
  - History of demonstrating self-motivation in the pursuit of learning.
- 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 medical-surgical clinical faculty members.
- D. Students may be placed on a wait list if criteria have not been met or excessive applicants have been received.
- E. Any student may submit an application for consideration.
- F. Students may indicate which shift is conducive to their schedule.
- G. Final approval for the preceptor experience will be determined by college administration. Applicants will be notified of preliminary selection prior to the end of the Fall semester. Final approval will be granted by midterm of Nursing 240. Final approval is dependent upon the student:
  - receiving no progressive discipline violations
  - maintaining a theory average of 78% in NUR 240
  - consistently demonstrating clinical competence in NUR240
  - obtaining a grade of 100% on at least one of the two Dosage Calculation exams in NUR 240

## 2. Preceptor Selection

- A. Preceptors may have a Diploma or AAS, however BS prepared nurses are preferred.

- B. 2 years experience preferred in a med-surg or similar setting.
- C. Preceptors are recommended and chosen by the MVHS Nursing Leadership Team.

### 3. Faculty Liaison Responsibilities

#### A. The faculty liaison will:

1. Initiate contact and maintain a working professional relationship with the nurse manager and preceptor.
2. Provide orientation to the preceptor experience, if the RN has not precepted previously.
3. Provide the preceptor with preceptor materials and the student's Clinical Skills Competencies form and Clinical Skills Checklist.
4. Monitor the progress of this experience by periodically visiting the clinical site or as per mutual agreement.
5. Act as a resource person for the preceptor and student.
6. Complete Preceptor Evaluation and assign a grade (P/F) after collaboration with the preceptor.

### 4. Preceptor Responsibilities

#### A. The preceptor will:

1. Meet with Faculty Liaison and receive a preceptor orientation prior to the experience.
2. Coordinate a schedule for the preceptor experience with the student and provide it to the Faculty Liaison in advance of beginning the required hours. The schedule should allow the student to meet personal and professional goals.
3. Provide opportunities for the student to meet precepting objectives within the parameters of the agency protocols.
4. Serve as a resource person, consultant and supervisor for the student's clinical experience.
5. Communicate regularly with the Faculty Liaison regarding the student's progress.
6. Receive a Clinical Skills Competencies form and the Clinical Skills Checklist for the student and directly supervise any skill that the student has not been deemed competent in performing.
7. Participate with the Faculty Liaison in evaluation of the student's performance.

### 5. Student Responsibilities

#### A. The student will:

1. Complete the learner profile.
2. Be responsible to initiate contact with the preceptor to establish a schedule by the assigned date.
3. Provide the faculty liaison with a written calendar of scheduled dates and times for the precepting experience.

4. Provide feedback regarding the precepting experience via the Preceptor Journal.
5. Comply with dress code as specified by the agency.
6. Be responsible to only perform those tasks reviewed by the preceptor and deemed competent to perform.
7. Participate in evaluation of self, and preceptor.
8. Only be responsible for documenting on two assigned clients for the shift.
9. Meet the clinical objectives for the preceptorship experience.

#### 6. Instructor Led Preceptor Experience

- A. Students not participating in the preceptor experience shall remain on the clinical unit and participate in an Instructor Led Preceptor Experience.
- B. The instructor may pair the student 1:1 with a staff nurse with the expectation to progressively increase the client assignment.
- C. The student is expected to perform skills that they have 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.

7. All students and preceptors must adhere to the provisions of MV-06-010: Student and Forensic Staff Affiliation policy.

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

### **This Document Replaces:**

NSG-CNG-100.19

## **Approval Signatures**

Step Description	Approver	Date
Approver	Kim Panko: President, College of Nursing	11/25/2025
Owner	Faculty Organization	11/24/2025

## **Applicability**

MVHS