

PRECEPTOR LETTER

Dear Registered Nurse,

Thank you for agreeing to be a preceptor for Piedmont School of Nursing. Your student is a senior nursing student and will be graduating_____, pending a successful preceptorship. We thank you ahead of time for shaping the future of nursing and taking the time to help our growing profession to become critical thinkers while saving and changing lives every day.

At any time that you feel you need to speak with the course coordinator or the faculty please feel free to call. You can always reach someone at the school Monday-Friday 8:30-5:00pm at 706-776-0116.

The Georgia Board of nursing requires that we have a signed form (Preceptor Qualification Record) with all preceptor names exactly as it appears on your RN license, etc. Please fill out the enclosed form and mail it back in the postage envelope ASAP. (Or the student can mail this for you if you'll just fill it out).

The students will be in contact with you in _____ to work out orientation to the hospital and or floor. Many of our students are already acclimated to the hospital orientation, and only need floor/unit orientation. This can take place in _____ but the students are not cleared to start "working" with you until _____. The students will work your schedule, but if you are out for sickness, vacation, etc....they can work with another RN, IF this is approved with your unit manager and the faculty is aware ahead of time. The student should take the responsibility to let the faculty know, as long as you, the initial/main preceptor have approved the time.

The clinical rotation requires the students to work 135 hours with the preceptor. The students need to work about 32-36 hours/week for about 4 weeks. A copy of the course objectives is available to you from the student if you would like to see that document.

Special announcement: We are excited to announce that starting this _____, Piedmont College will offer FREE of charge one course towards your Masters in Nursing degree for any RN willing to be a preceptor to our students. Once you have been admitted into the masters program, you may work towards obtaining your masters from Piedmont College with your first class free (1 class). This is approximately a \$1500.00 credit toward the Masters degree. We are so happy to be able to support out preceptors toward obtaining their higher education.

Thank you again for your help, and we will be meeting with you on your unit from time to time.

Sincerely yours,

Antoinette Willsea, MSN, RN

706-499-0587 (cell), 706-776-0116-school

GUIDELINES FOR FACULTY/PRECEPTOR/STUDENT RESPONSIBILITIES

RESPONSIBILITIES OF FACULTY:

When supervising student preceptorial clinical experiences, the faculty advisor will:

1. Schedule a conference with students prior to the clinical experience to discuss course objectives, course requirements, and the evaluation tools;
2. Send a confirmation letter to preceptor with name of student, date(s), and time of clinical experience as appropriate;
3. Be available to student and preceptor during the clinical experience;
4. Provide time for individual conferences with student;
5. Visit clinical areas intermittently during the clinical experience;
6. Serve as a resource person for student, preceptor, and clinical agency;
7. Evaluate student's written assignments and clinical progress;
8. Schedule a final conference with preceptor and student for evaluation of student's performance;
9. Assume final responsibility for evaluating student's performance;
10. Schedule a post clinical conference with the appropriate clinical agency personnel and preceptors to evaluate the clinical experience;
11. Send letter and certificate of appreciation to preceptor and agency.

RESPONSIBILITIES OF PRECEPTOR:

While serving as a preceptor for a student's clinical experience, the preceptor will:

1. Review the course requirements, objectives and evaluation tools with the responsible faculty;
1. Orient the student to the clinical area;
2. Assist the student in selecting specific meaningful daily learning experiences;
3. Work with and/or observe the student;

4. Provide guidance, direction, and appropriate teaching to student as needed;
5. Serve as a resource person in the clinical area;
6. Serve as a liaison between clinical agency and student;
7. Be available to the student at all times during the clinical experience;
8. Precept ONLY the assigned student;
9. Notify student if unable to work on scheduled student clinical days;
10. Review student's clinical objectives regarding the selected learning experiences with the student;
11. Provide the student and faculty advisor an ongoing evaluation of the student's clinical performance;
12. Provide input into the student's evaluation via student evaluation tool;
13. Meet with faculty advisor at conclusion of experience to evaluate learning experience;
14. Notify faculty advisor of any change(s), problems(s), or incidence(s) involving the student during the clinical experiences;
15. Complete the appropriate preceptor qualification forms and provide faculty advisor with a copy of current nursing license.

RESPONSIBILITIES OF STUDENT:

When working with a clinical preceptor, the student will:

1. Review and utilize the objectives for the course/clinical experience;
2. Maintain a daily log of experiences as required by the faculty advisor and incorporate periodic evaluation of achievement of course/clinical/individual clinical objectives and submit to faculty advisor;
3. Select specific daily clinical learning experiences in cooperation with preceptor;
4. Plan for appropriate care of clients with assistance of preceptor;
5. Make appointment with faculty advisor for evaluation of clinical experience as requested;
6. Maintain open communications between preceptor and faculty advisor as to unusual circumstances (i.e. absence from clinical, illness, etc.);

7. Complete assignments on time;
8. Complete evaluation of the preceptor, clinical area, and practicum at the end of the clinical experience;
9. Not work in clinical area if preceptor is not available;
10. Notify preceptor, agency, and faculty advisor if unable to attend clinical (see Piedmont College School of Nursing and Health Sciences Student Handbook).

6/2000

Reviewed: 7/2001

Reviewed: 6/2002

Reviewed: 6/2004

Reviewed: 7/2005

Revised: 11/2007

Reviewed: 5/2008

Reviewed: 7/2013

STUDENT EVALUATION OF PRECEPTORS

SEMESTER: _____

Preceptor Name: _____

Preceptor Position: _____

Agency Name: _____

Semester & Year: _____

Circle your response for each item according to a scale of 1 – 6 with 6 as the highest rating and 1 as the lowest.

- | | | | | | | |
|---|---|---|---|---|---|---|
| 1. The preceptor assisted the student in selecting meaningful learning experiences. | 6 | 5 | 4 | 3 | 2 | 1 |
| 2. The preceptor was available at all times to the student during the clinical experience. | 6 | 5 | 4 | 3 | 2 | 1 |
| 3. The preceptor utilized the principles of teaching/learning when working with the student. | 6 | 5 | 4 | 3 | 2 | 1 |
| 4. The preceptor demonstrated professionalism during the clinical experience. | 6 | 5 | 4 | 3 | 2 | 1 |
| 5. The preceptor acted as a liaison between the student and the agency staff. | 6 | 5 | 4 | 3 | 2 | 1 |
| 6. The preceptor demonstrated knowledge of course and student objectives. | 6 | 5 | 4 | 3 | 2 | 1 |
| 7. The preceptor provided constructive feedback of student's performance. | 6 | 5 | 4 | 3 | 2 | 1 |
| 8. The preceptor provided guidance and direction to the student as needed in the clinical area. | 6 | 5 | 4 | 3 | 2 | 1 |

9. The preceptor actively acted as a resource person during the clinical experience.	6	5	4	3	2	1
10. The preceptor exhibited knowledge of appropriate nursing care based on scientific theory.	6	5	4	3	2	1
11. The preceptor presented an openness to learning from the student.	6	5	4	3	2	1
12. The preceptor fostered student's feelings of self-esteem and professionalism.	6	5	4	3	2	1
13. The preceptor exhibited accountability for timely notification of schedule changes.	6	5	4	3	2	1
How would you rate this preceptor overall?	6	5	4	3	2	1

My preceptor was most helpful in:

Suggestions for change:

Other comments:

Reviewed: 7/2001
 Reviewed: 6/2002
 Revised: 2/2007
 Reviewed: 7/2013
 Reviewed: 6/2015:

PRECEPTOR'S EVALUATION OF STUDENT

NURS XXXX & NURS XXXX

Semester: _____

Student: _____ Instructor: _____

Preceptor: _____ Agency: _____

Instructions

Evaluation criteria listed in this document are utilized to evaluate clinical performance. The student will be evaluated at both mid-term and at the completion of their clinical experience. To receive a passing grade for this clinical experience, each criterion must be satisfactorily met by the time of the final evaluation of the clinical experience.

S = Satisfactory The student has demonstrate safe nursing care, knowledge commensurate with the expected degree of her/his development, and at least minimal competency in nursing practice that reflects an understanding of course theory.

U = Unsatisfactory The student has failed to demonstrate one or more of the following: safe nursing care, knowledge commensurate with the expected degree of his/her development, or minimal competency in nursing practice reflecting an understanding of course theory.

EVALUATION CRITERIA

S = Satisfactory
U = Unsatisfactory

Midterm **Final**

COMMUNICATION / COLLABORATION

With peers	_____	_____
With staff / other care providers	_____	_____
With client / family	_____	_____
With Community groups (if applies)	_____	_____

NURSING PROCESS

Systematic assessment / data collection	_____	_____
Prioritize data appropriately	_____	_____
Goal setting with client / family	_____	_____
Evaluates nursing interventions and expected outcomes appropriately	_____	_____

STUDENT AS LEADER

Prompt attendance in clinical	_____	_____
Prepared for clinical experience	_____	_____
Participated in planning	_____	_____
Works effectively in and with groups	_____	_____
Completes work in a timely manner	_____	_____
Seeks experiences to enhance learning and perfect skill	_____	_____
Performs psychomotor skills and interventions safely	_____	_____
Demonstrates knowledge of medications administered	_____	_____
Works independently	_____	_____
Demonstrates confidence in own ability	_____	_____
Delegates appropriately	_____	_____
Prioritized client care wisely	_____	_____

STUDENT AS PROFESSIONAL

Appropriate in dress	_____	_____
Appropriate in manner / behavior	_____	_____
Demonstrates professional accountability	_____	_____
Accepts supervision / constructive feedback	_____	_____
Observes rules for personal safety in clinical setting	_____	_____
Professional in interventions with other providers	_____	_____
Advocates for the client	_____	_____