

Page 1 of 4	<b>STUDENT, PRECEPTOR, CLINICAL FACILITATOR, AND FACULTY RESPONSIBILITIES</b>	<b>Policy Number:</b>	<b>S134</b>
		Approval Date:	09/15/2020
		Effective Date:	09/15/2020
		Review Date:	2023

# POLICY TITLE: STUDENT, PRECEPTOR, CLINICAL FACILITATOR, AND FACULTY RESPONSIBILITIES

---

## Purpose

Preceptors are valued professionals who help in the educational process to form, mentor, and provide valuable experience to nursing students. The policy outlines responsibilities of preceptors, students, clinical facilitators, and faculty.

## Student Responsibilities

The learning experience can be optimized by the following guidelines:

### Preceptor Assignments

Students and preceptors are assigned and approved by the faculty.

### Interview with Preceptor

Undergraduate students must contact the preceptor prior to the first clinical day to make an initial introduction and verify arrival time and necessary logistics. Any changes to the start or end time of the clinical day must be approved by the course faculty.

Graduate students will meet with the preceptor prior to beginning clinical hours. The student will take a copy of the course syllabus, a clinical calendar form for completion, and a draft of personal learning objectives to the first meeting with the preceptor.

### Negotiation of Clinical Hours

The Clinical Learning Team negotiates undergraduate schedules and preceptor arrangements with the facility and communicates to the course faculty.

Graduate students negotiate required hours accommodating the preceptor's availability and schedule. Scheduled hours must be approved by the course faculty member prior to beginning the practicum experience. The clinical calendar form will be completed and a copy provided for the preceptor, faculty, and student. The student and preceptor should negotiate the procedure for notification in case of absence prior to starting clinical practicum. Changes to the approved clinical schedule must be submitted in writing to the preceptor and the clinical faculty and approved before implementation.

### Attendance at Clinical

Students are expected to treat the approved calendar as a contract. If the student is to be absent, the preceptor should be notified prior to the beginning of the clinical day. Make-up hours are negotiated as soon as possible with both the preceptor and the faculty. Students also must contact the faculty member promptly. Students keep a log of completed clinical hours and should have the preceptor sign the log verifying time spent.

Page 2 of 4	<b>STUDENT, PRECEPTOR, CLINICAL FACILITATOR, AND FACULTY RESPONSIBILITIES</b>	<b>Policy Number:</b>	<b>S134</b>
		Approval Date:	09/15/2020
		Effective Date:	09/15/2020
		Review Date:	2023

## Malpractice Insurance

Coverage is provided by UH CON while students are in approved clinical sites.

## Evaluation of clinical site and preceptor

Students are required to evaluate their preceptors, clinical site and faculty at the end of each practicum experience.

## Preceptor Responsibilities

### Application and Documentation of Credentials

The undergraduate preceptor must have a minimum of six months experience in the clinical role. The graduate preceptor must have a minimum of one year experience in the clinical role. A current affiliation agreement with the clinical agency must be in place prior to the student being on site for clinical. Documentation of the preceptor license and credentials to practice is required by the Commission on Collegiate Nursing and Education (CCNE) and the Texas Board of Nursing (TBON) to assure the quality of providers who mentor students. These documents must be available to the visiting accrediting bodies during program evaluation and renewal. The documentation is placed in the CCNE accreditation files.

### Oversight of the Student

Preceptors provide direct oversight of a student. Under a preceptor arrangement, the faculty member may not be consistently at the clinical site, therefore preceptors must provide continuous oversight of a student, and the student may not be left under the supervision of unlicensed personnel. Faculty are responsible for obtaining feedback related to the students' performance from the preceptor and are ultimately responsible for student evaluation.

### Communication with Faculty

Students and faculty will provide preceptors with UHCON contact information. Preceptors are encouraged to contact the faculty at any time. Faculty must be contacted immediately for situations involving a student's unsafe practice, unethical conduct, or changes in preceptor availability. Any concerns expressed by other employees and contractors should be communicated to the faculty member. Preceptors will have the opportunity to discuss student progress with the faculty member during site visit(s).

### Communication with Student

Preceptors are encouraged to provide regular daily feedback to the student and final performance reviews to the student and faculty. In order for the student to resolve any concerns in an expeditious manner, preceptors are encouraged to relate concerns to the student when they occur. Written documentation of concerns and resolution must be shared with the faculty.

Page 3 of 4	<b>STUDENT, PRECEPTOR, CLINICAL FACILITATOR, AND FACULTY RESPONSIBILITIES</b>	<b>Policy Number:</b>	<b>S134</b>
		Approval Date:	09/15/2020
		Effective Date:	09/15/2020
		Review Date:	2023

## Evaluation of Student

While the faculty member has the ultimate responsibility for the formal evaluation, the preceptor's input provides evidence to support the ratings. The "Preceptor Evaluation of the Student" form provides a guide for collecting and recording data related to student performance. The preceptor's primary role is teaching. In this process, the preceptor will observe the student in practice and fit those observations into the evaluation framework. The preceptor not only collects data that verifies student competence, but also has the opportunity to support professional practice standards and the credibility of UH College of Nursing. The preceptor's observations regarding the student's performance should be compared with practice standards, corroborated with faculty, and shared with the student. Preceptors need to remember that they do not fail students or impede a student's progress. Rather, the student's performance either meets or fails to meet criteria.

## Faculty and Clinical Learning Team Responsibilities

### Preceptor/ Site Approval and Verification of Current Affiliation Agreements

The Clinical Facilitator confirms that a current affiliation agreement is in place. The Clinical Facilitator ensures that the preceptor receives information about the clinical objectives, a link to the [online preceptor handbook](#), and how to evaluate the student in the clinical setting. The Clinical Facilitator maintains documentation of the preceptor license and credentials to practice in the CCNE accreditation files and clinical log management system.

### Communication with Preceptors

The Clinical Facilitator will contact the preceptor prior to the assigned experience. Information shared includes: course requirements; level of prospective student; time and method of regular communication; expectations of the preceptor; and method(s) of student performance evaluation. In addition, faculty will communicate with the preceptor at the time of site visits. Additional communications deemed necessary by the faculty or preceptor will be arranged.

### Student Preparation

The Clinical Learning Team will confirm that students meet clinical compliance requirements prior to entering the clinical setting. Students are responsible for maintaining clinical compliance prior to clinical course enrollment.

### Site Visits & Facilitation of Clinical Activities

The faculty member will make scheduled visits to the clinical site. The purpose of the site visit is to observe and evaluate the student in actual practicum situations, to observe and evaluate the student's interaction with staff and preceptor, and to evaluate the facility.

Page 4 of 4	<b>STUDENT, PRECEPTOR, CLINICAL FACILITATOR, AND FACULTY RESPONSIBILITIES</b>	<b>Policy Number:</b>	<b>S134</b>
		Approval Date:	09/15/2020
		Effective Date:	09/15/2020
		Review Date:	2023

## Student Evaluation

The requirements and evaluation criteria for successful student performance are found in the course syllabus and clinical evaluation forms. Evaluations by the faculty member with input from the preceptor are an important component of the student performance. Open communication between the faculty, preceptor and student is essential for student success. Faculty assumes the ultimate responsibility for the evaluation of the student. While specific criteria are identified in each course, faculty utilizes a combination of methods including making site visit(s) to observe the student performance and interactions with student, staff, and preceptor. Regular review of clinical documentation and supportive evidence from the clinical preceptor are utilized.

## Clinical Site Evaluations

Faculty will complete a regular review of each clinical site using information from student evaluations of preceptor, preceptor evaluations and site visits. The review of clinical sites will be included in the end of course reports.

---

Approved by CON Faculty Council: 09/15/2020

Approved by Dean Kathryn Tart: 09/15/2020