

Title: Preceptor Program Guidelines

Policy
 No.: CUR 3.50

Date: 8/2/08
 Rev.: 11/3/08

Areas Affected: All BSMSO Faculty & Students

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Policy Statement:

- I. Purpose: To provide students with opportunities to enhance clinical learning experiences while practicing under the guidance of practicing professional nurses.

- II. Role and Responsibilities of Preceptor:
 1. Is a registered nurse.
 2. Reviews Clinical Preceptor Orientation Program Packet
 3. Agrees to function as a designated student clinical preceptor by completing the preceptor agreement at least annually.
 4. Acts a role model and resource for the student.
 5. Supervises students giving direct care to patients.
 6. The ratio of student to preceptor shall not exceed two students to one preceptor at any given time.
 7. Provides evaluative feedback to the student and faculty regarding student performance.
 8. Communicates with the Course Coordinator and the Assistant Dean for Curriculum & Instruction for the School of Nursing to provide feedback regarding the preceptor experience.
 9. Participates in an annual evaluation of the preceptor program.

- III. Role and Responsibilities of Course Coordinator
 1. Develops and provides to the preceptor, written objectives, methodology, and evaluation procedures for a specified period of time.
 2. Reviews Clinical Preceptor Orientation Program Packet
 3. Provides written documentation to the preceptor of the performance of skills for which the student has had faculty-supervised clinical and didactic preparation.
 4. Provides the clinical unit nurse manager with documentation of the learning experience schedule for students at least two weeks prior to the experience.

Reference Policy # _____

Approved by:

_____	Dean	_____
Signature	Executive Vice President/Administrator	Date
	Title	

Approval History:

Committees and Dates:
 Curriculum – 7/08
 Faculty Forum – 10/20/08
 Faculty Organization – 11/3/08

5. Assumes overall coordination of the learning experience, which includes the ultimate responsibility for implementation, periodic monitoring, and evaluation.
6. Communicates with the Level Coordinator and the Assistant Dean for Curriculum & Instruction in planning and evaluating preceptor experiences.
7. Serves as a liaison between the clinical sites providing preceptor experiences and the School of Nursing.
8. Maintains a record of each student's clinical experience, including the assigned preceptor(s), clinical unit, and dates of experience.

IV. Role and Responsibilities of Student

1. Adheres to the policies and procedures of the clinical facility to which the student is assigned.
2. Demonstrates professional behavior appropriate to the environment of the facility, including protecting the confidentiality of patient information and maintaining high standards of patient care.
3. Reviews Clinical Preceptor Orientation Program Packet
4. Agrees to adhere to the clinical guidelines of the preceptor experience as reflected by signature on the clinical agreement for a preceptor clinical experience.
5. Communicates with the course faculty and the Course Coordinator regarding the precepted clinical experiences on an ongoing basis.
6. Seeks appropriate learning opportunities that assist the student in meeting both the clinical learning objectives for the precepted experience and the course objectives.
7. Takes responsibility for individual actions in the clinical setting. Performs skills within the guidelines of the facility and for which the student has had faculty-supervised clinical and didactic preparation.
8. Participates in a reflective self and preceptor evaluation of the clinical experience.

BON SECOURS MEMORIAL SCHOOL OF NURSING
Facility Evaluation of Student Clinical Experiences

Date: _____ to _____

Facility/Unit: _____

Instructor: _____

Facility Representative: _____

In order to assist the faculty in providing the best possible student clinical experience, please complete the following evaluation and return to the instructor. Your comments are invaluable and appreciated.

An additional student evaluation of clinical facilities is currently being placed on Blackboard.

RATING SCALE

Using the rating scale below, indicate the extent to which you were satisfied with the following aspects of the BSMSON student clinical experiences on your unit by circling the appropriate number:

Rating Scale

Very Satisfied	Satisfied	Neither Satisfied or Dissatisfied	Dissatisfied	Strongly Dissatisfied
5	4	3	2	1

(Please circle one on each below:)

- | | | | | | |
|--|---|---|---|---|---|
| 1. Objectives, expectations and schedules are communicated in advance. | 5 | 4 | 3 | 2 | 1 |
| 2. Facility policies and procedures are followed. | 5 | 4 | 3 | 2 | 1 |
| 3. Significant patient data is communicated to nursing staff. | 5 | 4 | 3 | 2 | 1 |
| 4. The nursing staff is aware of their roles in the students' learning experience. | 5 | 4 | 3 | 2 | 1 |
| 5. Staff is comfortable in sharing in the instruction process with students/faculty. | 5 | 4 | 3 | 2 | 1 |
| 6. Students work collaboratively with staff to meet patient care needs. | 5 | 4 | 3 | 2 | 1 |
| 7. Documentation is done in a manner consistent with facility guidelines and student level of preparation. | 5 | 4 | 3 | 2 | 1 |