

UNIVERSITY OF ARKANSAS AT MONTICELLO

SCHOOL OF NURSING

UNDERGRADUATE PRECEPTOR HANDBOOK

2023-2024



All undergraduate UAM School of Nursing programs are approved by the Arkansas State Board of Nursing (ASBN). The AAS in Nursing and BSN programs are accredited by the National League for Nursing Commission for Nursing Education Accreditation (CNEA).

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I speak on behalf of all nursing faculty, staff, and students when I say ***THANK YOU*** for agreeing to take part in the UAM School of Nursing preceptorship program. Preceptorship enhances the quality of learning and strengthens the link between nursing education and practice. We believe learning is a team effort and are excited to partner with you.

The faculty and staff care deeply about our students' success. We challenge our students to strive for excellence. We recognize that working with a preceptor leads to their growth and development as a nurse generalist and scholar. We could not achieve that without your help.

Andrew Carnegie stated, "Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." We consider you part of the UAM School of Nursing team.

We appreciate your willingness to take part in the learning exercises of our students. Welcome to our family!

Dr. Brandy Haley

Dean and Professor
School of Nursing



**University of Arkansas at Monticello
School of Nursing
Preceptor Handbook**

The University of Arkansas at Monticello (UAM) is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges, and Secondary Schools. All programs of the School of Nursing are approved by the Arkansas State Board of Nursing (ASBN). The baccalaureate and associate programs are fully accredited by the National League for Nursing Commission for Nursing Education Accreditation (CNEA).

Definitions

Practicum - a selected experience wherein a designated professional nurse collaborates with faculty to supervise, teach, and evaluate student performance.

Practicum Preceptor - a professional nurse employed by a health care agency who agrees to collaborate with faculty to supervise, teach, and evaluate student performance in a selected practicum experience.

Professional nurse – a baccalaureate nurse generalist prepared to care for individuals, families, and communities in a variety of settings.

Practicum

Purpose

The faculty believes that involvement of professional nurses in health care agencies supports and enhances the quality of learning and strengthens the link between nursing education and nursing practice. The practicum provides educational experiences for students in the development of nursing roles beyond that which is possible during traditional practicum experiences. Courses that require practicum hours are *Leadership and Management, Healthy Aging* and *Health Promotion*.

The practicum experience is expected to provide the student an opportunity to:

1. translate theory into practice through a collaborative relationship with an expert in nursing practice;
2. develop effective practicum judgments based on interactions with a professional who has demonstrated success in nursing practice;
3. increase competence and confidence under the guidance of an expert; and
4. professionally benefit from the relationship between nursing education and nursing practice.

Preceptor

Description

The Preceptor works under general supervision of their agency supervisor.

Qualifications of Practicum Preceptor

The preceptor must:

1. be licensed to practice as a Registered Nurse in Arkansas or multistate tag present.
2. work at an agency that the SON has a clinical agreement with.
3. have a minimum of 2 years nursing experience (minimum of one year in manager position for the *Leadership and Management* course practicum);
4. supervise, teach, and evaluate students.
5. have a positive attitude toward the practicum experience, students, and faculty.
6. model specific nursing roles (provider, coordinator, and professional) to the student.

Responsibilities

1. View the UAM Practicum Preceptor Handbook on the UAM SON webpage for orientation to the role of preceptor. A statement of validation of review is noted in the Preceptor Agreement form.
2. Complete the UAM SON Practicum Preceptor Form and Contract Agreement to precept and submit both forms to the SON before preceptorship begins.
3. Contact faculty as needed for questions or to clarify roles.
4. Role model the practice role of the RN with expertise and professionalism.

Expectations of the Practicum Preceptor

1. Assist the assigned student to create a practicum calendar outlining the dates and times of the practicum experience.
2. Assist the student to develop practicum learning objectives.
3. Orient the student to the physical facility, other health care team members, policies, procedures, and standards of practice in the setting.
4. Mentor the student on a one-to-one basis.
5. Serve as a role model for the student.
6. Act as a facilitator in assisting the student to meet personal and practicum objectives.
7. Assist the student to think critically in making clinical judgments by applying new and previously learned theory and skills and by applying research findings in nursing practice.
8. Assist the student to gain competence and confidence in assuming responsibility and accountability for actions.
9. Meet with the student (according to an established schedule for the practicum) to meet learning objectives.
10. Contact faculty as needed for issues or concerns about the practicum.

11. Maintain a record of the student's performance in terms of achievement of the practicum objectives.
12. Evaluate the student's practicum experience using the Practicum Preceptor Feedback of Student Performance form.

Expectations of the Student

1. Choose a practicum preceptor. **Obtain confirmation of the practicum preceptor and agency from the course coordinator before any hours are logged.** The student should ensure the preceptor completes the Practicum Preceptor Form and Agreement to Precept form prior to beginning practicum hours.
2. Provide the preceptor with a copy of the course Student Learning Outcomes.
3. Assume responsibility for understanding the requirements of the practicum experience and for fulfilling personal and practicum objectives. Obtain clarification from course coordinator when necessary.
4. In collaboration with the practicum preceptor, formulate and submit personal practicum objectives to faculty. Use the roles of the professional nurse to guide development of the objectives.
5. In collaboration with the practicum preceptor, develop and submit a calendar of activities by the course deadline.
6. Maintain lines of communication with the practicum preceptor and faculty to promote achievement of personal and practicum objectives.
7. Maintain a punctual practicum schedule according to a predetermined agreement and notify the practicum preceptor and faculty in case of an emergency and the schedule cannot be met.
8. Assume responsibility for arranging and maintaining a schedule of conferences with the practicum preceptor and faculty.
9. Maintain a practicum journal according to the Evaluation Criteria for Practicum Journal.
10. Participate in the feedback of the practicum experience by completing the Student Feedback of Preceptor form.

Expectation of Faculty Teaching Courses with Practicum

1. Responsible for the overall coordination of the practicum experience.
2. Provide the student with an explanation of the requirements of the practicum experience.
3. Establish and maintain communication with the practicum preceptor and student.
4. Maintain on call availability by telephone with the practicum preceptor and student. No weekend assignments unless previously approved by course instructor.
5. Meet with the student and practicum preceptor, as needed, to facilitate problem solving and guidance.
6. Meet with the student, as needed, to review progress in meeting personal and practicum objectives for the practicum.
7. Assume responsibility for the feedback process of the student's practicum experience in cooperation with the practicum preceptor.
8. The course faculty determine allowed for practicum.

Skills During Practicum

Students may perform technical skills during practicum if the preceptor is overseeing the student. The student may perform procedures or skills with another healthcare team member if the preceptor is aware and on-site.

Practicum Dress Code

Students are expected to be neat, clean, and abide by the dress code required by the practicum facility. The UAM name badge must be worn during practicum hours.

Practicum Feedback

Practicum feedback is important to determine whether student learning outcomes were achieved. All courses that require a practicum require completion of a feedback form from the preceptor (feedback for the student) and from the student (feedback for the preceptor). Feedback forms are found on the UAM School of Nursing Website.

Preceptor feedback of the students is shared with the student after the practicum experience has ended. Likewise, student feedback of the preceptor is shared with the preceptor. All feedback is shared with SON faculty to assess learning outcomes.

Contact

Preceptors should contact the practicum course faculty member with questions.

Disclaimer

Care has been taken to ensure that the information contained within this handbook is accurate and complete at the time of distribution; however, due to constraining events and/or circumstances which may necessitate change, the SON faculty reserves the right to amend any information contained within this handbook. Students and preceptors will be informed in a timely manner of any changes made.

Practicum Forms

All preceptor and feedback forms can be accessed via the UAM website on the School of Nursing page by clicking the Preceptors link. The following practicum forms are for reference only.

University of Arkansas at Monticello
School of Nursing

PRACTICUM PRECEPTOR FORM

Student to Complete this Section:

Course Name: _____ Semester _____ Year _____

Student Name: _____

Student Address: _____

Student Telephone Number: _____

Preceptor to Complete this Section:

Practicum Preceptor Name: _____

Preceptor Credentials (Check All Degrees Earned):

BSN _____ MSN _____ MS _____ MHA _____ PhD/DNP _____

Date of Graduation:

BSN Program: _____

Master's Program: _____

Doctoral Program: _____

RN License Number: _____ Expiration Date: _____

RN Licenses are verified by the School of Nursing through Nursys.com

Year of Birth: _____ Race: _____ Gender: _____

Practicum Preceptor Area of Specialization: _____

Years of Experience in this Area: _____

Position Title: _____

Number of students precepted at one time: _____

Practicum Preceptor Agency: _____

Agency Telephone/Fax Number: _____

Personal Telephone/Fax Number: _____

Hours best to call at work or home: _____

Email: _____

CONTRACT AGREEMENT TO PRECEPT

University of Arkansas at Monticello

School of Nursing

This agreement made this _____ day of _____, Year of _____ between the University of Arkansas at Monticello (UAM) School of Nursing and _____ (Practicum Preceptor) witnessed that:

Whereas, the contracting parties are desirous of cooperation to furnish practicum education to students of nursing enrolled in the NURS _____ course at UAM, it is mutually agreed that:

1. The Practicum Preceptor will provide learning experiences necessary for the student to achieve personal and practicum objectives of the _____ contact-hour practicum experiences as a requirement for passing the course.
2. The practicum Preceptor will assume responsibility for instruction and supervision of the student during the practicum hours established by the preceptor.
3. The Practicum Preceptor will complete the student feedback process set forth by the UAM Preceptor Feedback of Student Performance.
4. A UAM faculty member shall be available for consultation at all times while the student is involved in the practicum experience.

_____Preceptor

_____Witness

**University of Arkansas at Monticello
School of Nursing**

Nursing Course: _____

PRACTICUM PRECEPTOR FEEDBACK OF STUDENT PERFORMANCE

Student: _____

Listed below are behaviors expected of students who meet the objectives for the practicum. Please indicate your feedback of the student's performance on a 1 - 4 scale.

Rating scale:

4 = exceptional/outstanding

3 = consistently very good/above average

2 = satisfactory/average

1 = unsatisfactory/needs improvement

0 = not applicable

1. Identified realistic personal objectives for the practicum in consultation with the preceptor.

0 1 2 3 4

2. Scheduled and maintained attendance as agreed.

0 1 2 3 4

3. Accepted supervision, teaching and feedback.

0 1 2 3 4

4. Demonstrated knowledge from literature and research related to the practicum experience.

0 1 2 3 4

5. Discussed/Identified legal and ethical concerns.

0 1 2 3 4

6. Analyzed the quality assurance program for the practicum setting.

0 1 2 3 4

7. Identified the standards of practice for clients in the practicum setting.

0 1 2 3 4

8. Identified a need for change based on useful rationale.

0 1 2 3 4

9. Initiated and maintained appropriate communication with members of the health care team.

0 1 2 3 4

10. Identified effective strategies for conflict resolution.

0 1 2 3 4

11. Utilized ethical and legal principles in supervised delegation of responsibilities to other health care team members.

0 1 2 3 4

PERFORMANCE STRENGTHS:

AREAS NEEDING DEVELOPMENT

OVERALL RATING: Has met objectives _____ Has not met objectives _____

COMMENTS: In addition to your feedback of the student, we would be interested in any comments you wish to make regarding the practicum in order to make the experience more valuable to you and students in the future.

Would you be willing to serve as a preceptor in the future? _____

Preceptor Name: _____

Preceptor Signature: _____

Date: _____

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**University of Arkansas at Monticello
School of Nursing**

Graduate Nursing Course: _____

STUDENT FEEDBACK OF THE PRECEPTOR

Preceptor Name: _____

Practicum Site: _____

Students will submit this feedback to course faculty. The feedback will be shared directly with the preceptor and School of Nursing faculty after the practicum is completed.

Rating scale:

4 = exceptional/outstanding

3 = consistently very good/above average

2 = satisfactory/average

1 = unsatisfactory/needs improvement

0 = not applicable

1. Provided me with orientation to the physical facility, other health care team members, policies, procedures, and standards of practice during the practicum experience.
0 1 2 3 4
2. Mentored me on a one-to-one basis serving as a role model.
0 1 2 3 4
3. Helped me identify realistic personal objectives for the practicum.
0 1 2 3 4
4. Scheduled and maintained attendance as agreed.
0 1 2 3 4
5. Provided supervision, teaching and feedback to me during the practicum experience.
0 1 2 3 4
6. Demonstrated knowledge from literature and research related to the practicum experience.
0 1 2 3 4
7. Discussed/Identified legal and ethical concerns with me during the practicum experience.
0 1 2 3 4
8. Analyzed the quality assurance program for the practicum setting
0 1 2 3 4
9. Identified the standards of practice for clients in the practicum setting.
0 1 2 3 4
10. Helped me to identify a need for change based on a useful rationale.
0 1 2 3 4

11. Initiated and maintained appropriate communication with members of the health care team.

0 1 2 3 4

12. Helped me identify effective strategies for conflict resolution.

0 1 2 3 4

13. Utilized ethical and legal principles in delegation of responsibilities to other health care team members.

0 1 2 3 4

I would recommend this preceptor to students: (circle) Yes No Other

If "other", explain:

PRECEPTOR STRENGTHS:

PRECEPTOR AREAS NEEDING IMPROVEMENT:

OTHER COMMENTS:

Student Signature: _____

Date: _____