

University of Texas at El Paso School of Nursing

PRECEPTORSHIP POLICY STATEMENT UNDERGRADUATE NURSING PROGRAM

[This statement is based on the Texas Board of Nursing Education (BON) Guidelines for Nurse Education re: Rule 215). This policy was approved by UTEP Nursing Faculty on 4/14/97]

PRECEPTOR

A clinical nursing preceptor is a highly competent registered nurse (preferably has a bachelor's or master's degree) with a current Texas license, a specific area of expertise, and the ability and desire to guide student learning in the achievement of course objectives. Health care professionals (Non-RN) who serve as preceptors must have a bachelor's or master's degree. The preceptor demonstrates a philosophy of health care congruent with that of the nursing program. The preceptor participates in the evaluation of a student's performance although the final responsibility for evaluation rests with the course professor.

The selection of the preceptor is a collaborative effort between UTEP College of Nursing and Health Sciences and the health care agency. Endorsement by the agency for the preceptor to participate in the teaching-learning process must be sought before the preceptor's name can be submitted for approval.

Prior to initiation of the preceptorship the student must have received basic theory and clinical experiences necessary to safely provide care to clients. At the beginning of the preceptorship a clinical preceptor agreement must be signed by the student, the preceptor, and the course faculty member.

Roles and Responsibilities of Preceptor / Agency / Faculty / Student

RESPONSIBILITIES OF THE PRECEPTOR

1. Participate in a preceptor orientation.
2. Function as a role model in the clinical setting.
3. Facilitate learning activities for no more than 2 students.
4. Review and guide the student in achieving personal learning objectives and course objectives for each experience.
5. Orient the student to the clinical facility, personnel, policies/procedures, and the learning opportunities.
6. Supervise the student's performance of skills and other nursing activities to assure safe practices.
7. Maintain verbal and/or written communication with the faculty member. Contact the faculty if assistance is needed, any problem with student performance occurs, or the preceptor is to be absent.
8. Evaluate the student performance in writing and discuss the evaluation with the student at midterm and at the end of semester.
9. Provide the faculty member with such written evaluations at designated times.
10. Give feedback to the nursing program regarding clinical experience for students and suggestions for program development.

AGENCY RESPONSIBILITIES

1. Retain ultimate responsibility for the care of clients.
2. Retain responsibility for preceptor's salary, benefits, and liability.
3. Arrange preceptors' work schedule so they are available on student clinical days.
4. Interpret the preceptor program and expectations of students to other agency personnel who are not directly involved with preceptorship.

NURSING PROGRAM/FACULTY MEMBERS' RESPONSIBILITIES

1. Ensure that preceptors meet requirements of the program.
2. Orient the preceptor and student to College and course expectations.
3. Assume overall responsibility for teaching and evaluation of the student.
4. Assure student compliance with College health clearance standards on immunization, screening, universal precautions, CPR, and current liability insurance coverage.
5. Serve as liaison for the student, preceptor, agency and College.
6. Assign students to an approved preceptor.
7. Provide guidance to students in the formulation of learning objectives. Meet regularly with the clinical preceptor and the student in order to monitor and evaluate the learning experience.
8. Be readily available, e.g., telephone, pager or e-mail for consultation when students are in the clinical area.
9. Conference with students at designated times. Conduct initial and final student group conferences.
10. Receive feedback from the preceptor regarding student performance.
11. Obtain preceptor and agency feedback on the preceptor arrangement for student experience.
12. Provide recognition to the preceptor for participation as a preceptor.

STUDENT RESPONSIBILITIES

1. Maintain open communications with the preceptor and faculty.
2. Maintain up-to-date College health clearance and liability insurance requirements.
3. Arrange for orientation to the clinical facility, personnel, policies, procedures, and agency goals and philosophy.
4. Function within the framework of the assigned agency.
5. Maintain accountability for own learning experiences.
6. Be accountable for own nursing actions while in the clinical setting.
7. Arrange for preceptor supervision when performing procedures.
8. Contact faculty, e.g. telephone, pager, or e-mail for assistance when necessary.
9. Participation scheduled clinical conferences.
10. Respect the confidential nature of all information obtained during clinical experience.
11. Meet student responsibilities as presented in course guideline/outline and in student handbook.

**University of Texas at El Paso School of Nursing
CLINICAL PRECEPTOR AGREEMENT**

I, _____ agree to serve as Clinical Preceptor for _____
(Please Print)

during the time period from _____ to _____. I understand the responsibilities of the clinical preceptor role and agree to carry them out. I have read and agree with the philosophy, mission and values statements of the University of Texas at El Paso, School of Nursing. I understand that this is an unpaid non-tenured position.

Preceptor Signature

I understand the responsibilities of the student role and agree to carry them out.

Student

Concur/Non Concur.

Faculty

[Note: One copy to preceptor and/or agency; one copy to student; and one copy to faculty member for student records]

Agreement Form Revision approved by UTEP Nursing Faculty Organization on April 8, 2002.

PRECEPTOR RESUME

Instructions: Please attach current resume or complete the following information. The Texas Board of Nursing requires that Schools of Nursing who use preceptors maintain current resumes on all preceptors. Please complete during the first week of clinical and submit to your student or the course instructor.

Name: _____

Credentials/Professional Licenses/Certifications _____

Education/Degree(s): _____

Place of Employment: _____ **Present Clinical Assignment:** _____

Telephone #: _____ **E-mail address :** _____

Work History (please list chronologically beginning with current employment; give dates.) May use back of form if additional space is needed.