

**Florida International University  
College of Nursing and Health Sciences  
Nursing Unit**

**BSN Clinical Preceptor Guidelines**

**General Guidelines**

- A mechanism will be established so ensure communication between the student, supervising faculty member, and the preceptor. The supervising faculty member will determine how communication will be handled, such as telephone, on-site, and/or personal conferences and/or a beeper number.
- During the first day of the experience, the student will receive an orientation by the preceptor and/or a facility designee. The student will meet with the preceptor to establish a working relationship and develop a plan for meeting learning objectives. Students will be given general information about the facility as well as policies and procedures to follow if, for example, the preceptor is absent.
- Student progress will be monitored by supervising faculty member through periodic conferences, discussions, and/or clinical logs.
- Daily assignments will be based on the scope of student knowledge and skills. Student evaluation will be accomplished through chart reviews, observations of clinical practice, conferences and written evaluation forms. Evaluations will be conducted midway through and at the end to the experience.

**Agreement**

The following is the agreement for undergraduate clinical preceptor experience. This protocol describes established agreements for a precepted experience between the nursing unit, the facility, the supervising faculty, the preceptor, and the student.

***The Nursing Unit agrees to:***

- Offer an approved program of study for undergraduate students that is in accordance with accepted regulatory standards.
- Insure that the student has successfully completed all academic requirements preceding his/her enrollment in the course.
- Document that the student has completed all facility requirements prior to entrance into clinical areas (e.g., background check, immunizations, CPR certification, screening tests, etc).
- Require that the student carry health (major medical) insurance.
- Be responsible for planning with the facility administration and preceptors for experiences which will facilitate meeting the learning needs of the student.

***The clinical facility agrees to:***

- Allow students to develop their own learning objectives for the experience in collaboration with the supervising faculty member and the preceptor(s).
- Allow students to independently and/or collaboratively apply the nursing process skills of assessing, diagnosing, planning, implementing, and evaluating in assisting groups of patients/clients who are experiencing physiological and psychosocial stressors.
- Allow students opportunities to assume leadership roles as a learning experience within designated practice settings.
- Select preceptors who:
  - Are licensed as registered nurses in the State of Florida, preferably with a baccalaureate degree.
  - Are willing to serve as a preceptor.
  - Have a committed belief in the expanded role of the professional nurse.
  - Exhibit expertise in the field of preparation.
  - Are willing to allow the student to pursue individual learning objectives within the parameters of the facility.
  - Are willing to make student assignments with careful attention given to the scope of the student's knowledge and skills.
  - Are willing to communicate with the supervising faculty member for evaluation purposes.
  - Are willing to complete a written evaluation of the student on the supplied form.

***The supervising faculty member agrees to:***

- Require the student to write personal learning objectives for the experience. These learning objectives must be approved by the supervising faculty member and the preceptor.
- Assist students in refining and revising learning objectives prior to experience.
- Require that the projects, papers and/or studies made by students in partial fulfillment of the course objectives be mutually agreed upon by the supervising faculty member, the preceptor, and the student.
- Establish a mechanism for maintaining contact with the student and preceptor.
- Establish a schedule for on-site visits and/or discussions with the student and preceptor.
- Establish a schedule for faculty-student seminars during the experience.
- Require a self-evaluation from the student that includes input from the preceptor and supervising faculty for determining the final grade.

***The preceptor agrees to:***

- Require written objectives (approved by the supervising faculty member and the preceptor) from the student prior to allowing the student to begin the experience.
- Provide opportunities for the student to pursue individual learning objectives within the parameters of the facility and in accordance with the preceptor's nursing role.

- Assume responsibility for making the student's assignments based on the student's learning objectives and the scope of the student's knowledge and skills.
- Allow the student to independently and/or collaboratively apply the nursing process skills of assessing, diagnosing, planning, implementing, and evaluating in assisting a group of patients/clients who are experiencing physiological and psychosocial stressors.
- Allow the student the opportunity to assume a leadership role as a learning experience within the designated practice setting.
- Serve as a resource person, consultant and supervisor for the student's experience.
- Assist the supervising faculty member (through periodic conferences with the faculty member and student) in evaluating the student based on established evaluation criteria.

***The student agrees to:***

- Carry health insurance and to assume the cost of any health care not covered by insurance.
- Complete all facility requirements prior to entrance into the clinical area (e.g., background check, immunizations, CPR certification, screening tests, etc.).
- Develop and revise, as necessary, written learning individualized learning objectives for the experience in collaboration with the supervising faculty member and the preceptor.
- Negotiate with the preceptor for learning experiences that will assist in the development of professional competencies.
- Supply the preceptor with a copy of the clinical evaluation form and return the completed form to the supervising faculty member at the end of the experience.
- Maintain a clinical log of his/her experiences, activities, problems, solutions, etc. Clinical logs are a systematic documentation of activities and experiences that occur during experience. NOTE: A clinical log assists the student in evaluating his/her own progress and activities. The clinical log should be updated with each clinical experience and periodically given to the supervising faculty according to a previously established schedule.
- Develop, complete, and submit a clinical project/paper according to established course guidelines.
- Function within the parameters of the expectations of the facility and staff (e.g., arrangements when ill, coffee breaks, meals, punctuality, etc.)
- Inform the preceptor and supervising faculty member (and facility, if appropriate) if unable to report as scheduled.
- Inform the supervising faculty member if the assigned preceptor is not available and alternative arrangements have not been made.
- Complete a self-evaluation that includes input from the preceptor and supervising faculty member.

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