

# Graduate Nursing

## Nurse Practitioner Preceptor Handbook

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2024-2025 Academic Year



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## Introduction

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This handbook provides guidelines for the preceptors and for the students in the Graduate Nursing Programs at Clarkson College. The handbook should be used, as a reference, for the preceptors, students, and faculty of Clarkson College.

All students are subject to the policies of Clarkson College, as delineated in the Graduate Nursing Student Handbook(s) as well as the Academic Catalog. It is recognized that this document may not contravene any policy of the college or laws of the state of Nebraska, or any rules, regulations, or policies of any state the student may be active in the capacity of receiving clinical education.

## Contact Information

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Graduate Nursing Academic Advisors (M-Z)	Student point of contact	<b>Katie Goddard, M.S.</b> Clarkson College 101 South 42 <sup>nd</sup> Street Omaha, NE 68131-2789 <a href="mailto:GoddardKatie@clarksoncollege.edu">GoddardKatie@clarksoncollege.edu</a> <a href="mailto:MSNAdvising@clarksoncollege.edu">MSNAdvising@clarksoncollege.edu</a> (402) 552-2277

## WELCOME

Dear Preceptor:

Thank you for your willingness to serve as a preceptor for the Graduate Nursing students at Clarkson College. The faculty appreciates your interest in contributing to the education of future family, adult gerontology acute care, and psychiatric mental health nurse practitioners. You are the key to successful learning experiences in the clinical/hospital settings. The experience and expertise you share with these students enables them to develop the skills and clinical judgement necessary to become an Advanced Practice Nurse.

It is the goal of Clarkson College to collaborate closely with preceptors to promote an educational experience for the students that is also professionally rewarding for the preceptors. The expected clinical experiences for students are aligned with the requirements of the Accreditation Commission for Education in Nursing (ACEN) which is the accrediting body for the nursing programs and advanced practice guidelines set forth by the National Organization of Nurse Practitioner Faculties (NONPF).

The purpose of this handbook is to provide you with information about various aspects of the Graduate nursing program at Clarkson College and to assist you in your role as a preceptor. If, at any time, you have concerns about a student's performance or professional behavior please do not hesitate to contact us.

Again, we appreciate your participation in this educational experience, and we look forward to working with you.

Sincerely,

Dr. Jessica Fitzgerald DNP, RN, CCRN  
Director, Graduate Nursing

## CLARKSON COLLEGE MISSION STATEMENT

Preparing students to professionally provide high quality, ethical and compassionate health care services.

## CLARKSON COLLEGE VALUES

**Learning:** The lifelong process of education through both structured and unstructured interprofessional experiences.

**Caring:** An empowering relationship through an attitude of empathy, trust, compassion, and respect for those with whom we interact, serve and lead.

**Commitment:** Dedication and accountability to the shared mission of Clarkson College.

**Integrity:** Adherence to moral and ethical standards to inspire trust in personal, professional and organizational actions.

**Excellence:** A level of performance in which all individuals strive for extraordinary quality.

## CLARKSON COLLEGE FACULTY PHILOSOPHY OF EDUCATION

We, the faculty of Clarkson College, support and express the values of the College— learning, caring, commitment, integrity, and excellence—in preparing students to professionally provide high quality, ethical and compassionate health care services. These values form the framework within which our philosophy of teaching has been developed and is nurtured.

We respect students as unique individuals whose diverse backgrounds, experiences, expectations, and learning styles provide opportunities for learning that enrich both students and faculty alike.

As educators and mentors, we therefore seek to empower students to participate in their own learning, creating an environment conducive to both learning and teaching. When successful, it produces health care professionals who are skilled in communication, technology, professionalism, critical thinking, and diversity.

## **GRADUATE NURSING PROGRAMS OF STUDY**

Please refer to Clarkson College website for specific information pertaining to graduate nursing programs of study <https://www.clarksoncollege.edu/nursing/index#degrees>

## **GRADUATE NURSING PROGRAM OUTCOMES**

Curricula development and measurement of student competence is guided by program and course outcomes. Learning competencies describe essential learning that students are expected to have achieved at the conclusion of a course or a program. Program outcomes are broad and describe end-of-program expected learning. Individual course competencies are more specific to each individual clinical course.

## **MASTER OF SCIENCE IN NURSING**

Upon completion of the MSN requirements, the graduate will be able to demonstrate:

- Demonstrate the ability to engage in effective and caring communication with diverse individuals and groups to educate, inform, collaborate, and reflect.
- Apply complex and evidence-based nursing knowledge and experience to analyze and evaluate strategies and outcomes in healthcare and educational settings to inform decision-making and/or problem-solving.
- Promote the nursing profession by recognizing and engaging in competent, accountable, ethical, and holistic practice; caring and collaborative relationships; respectful interactions with diverse individuals and groups; and quality- and safety-based decision-making.
- Utilize and evaluate healthcare information technology systems and processes for communication, decision-making, management, and interdisciplinary collaboration to enhance healthcare delivery.
- Demonstrate the awareness of the unique characteristics inherent in all individuals, by appreciating similarities and differences and advocating for caring holistic nursing approaches.

## **DOCTOR OF NURSING PRACTICE**

Upon completion of the DNP requirements, graduate will be able to demonstrate:

- Apply evolving evidence-based practice, clinical judgement, and leadership to obtain optimal health promotion and disease management outcomes for individual patients, systems, and populations. (Critical Thinking)
- Demonstrate leadership through collaboration to inspire innovative ideas to improve health care outcomes while fostering self-reflection, ethical practice, and lifelong learning. (Professionalism)

- Translate research into practice utilizing interprofessional collaboration, clinical judgment, and leadership skills to engage with diverse individuals and interprofessional teams to improve patient and population health outcomes. (Communication)
- Utilize and evaluate health care information technology systems and processes for communication, decision-making, management and interdisciplinary collaboration to improve the quality and safety of health care delivery. (Technology)
- Analyze health care delivery models using scientific data to develop, implement and evaluate health promotion and disease prevention strategies to address gaps in care for population health, advocate for social justice and ensure equitable and inclusive care for diverse populations. (Diversity)

### **ACCREDITATION**

The Master of Science in Nursing and Doctorate of Nursing Practice programs are accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3390 Peachtree Road NE, Suite 1400 Atlanta, GA. 30326 PH 404 975 5000

<https://www.acenursing.org>

### **AANP SCOPE OF PRACTICE FOR NURSE PRACTITIONERS**

The scope of practice for nurse practitioners has been defined by the AANP and students are held accountable to the professional standards. Please refer to the following reference for detailed information:

American Academy of Nurse Practitioners. (2019). *Scope of practice for nurse practitioners*. Retrieved from <https://www.aanp.org/advocacy/advocacy-resource/position-statements/scope-ofpractice-for-nurse-practitioners>

### **STATE BOARD OF NURSING REGULATIONS**

Clarkson College serves students who reside throughout the United States. Each student and preceptor are expected to adhere to individual state board of nursing regulations. Please refer to state-specific board of nursing websites for specific information.

### **PRECEPTOR QUALIFICATIONS & RESPONSIBILITIES**

#### **PRECEPTOR QUALIFICATIONS**

Clarkson College graduate nursing students are expected to identify and select clinical preceptors for each clinical rotation who align with their ability to meet course and clinical competencies. Preceptors must be licensed health professionals in the student's home state or a nurse license compact state where clinical experiences are taking place. Preceptors may not

be related, a personal friend, and/or co-worker of the student. Preceptors must be approved by the Clarkson College Graduate Clinical Program Administrator and/or assigned faculty member. Several factors are considered prior to preceptor approval including but not limited to knowledge of the organization, precepting experience, and ability to serve as a role model and mentor to the student. Preceptors should be previously identified by their organization as leaders in their area of clinical practice area. The preceptor should demonstrate skills necessary for effective instructing, mentoring, and critical evaluation of the student. Verification of preceptor education, licensure, and/or certification is required. Overall organizational support for the preceptor is essential for positive preceptor and student experiences. Clarkson College provides organizational contracts.

### **PRECEPTOR RESPONSIBILITIES**

- Review appropriate clinical competencies with student;
- Provide or arrange for the orientation for the student to the affiliated facilities;
- Select and supervise clinical activities of the student during the preceptorship, including verifying and signing off hours for the student. Although the Department of Nursing faculty will be available for consultation and monitoring, they will not be present in the facility for direct participation in clinical activities or supervision of the student;
- Assist the student to develop and revise learning goals;
- Guide the student to select learning experiences, which will facilitate the student's learning;
- Demonstrate proper medical management of persons with common health care problems;
- Provide ongoing feedback concerning the student's progress throughout the preceptorship. The preceptor will also formally assess the student at midterm and at the end of each semester. The college will provide information regarding the assessment process and the forms (See Typhon Assessment Information) in which to complete;
- Notify the college nursing faculty and or staff immediately if any problems arise which significantly impact the student's ability to meet learning goals or the delivery of safe patient care; and;
- Maintain current licensure in his/her professional area (i.e., medical license, APRN license, PA license, counseling certification) during the duration of this contract period if currently supervising a student.

## CLINICAL TEACHING STRATEGIES

Based on research that has been performed on preceptor effectiveness we would like to offer the following “tips” which you may find useful throughout the preceptor process:

- Demonstrate an interest in student learning and success
- Set clear expectations at the start of the experience
- Provide ongoing feedback; if there is something that is not going well do not wait until the end assessment period to address; discuss with student and faculty as needed
- Set aside time at the end of the day for review
- Tailor teaching and learning opportunities to the individual student’s needs
- Encourage questions
- Promote student independence
- Build on previously learned knowledge
- Select a variety of patients that are appropriate for the student’s current level of learning and to provide opportunities for the student to achieve individual learning goals
- Challenge students with progressively more complex situations/patients
- Promote an optimal learning environment; student should feel comfortable asking questions
- Consider using the “**Ask, Tell, Ask**” Method:
  - **ASK** students how they think they did on a specific task o **TELL** them how you see the situation and ways for improvement and provide specific feedback
  - **ASK** them how they will change their process moving forward

## GRADUATE NURSING STUDENT RESPONSIBILITIES

### CLINICAL SITE SELECTION

It is highly recommended that students start the preceptor selection process immediately upon enrollment to the graduate nursing program. Students should complete clinical specific assignments that begin the first week of each course. Students must complete the required clinical hours specific to each course during the semester enrolled. The preceptor selected by the student should be in the student’s home state or a nurse license compact state. In addition to identifying preceptors, the student is expected to meet with the preceptor to discuss clinical expectations, preceptor schedule availability and the ability to meet course competencies.

### ONBOARDING & CLINICAL PLACEMENT

It is the student’s responsibility to adhere to the policies and procedures of their clinical site. Graduate Nursing Academic Advisors and students will work together to handle any onboarding and clinical placement with additional attestation from the Compliance office. Onboarding relates to any additional requirements a site may need before a student can begin clinical. It is

the student's responsibility to work with the clinical site and preceptor to ensure that any onboarding is completed prior to starting the clinical experience.

### **DOCUSIGN AGREEMENT**

Students may not attend **any** clinical hours until all paperwork is final/completed. All students must receive approval from course faculty as well as "final DocuSign email of paperwork completion" prior to beginning any clinical preceptorship hours. Any preceptorship hours completed prior to the final completion will not be included in the total clinical preceptorship hours required for course completion.

Once DocuSign paperwork is complete and the semester begins, it is preferred for clinical hours to be evenly distributed throughout the semester, if preceptor's schedule allows. If the student's paperwork is not complete by the semester's start, the student must reach out to the course instructor immediately and let him/her know where they are in the process.

Questions concerning DocuSign, can be directed to [MSNAdvising@clarksoncollege.edu](mailto:MSNAdvising@clarksoncollege.edu)

### **CLINICAL PREPAREDNESS**

The Graduate nursing student is expected to arrive at each clinical experience prepared to engage in a meaningful learning experience. The student is expected to apply knowledge gained through coursework in the clinical setting and seek evidence-based information to supplement learning experiences as needed when presented with uncertainty. The student is responsible for developing and providing the preceptor specific learning competencies for each semester, as well as their plan for meeting these specific competencies. The preceptor, the student, and the College faculty member will then develop specific strategies for implementing the plan as appropriate to the preceptor's practice and the students' learning needs.

The specific learning plan will include:

- The student's individual goals and learning competencies;
- Schedule of dates and times when the student will be present at the facility performing clinical activities;
- The nature of the activities the students will perform, including any limitations to which the preceptor and the student may agree; and
- The method to be followed for assessing the student, including the instructions for completing the midterm and final assessments and documentation.

In addition to the development of a specific learning plan, the student is responsible for:

- Following the administrative policies, regulations, standards, practices, and procedures of affiliated facilities;
- Providing his/her own transportation and living arrangements;
- Reporting to the preceptor on time and as scheduled;
- Accruing half of the required number of clinical hours by midterm; and
- Conforming to the standards of professional practice established by the preceptor, affiliated facilities, Clarkson College, the profession, and any applicable regulatory body, while participating in the preceptorship experiences.

### **HEALTH & SAFETY REQUIREMENTS (HEALTH AND SAFETY POLICY SW-7)**

Clarkson College is committed to providing a safe and healthy environment for all members of the campus community, our students, and the patients that our students interact with. To protect themselves and others, it is essential for Graduate Nursing students to complete the specified health and safety requirements according to the program of study.

These health and safety requirements must be completed upon admission to the College. Information will be provided upon formal acceptance into the program. At that time, an online CastleBranch account will be created to verify and track these requirements. In addition to the initial requirements, there are annual requirements. CastleBranch will send reminders to the student's college email when items are due or require attention. Compliance with these requirements is at the expense of the student and non-refundable. These requirements include, but are not limited to, background check, drug testing, immunizations, proof of immunity, certification, and employment requirements. These may be required by the college or clinical agency, with or without cause.

Graduate Nursing students who fail to maintain their CastleBranch account (i.e., update certification, license, or other information) will be at risk for losing points in their online classes.

Failure to complete or update these requirements will suspend eligibility for clinical participation until compliant. If students complete any clinical hours during non-compliance, hours will not count towards class requirements.

Any questions regarding these requirements or this process may be directed to a Graduate Nursing Clinical Program Administrator or your Advisor.

## STUDENT ID & DRESS CODE

### **Clinical Attire**

Clothing appropriate to the clinical site:

- A white lab coat with current student ID badge worn in the chest area.

The following are minimal expectations of the personal appearance of a Clarkson College Graduate nursing student:

1. **Hair:** Students must have human colored hair. Extreme looks such as multiple colors; extremes in bleaching, dyeing, or tinting; or shaved eyebrows are not appropriate. Hair must be clean and pulled back from the face so as not to fall forward while providing patient care. Beards or moustaches for men will be neatly trimmed.
2. **Make-up:** If worn, is to be conservative and not detract from the attire, uniform or work environment and must reflect a professional image.
3. **Nails:** Need to be smooth, of a moderate length and clean. Artificial nails, nail polish/products are not to be worn by anyone with responsibility for hands-on patient care, as they are an infection control risk.
4. **Jewelry:** Decorative jewelry is to be conservative and not detract from the attire or work environment and must not pose a safety/infection risk. Jewelry should be minimal.

Students are allowed:

- No more than one ring per hand (unless otherwise stated by the clinical agency). Plain-type wedding bands are preferred.
  - No piercings on the body are permitted with the exception of one post/stud type earring on the lower ear lobe.
  - Body piercings (other than the one piercing allowed in the lower ear lobe) will be removed for all clinical settings and experiences. Covering up body piercings with Band-Aids or other types of concealing methods (i.e.: clear spacers, retainers, or make-up) are not permitted. This includes surgically implanted jewelry.
  - One small necklace that fits snug to neck or is able to be tucked into a shirt is permitted. Dangling necklaces are a safety issue.
5. **Aftershave, cologne, and perfume:** Will be applied sparingly, as patient's sensitivity to scents/odors must be considered at all times.
  6. **Tattoos:** Tattoos located on the face and neck are not allowed. Tattoos must not be offensive or cause distress to the patient or public and are not allowed. The final decision if a tattoo is allowed is up to the policies of the clinical facility.
- Personal cleanliness:** Daily attention to one's personal hygiene is an extremely important component of each student's overall image. Students will maintain a high level of personal hygiene. Students' breath and clothing/lab coats must not smell of smoke.

## **FACULTY RESPONSIBILITIES**

Clarkson College maintains the responsibility to verify clinical sites and ensure a clinical agreement is in place between the organization and the college of nursing. Clinical faculty members are responsible for ensuring a current clinical agreement is in place before students begin precepting in a clinical setting.

Clarkson College faculty will provide coursework and learning opportunities that offer the student a foundation to build upon in the clinical setting. Clarkson College faculty will ensure that the student has met any/all clinical requirements prior to starting clinical. Faculty will serve as a resource for the preceptor and the student by assisting with identification of student roles and being available when issues or concerns arise. Faculty are expected to make routine contact with the student and preceptor at designated times throughout the semester that meet both college and state guidelines. This allows for the opportunity to address any concerns and to complete the student assessment process. Preceptor assessment input is critical for faculty to determine student progress and document satisfactory completion of clinical competencies. Clarkson College will also request feedback from preceptors to examine program effectiveness and improve our ability to prepare students for advanced practice nursing.

## **DOCUMENTATION OF CLINICAL EXPERIENCES**

The Typhon Group Nurse Practitioner Student Tracking System (NPST) for Advanced Practice Nursing Programs is used in the Clarkson College Graduate Nursing program. NPST functions as a complete electronic student tracking system with comprehensive patient encounter logs and reports, a fully featured evaluation and survey component for assessments, student electronic portfolios, and clinical site databases on a HIPAA secure document management server.

Students are expected to enter patient encounter information as specified within each clinical course. Entries are required to be completed within 7 days of the clinical experience; failure to document within 7 days will result in loss of clinical hour eligibility. Faculty members access Typhon information to monitor student progress.

Students who document within the clinical organization's electronic medical record (EMR), are expected to adhere to any documentation policy and/or guidelines set forth by the organization.

Students will present you with a weekly log of their clinical hours to be signed by you. Please pay close attention as the course instructor will use this to compare and confirm Typhon log entries. (See Addendum B)

Students will be signing and held accountable for the Clinical Hour Guidelines document. The document is a summary of the major components of clinical hours. (See Addendum A)

## PHASES OF PRECEPTORSHIP

<b>Student Level</b>	<b>Course Title</b>	<b>Expectations of Students</b>
<u>Beginning</u>	<ul style="list-style-type: none"> <li>• NRS 830-Advanced Physical Assessment</li> <li>• NRS 832-Primary Care I (FNP)</li> <li>• NRS 856-Introduction to Psychiatric-Mental Health Concepts (PMHNP)</li> <li>• NRS 861-Introduction Acute Care Concepts (AGACNP)</li> </ul>	<p>Students in the initial preceptor courses may require more guidance in performance areas. Student assessment skills should be validated by the preceptor to ensure accuracy and promote learning. Students are beginning to create management plans but will need significant guidance. As the student progresses through the clinical experiences as a beginner, a high level of direction will be required. This level of direction should decrease as the student progresses through the semester. Preceptors are the best judge of when the student is capable of taking on additional or independent responsibilities.</p>
<u>Intermediate</u>	<ul style="list-style-type: none"> <li>• NRS 840-Primary Care of Children &amp; Adolescents</li> <li>• NRS 842-Primary Care of Women (FNP)</li> <li>• NRS 857-Applying Psychiatric-Mental Health Concepts</li> <li>• NRS 858-Complex Psychiatric-Mental Health Concepts (PMHNP)</li> <li>• NRS 862-Applying Acute Care Concepts</li> <li>• NRS 863-Complex Acute Care Concepts (AGACNP)</li> </ul>	<p>Students enrolled in intermediate courses are more skilled in assessment, analyzing data, and the development of management plans. Students should demonstrate basic organizational skills to complete work in a timely and concise manner. Students in intermediate courses are focusing on prioritizing and coordinating care, particularly with medically complex patients/families/situations. Students should demonstrate APRN practices that include patient/family teaching and engagement in clinical teams.</p>
<u>Advanced</u>	<ul style="list-style-type: none"> <li>• NRS 844-Primary Care II (FNP)</li> <li>• NRS 859-Advanced Psychiatric-Mental Health Concepts (PMHNP)</li> <li>• NRS 864-Advanced Acute Care Concepts (AGACNP)</li> </ul>	<p>Advanced students are expected to perform all role functions of the APRN. Students should demonstrate efficient and skillful organizational skills. Advanced students should engage in multidisciplinary collaboration and appropriate referrals when necessary. The advanced student should demonstrate independence in practice and establish a more collegial relationship with the preceptor.</p>

## **STUDENT & PRECEPTOR ASSESSMENT**

### **ASSESSMENT METHODS**

Course, agency, student, and faculty evaluations are an expected part of any educational experience. These assessments are important because not only regional and national accrediting bodies require them, but they provide information that leads to future improvement of the student, program, and Clarkson College. Grading in the clinical tracks includes consideration of the preceptor's assessment of the student's skills, clinical logs, the quality of written assignments, and performance on written and/or on-site clinical examinations.

### **PRECEPTOR ASSESSMENTS**

While the course faculty are responsible for issuing the final course grade, preceptor assessment is an important component of the faculty's evaluation of each student. The course faculty may contact preceptors during clinical courses regarding the student's clinical performance. The student and faculty are expected to inform each preceptor prior to the beginning of the clinical experience about course-related information. The preceptor may also request a copy of the course syllabus. When discussing clinical courses, the student should be sure that the preceptor is willing to participate in an online assessment of their progress.

At mid-term and at the completion of every clinical rotation, the preceptor will complete the Preceptor Assessment form generated through the TYPHON Tracking System used by students at Clarkson College.

The minimum acceptable score for Clinical Assessment of student performance is 75%. If the student receives below 75%, faculty will review the assessment and obtain additional information from the preceptor regarding the assessment, if necessary. After discussing the preceptor assessment with the student, the faculty will make the final determination regarding whether the student's performance is Pass or Fail. The faculty will notify the student of the rationale for the clinical preceptorship grade.

### **VALIDATION OF STUDENT/PRECEPTOR HOURS**

At the conclusion of the preceptorship, Clarkson College will provide each preceptor with documentation of the total number of hours served as a preceptor. This will be sent via email. If you do not receive this documentation, please notify the Graduate Nursing Academic Advisors at [MSNAdvising@clarksoncollege.edu](mailto:MSNAdvising@clarksoncollege.edu) and they will assist you in obtaining this information.

## **STUDENT EVALUATIONS**

All students will complete a midterm and/or final evaluation based on a self-assessment of their clinical competence. Additionally, students completing a clinical course will complete the agency evaluation.

NP faculty will contact all preceptors and communicate student progress throughout each semester. If at any time, you as the preceptor need to contact faculty or the college, please do so, using the contact information provided.

## **THANK YOU FOR YOUR COMMITMENT TO PRECEPTING!**

Welcome to precepting! We hope that you enjoy your precepting experience. While providing a service to our students you also may enjoy some benefits of precepting such as:

- Enhanced practice and professional growth
- An addition to your curriculum vitae or resume
- Fulfillment of re-certification or re-licensure requirements
- Self-satisfaction by mentoring; learning new information from students and enhancing your own thinking as you explain and review clinical reasoning

*The faculty and administration at Clarkson College would like to thank you for collaborating with us to educate our graduate nursing students and contributing to their future excellence.*

## Addendum A

### **Clinical Hour Guidelines**

1. Students may not be in the clinical setting or accessing medical records if the approved preceptor is not present.
2. Clinical hours are not to be recorded more than 15 minutes prior to the start of the clinical day (1<sup>st</sup> scheduled patient)
3. The Clinical Attendance Record must be signed and dated by the preceptor at the conclusion of each clinical day. Any hours recorded in Typhon without a corresponding preceptor signature will not count toward the total clinical hours for the course. Failure to bring the attendance record to clinical is not an excuse for the lack of a signature. The Clinical Attendance Record must be submitted into the course weekly along with the Typhon time log for the week.
4. Students are required to have special permission from the course coordinator to have more than two preceptors per term.
5. Any hours recorded on the Typhon time log without case logs for the day will not count toward the total clinical hours for the course.
6. Any clinical hours completed prior to the signed DocuSign being uploaded into the course will not count toward the total hours for the course.
7. Any observation hours completed prior to faculty approval will not count.
8. Students may not do 24-hour shifts or any shifts over 12 hours.
9. Students may not follow another provider at the clinical site if there has not been a DocuSign completed, even if the primary preceptor or anyone at the site instructs the student to follow a different provider.
10. Students may log patients in Typhon throughout the clinical day if time allows, however students may not remain at the clinical site end of the day to log in Typhon and count this time as clinical time.

**I acknowledge that I have read and understand the above clinical guidelines, and any non-compliance or variation from these guidelines may result in disciplinary action or other consequences.**

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**This form is to be signed, dated, and uploaded into the course prior to the start of any clinical hours.**

