

PRECEPTOR TRAINING

BSN

CNL

Advanced Practice

DNP

*Required Module for UVA Clinical Nursing Faculty and Preceptors
Updated June 2022*



SCHOOL *of* NURSING



1. Board of Nursing Regulations about Preceptor Use
2. Roles and Responsibilities for Course Professor, Clinical Faculty, Student, Preceptor
3. Professional Standards for Students
4. Getting Started and Phases of the Experience
5. Important Resources for Preceptors (Checklist)

Preceptors:

- Serve as the on-site clinical teacher, mentor, and professional role model,
- Link the classroom to the clinical setting, and
- Enhance the profession by helping create excellent new nurses!

Virginia Board of Nursing Regulations

18VAC90-27-110. Clinical practice of students.

- In accordance with §54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. **The student shall be responsible and accountable for the safe performance of those direct client care tasks to which he has been assigned.**

Virginia Board of Nursing Regulations

18VAC90-27-110. Clinical practice of students.

(continued)

- Faculty members or preceptors providing onsite supervision in the clinical care of clients shall be responsible and accountable for the assignment of clients and tasks based on their assessment and evaluation of the student's clinical knowledge and skills. **Supervisors shall also monitor clinical performance and intervene if necessary for the safety and protection of the clients.**

Virginia Board of Nursing Regulations

18VAC90-27-110. Clinical practice of students.

(continued)

- Clinical preceptors may be used to augment the faculty and enhance the clinical learning experience. Faculty shall be responsible for the designation of a preceptor for each student and shall communicate such assignment with the preceptor. **A preceptor may not further delegate the duties of the preceptorship.**

Virginia Board of Nursing Regulations

18VAC90-27-110. Clinical practice of students.

(continued)

- Preceptors shall provide to the nursing education program evidence of competence to supervise students' clinical experience for quality and safety in each specialty area where they supervise students. **The clinical preceptor shall be licensed as a nurse at or above the level for which the student is preparing.**

Virginia Board of Nursing Regulations

18VAC90-27-110. Clinical practice of students.

(continued)

- **In utilizing preceptors to supervise students in the clinical setting, the ratio shall not exceed two students to one preceptor at any given time.** During the period in which students are in the clinical setting with a preceptor, the faculty member shall be available for communication and consultation with the preceptor.

Virginia Board of Nursing Regulations

Preceptorships shall include:

- ✓ Written objectives, methodology, and evaluation procedures for a specified period of time to include the dates of each experience;
- ✓ An orientation program for faculty, preceptors, and students;
- ✓ A skills checklist detailing the performance of skills for which the student has had faculty-supervised clinical and didactic preparation; and
- ✓ The overall coordination by faculty who assume ultimate responsibility for implementation, periodic monitoring, and evaluation.

Preceptors

Preceptors show and share:

- Knowledge
- Effective communication and collaboration
- Reasoning and problem-solving skills
- Care, compassion, and professionalism
- Leadership

Course Professor Responsibilities

- ✓ Overall responsibility for ensuring that students meet the course objectives.
- ✓ Assigns final course grades.
- ✓ Resource as needed for clinical faculty and preceptors in problem-solving student issues.

Clinical Faculty Responsibilities

Serves as a resource to student and preceptor

- ✓ Is available to preceptor and student by phone or pager during all clinical hours.
- ✓ Conducts site visits.
- ✓ Evaluates the student's clinical competence and performance via direct observation, input from the preceptor, competency assessments, reviewing logs/assignments, and/or simulation.
- ✓ Assumes primary responsibility for problem-solving student issues.

Clinical Faculty - continued

Ensures that clinical objectives are met

(learning contracts may be used to guide student experiences)

- ✓ Provides the preceptor with the course syllabus and evaluation tools.
- ✓ Assists students in establishing appropriate personal objectives for clinical experience.

Clinical Faculty - continued

Assesses student performance for clinical component of the course grade

- ✓ Reviews all student logs.
- ✓ Assesses student's clinical knowledge through discussions in the clinical setting, clinical conferences, and in midterm conference.
- ✓ Assesses any written work by the student, such as plans of care, that reflect cognitive development.
- ✓ Reviews preceptor evaluations of student and solicits verbal feedback about student performance from the preceptor and his/her colleagues.

Preceptor Responsibilities

Provides direct clinical supervision and guidance of students (1 to 2 students per course)

- ✓ Orients the student to the clinical setting, patient population, health care team, and key aspects of nursing care delivery in the environment.
- ✓ Meets with the student to discuss their personal learning objectives.
- ✓ Reviews all medications prior to student administration.
- ✓ Directly supervises all clinical skills the first time they are performed, and until preceptor is comfortable that student can perform the skill unsupervised.

Preceptor Responsibilities

Provides direct clinical supervision and guidance of students (1 to 2 students per course)

- ✓ Fosters critical thinking by questioning students about the rationale for the plan of care.
- ✓ Immerses and engages students in clinical practice experiences, integrating them into the practice setting.

Preceptor - continued

Assists in the assessment of student performance

- ✓ Gives verbal feedback to the student at the end of each clinical day, following performance of procedures, and as needed.
- ✓ Notes progress toward meeting established objectives. Completes an evaluation of student performance at midterm and at the end of the semester.
- ✓ Informs clinical faculty of student progress on an ongoing basis and informs clinical faculty about issues and concerns in a timely manner.

Student Responsibilities

Establishes individual objectives

- ✓ Uses course objectives as a guide.
- ✓ Appropriately identifies own areas of strength and deficits.
- ✓ Collaborates with faculty and preceptor as needed in setting objectives.
- ✓ Collaborates with preceptor to revise objectives as the clinical experience proceeds.

Student Responsibilities

Schedules clinical hours

- ✓ Contacts preceptor to determine a schedule for completing the required hours for each clinical course.
- ✓ Informs clinical faculty of the schedule, and does not change the schedule once it is established.
- ✓ Informs preceptor and clinical faculty of any emergency changes to the schedule.
- ✓ Attends weekly clinical conferences.

Student Responsibilities

Utilizes clinical faculty and preceptor appropriately

- ✓ Functions within legal and personal limitations in the student role.
- ✓ Seeks guidance when needed.
- ✓ Acknowledges deficits and responds to feedback.

Student Responsibilities

Participates in evaluation processes

- ✓ Evaluates self using established tools as well as reflective practice.
- ✓ Provides feedback about the preceptor and clinical learning site.
- ✓ Attends midterm and final evaluation conferences with the clinical faculty.

Clinical Schedules

- ✓ The student develops the clinical schedule based on the preceptor's established work schedule.
- ✓ Faculty must have advance notice of the student's schedule.
- ✓ Students generally begin when the preceptor begins and stay for 8 or 12 hours as negotiated.

Professional Standards

- Preparedness
- Attendance and Punctuality
- Professional Attire
- Professional Demeanor & Engagement
- Legal and Personal Limits

Preparedness

- ✓ The student is consistently prepared to engage in clinical nursing activities.
- ✓ Preparation includes physical, emotional, cognitive, and material readiness to enter the clinical setting in order to apply principles and skills already learned, as well as expand knowledge and skill acquisition.
- ✓ Preparedness includes being ***well rested, nourished, oriented to the setting***, and with all necessary student sign-in codes available for use.

Attendance and Punctuality

- ✓ The student arrives in advance of the scheduled time for all clinical conferences and clinical learning experiences.
- ✓ The student is present for each clinical experience arranged.
- ✓ **Absences:** In the event of serious illness, the student must inform the clinical faculty, preceptor, and unit according to the specific clinical faculty, preceptor, and unit guidelines prior to the start of the clinical day.

Professional Attire

- ✓ The student is professionally attired for **all experiences** on the unit as delineated by the School of Nursing student uniform policy and the institutional/unit requirements.
- ✓ The hospital and/or student ID and lab coat is required whenever entering the clinical environment.

Professional Demeanor & Engagement

- ✓ The student maintains a professional demeanor during all clinical preparation and care experiences.
- ✓ The student exhibits professional interpersonal communication skills with patients, families, health care team members, faculty, and peers at all times.
- ✓ The student does not bring personal issues into the clinical experiences.
- ✓ The student maintains professional boundaries at all times.
- ✓ The student demonstrates compassion towards self and others.
- ✓ The student is responsible for timely submission of clinical assignments and respective electronic documentation.

Legal and Personal Limits

The student:

- ✓ Recognizes and functions within legal and personal limits as a student.
- ✓ Seeks help appropriately to deliver care.
- ✓ Maximizes clinical time and resources to advance clinical knowledge and skills.
- ✓ Recognizes learning needs and actively seeks to fulfill identified learning needs outside of clinical (consultation with the preceptor, clinical faculty, or time in the simulated learning lab).
- ✓ Maintains accountability for all actions.
- ✓ Uses clinical time to focus on and enhance learning.
- ✓ Recognizes when clinical learning opportunities are decreased (fatigue, quiet unit, etc) and reschedules time with the preceptor appropriately.
- ✓ Maintains confidentiality.

Administering Medications

- ✓ All students are expected to be prepared to administer all medications to all assigned patients during each clinical day.
- ✓ **For prelicensure students (BSN & master's entry CNL only): Under no circumstances is any drug to ever be administered without first being checked by the preceptor for all of the "rights."**
- ✓ The preceptor provides oversight of medication administration based as appropriate to the student's level of competency as assessed by the preceptor.

Preceptor Basic Checklist

- ✓ Course syllabus
- ✓ Faculty contact information
- ✓ Student contact information
- ✓ Learning objectives for the student's experience

The Student-Preceptor Working Relationship

- ✓ Orienting phase
- ✓ Working phase
- ✓ Closing phase

Getting Started!

- ✓ Meet and learn about one another
 - ✓ student background
 - ✓ preceptor background
- ✓ Establish trust
- ✓ Clarify roles and expectations
- ✓ Review and determine the schedule

Working Phase

- ✓ Teach, mentor and coach the student during clinical activities
- ✓ Stimulate reasoning skills
 - THINK OUT LOUD!**
- ✓ Challenge the student to think deeply and ask questions
- ✓ Encourage reflection

Closing the Experience

- ✓ Participate in the evaluation process.
- ✓ Facilitate closure with mutual positive regard.
- ✓ Consider the possibility of your ongoing role as a professional mentor!

Your Resources

“It Takes a Village....”

- ✓ Clinical Faculty
- ✓ Course Professor
- ✓ Academic Clinical Coordinator
- ✓ Program Coordinator/Director
- ✓ Senior Assistant Dean of Academic & Student Services

**Thank you for viewing this preceptor
orientation module!**

Please submit your current CV/resume to Abby Self at
abbys@virginia.edu

More information and resources available online:
<https://www.nursing.virginia.edu/academics/preceptors/>