

Florida State University

College of Nursing



Preceptor Training Handbook

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Dear Preceptor,

The Florida State University (FSU) College of Nursing would like to thank you for agreeing to serve as a preceptor in our graduate program. As a clinical expert, we value your expertise and greatly appreciate your commitment to our students. Your contribution is not only invaluable in helping our students reach their educational goals, you will contribute significantly to the profession as a whole.

The benefits of serving as a preceptor are many and are outlined in this handbook. One of the biggest rewards is assisting a novice nurse practitioner, nurse educator, or nurse leader to learn and grow under your mentorship. Additionally, you will find that the questions graduate students ask will stimulate your learning as well. We are also exploring other ways to reward you such as a courtesy appointment at FSU and access to the FSU library resources.

The materials found in this handbook will help you in your preceptor role. Specific clinical information will be provided by the student and is included in this handbook under “Clinical Guidelines”. Please review this information. A faculty member is assigned to each clinical course and this individual will be identified to you in a written letter at the beginning of each semester. For nurse practitioner students, the faculty member will schedule a time to evaluate the student in your clinical practice site. The student will arrange this date and time with you.

You are always welcome to chat with anyone in the College of Nursing regarding your role. For your convenience contact numbers are included in this handbook for the Dean, the Associate Dean, and the Assistant Dean of Graduate Programs.

Sincerely,

Judith McFetridge-Durdle

Judith McFetridge-Durdle, PhD, RN,
Dean and Professor
FSU College of Nursing
jdurdle@nursing.fsu.edu
Telephone (850)-644-6844

Preceptor Training

The purpose of the clinical preceptor program is to provide the students with a professional role model whose guidance will enhance the attainment of student learning. The preceptor will act as a facilitator and resource person to the student during the clinical learning experiences and will participate in the evaluation of the student's learning. The preceptor will act as a facilitator and resource person to the student during the clinical learning experiences and will participate in the evaluation of the student's learning.

Functions and responsibilities of the College of Nursing:

1. CON verifies that an FDLE/FBI Level II Background Screening has been completed for the student.
2. CON verifies that the student meets the clinical clearance requirements and able to start participating in the clinical experience.
3. Additionally, CON verifies that the student has completed the required drug screening, has personal health insurance, professional liability insurance coverage, and proof of current unencumbered Registered Nurse license in the state of Florida.

Functions and responsibilities of the preceptor:

1. Participate in a preceptor orientation.
2. Function as a role model at the clinical site.
3. Orient the student to the agency/clinical site.
4. Assure safe nursing practice by supervising the student's performance of clinical skills.
5. Assist the student in identification and monitoring of available activities, which accomplish the clinical objectives.
6. Communicate verbally and in writing with the student and collaborate with the faculty regarding student performance.
7. Provide feedback to the nursing program regarding clinical activities for students and suggestions for curriculum/program development as needed.
8. Keep the faculty informed of student performance when needed or if any problems occur.
9. Participate in evaluation of the preceptor program as needed.

Functions and responsibility of the student:

1. Participate in the selection of a clinical practicum and preceptor, when appropriate.
2. Supply preceptor will a copy of the course syllabus.
3. Maintain accountability for her/his learning activities.
4. Prepare for each clinical experience as needed and expected.
5. Be accountable for nursing practice activities while in the clinical setting. Arrange with your preceptor your clinical schedule for the semester.
6. Share learning experiences in grand rounds, clinical seminars, and student/preceptor/faculty conferences.
7. Keep open communication with preceptor and faculty.
8. Keep all patient and agency information obtained during clinical experiences confidential.
9. Complete all required course assignments.
10. Complete evaluation of preceptor(s).

11. Complete written self-evaluation as outlined in the clinical course.
12. Participate in the evaluation by the preceptor and or faculty of your clinical experience.

Mission Statement of Florida State University

The Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.

Vision

The Florida State University will be one of the world's premier institutions of higher education, devoted to transforming the lives of our students, shaping the future of our state and society, and offering programs of national and international distinction in a climate of inquiry, engagement, collegiality, diversity, and achievement.

College of Nursing Mission Statement

To develop nursing leaders for professional practice and
research in diverse settings.

College of Nursing Statement of Beliefs

Given the mission of the University and College, the faculty of the College is guided by a set of beliefs held by the faculty in relation to:

- nursing's phenomenon of concern as human beings within the context of health;
- nursing as an evidence-based profession; and
- nursing education as a life long process.

The beliefs that guide the nursing education programs and the discipline of nursing at Florida State University are:

The foundation of nursing is based upon broad preparation in liberal studies, socialization into the core values of the profession, and preparation in the knowledge and skills requisite to practice at the baccalaureate and graduate levels.

Nursing knowledge is built on nursing practice, theory and research. In addition, nursing derives knowledge from other disciplines, adapting and applying this knowledge as appropriate to professional practice.

Nurses bring a unique blend of knowledge, judgment, skills and caring to the health care team. Professional nursing requires strong critical reasoning, clinical judgment, and communication

and assessment skills and a commitment to life long learning. (AACN Baccalaureate Essentials, 2008)

Nurses must process the knowledge and skills needed to provide safe, culturally competent and high quality care in an environment of increasing diversity and globalization. (AACN Baccalaureate Essentials, 2008)

Nursing practice is comprised of approaches gained through scientific inquiry designed to broaden the evidence base of the profession. These approaches are designed to explain and facilitate the phenomenon of human existence in the context of health.

Baccalaureate education, the minimal requirement for entry into professional nursing practice, prepares the generalist and is the foundation for graduate nursing education. (AACN Baccalaureate Essentials, 2008)

The fundamental aspects of generalist nursing practice are: direct care of the sick in and across all environments, health promotion and prevention of illness, and population based health care. (AACN Baccalaureate Essentials, 2008)

Graduate nursing education prepares nurses for role enhancement and advanced professional practice.

Nursing must educate future professionals to deliver patient-centered care as members of an inter-professional team, emphasizing evidence-based practice, quality improvement approaches and informatics (IOM, 2003) (AACN Baccalaureate Essentials, 2008).

Malpractice liability Coverage of Students



Respond to:
 P. O. Box 112735
 Gainesville, Florida 32611-2735
 Tel: (352) 273-7006
 Fax: (352) 273-7287

CERTIFICATE OF PROTECTION for Nursing Students of the Florida State University College of Nursing

Protected Group: Board of Governors of the State of Florida
 Coverage Period: Non-expiring
 Date Issued: January 15, 2013

The Board of Governors of the State of Florida, pursuant to the authority of s. 1004.24, Florida Statutes, and BOG Regulation 10.001, has created and administers the Florida State University College of Medicine Self-Insurance Program (FSUCOMSIP). The FSUCOMSIP provides comprehensive general liability protection, including professional liability protection for the Florida State University Board of Trustees, acting as the Florida State University College of Nursing.

Coverage Limits for the Florida State University Board of Trustees for the acts and omissions of College of Nursing students, set forth in the Florida State University College of Medicine Self-Insurance Program Memorandum of Protection and Conditions of Participation, Endorsement 2, are:

\$100,000 for a claim or a judgment arising from an Occurrence for any one person ;
 \$200,000 for all claims or judgments arising from an Occurrence ; and
 at those limits of professional liability protection required by a hospital or institution for all student practitioners not to exceed per an Occurrence limit of \$1,000,000.*

This Certificate of Protection does not amend, alter or modify the protection afforded by FSUCOMSIP and is not fully descriptive of all conditions and restrictions. Please inquire directly with the undersigned for additional information, if required.

Merry Reid, Coordinator
 Insurance Services

*Coverage provided with no annual aggregate

Orientation Information For Preceptors

College of Nursing has placed orientation information for preceptors on the nursing website (nursing.fsu.edu). The material available for preceptors include a Handbook, PDF of Preceptor PowerPoint slides. Once the preceptor has reviewed the material and taken the post test, which is acknowledging completion of an orientation material, she/he maybe awarded 2 Continuing Education Units (CEUs), if desired. A printed CEU certificate will be send to the preceptor upon request. Orientation includes review of Preceptor Handbook and review of PDF Preceptor Orientation or participation in Pod Cast of Preceptor Orientation and completion of posttest.

Definition of a Preceptor

A preceptor is an individual with expertise in a given area of interest that agrees to share knowledge and experience with someone in the student role. This learning experience may be accomplished by interaction, interview, and observation or by supervised or guided performance in a variety of educational and clinical settings.

DNP Family Nurse Practitioner Preceptor Information

The faculty at the Florida State University College of Nursing believes that instruction by practicing health care professionals contributes a significant dimension to the learning experience of students. Preceptors have a depth and breath of educational experience that supplements and complements the College of Nursing faculty. The preceptor stimulates the student to critically examine personal educational practice and to expand both personal and professional horizons, preparing for future employment in nursing education.

Preceptor Guidelines for the Nurse Practitioner Student (NGR 5003L) (90 clinical hours)

NGR 5003L, Advanced Health Assessment for the Advanced Practice Nurse Lab is the first clinical course of a series of five. This course is a co-requisite course, which includes didactic and clinical practice. The didactic portion consists of lecture material, discussion, written work, and video demonstrations of the physical exam portion for each system. The clinical portion is an independent experience of at **least 6-8 hours of clinical practice per clinical day** throughout the semester in order for the student to learn the assessment techniques of the various systems. The student is aware that it is his/her personal responsibility to prepare for clinical experiences. The student is expected to practice the assessments on patients that he/she comes in contact with during time spent with the preceptor. The assessments are to be written up in SOAP format and submitted to faculty for review. Upon completion of the course, the student will be able to perform a complete health assessment including a medical history, a physical exam, nursing and medical diagnoses, a problem list and a treatment plan including patient education for health promotion and risk reduction.

The role of the preceptor is to guide and assist the student in mastering the necessary skills to complete a comprehensive H & P. Specifically, the student will need assistance in use of the proper equipment and exam techniques. The student has been provided with a checklist of the necessary physical exam skills. The student should be able to verbalize understanding of the physical exam, ie names of lymph nodes, cranial nerves, DTRs, heart valve areas, etc. By the end of the semester, the student is expected to be proficient in performing the physical exam from memory.

You will be asked to complete an evaluation form on the student at the end of the semester. In addition, you will receive a visit from an FSU faculty member during the semester. During the site visit, the instructor will observe the student performing patient care. Your input is highly valued and you are encouraged to contact the faculty for this course, if the need arises. Your student will give you their faculty member's name and contact information. You can also contact the Assistant Dean of Graduate Programs, Dr. Susan Porterfield, at sporterfield@fsu.edu, or office phone 850-644-5621 with any concerns or questions.

Specific expectations of the Preceptor:

- Work with the student for scheduling of required clinical hours
- Work with the student to facilitate learning
- Participate with the student and faculty in evaluating student performance
- Notify the appropriate supervising faculty and/or NP Program Director if problems arise during the clinical experience
- Support the student/preceptor relationship

Preceptor Guidelines for the Nurse Practitioner Student (NGR 5064) (45 clinical hours)

NGR 5064L, Advanced Skills for the APN course is designed to enable learners to develop skills for use in primary clinical practice. The learners explore both the theoretical and practical aspects of a variety of procedures and diagnostic modalities including suturing, EKG (basic and advanced), radiology, casting and splinting and dermatological procedures. The clinical portion is an independent experience of at **least 6-8 hours of clinical practice per clinical day** throughout the semester in order to hone advance skills. Prior to being with a preceptor the student will have participated in a 16 hours workshop on wound closure techniques (e.g. suturing), wound care, punch biopsy, radiology. The remaining clinical hours, 29, will be in the community with a preceptor. The student is aware that it is his/her personal responsibility to prepare for clinical experiences.

The role of the preceptor is to guide and assist the student in mastering the above-mentioned advance skills when the opportunity arises.

You will be asked to complete an evaluation form on the student at the end of the semester. Your input is highly valued and you are encouraged to contact the faculty for this course, if the need arises. Your student will give you their faculty member's name and contact information. You can also contact the Assistant Dean of Graduate Programs, Dr. Susan Porterfield, at sporterfield@fsu.edu, or office phone 850-644-5621 with any concerns or questions.

Specific expectations of the Preceptor:

- Work with the student for scheduling of required clinical hours
- Work with the student to facilitate learning
- Participate with the student and faculty in evaluating student performance
- Notify the appropriate supervising faculty and/or NP Program Director if problems arise during the clinical experience
- Support the student/preceptor relationship

Preceptor Guidelines for the Family Nurse Practitioner Student (NGR 6601L) (180 clinical hours)

NGR 6601L, FNP Practicum I is the second clinical course in a series of five. The bulk of this student's clinical experience has, thus far, been in the area(s) of advance health assessment.

This course focuses on the care of patients with acute illness. The student is aware that it is a personal responsibility to prepare for anticipated clinical experiences that have not yet been covered in lecture. Each student should have an ample library of resources, but the preceptor should encourage outside literature review specific to cases seen in your setting. Additionally, it is hoped that you will call the student in on interesting cases that you are seeing in the clinic that would be unique learning experiences.

The student should strive to see **8-10 patients per 8-hour clinical day**, by the end of the semester. The student should be able to perform, with supervision, **both complete and problem specific histories and physicals. The findings should then be presented to you in an organized and concise manner. The case presentation should be completed with a diagnostic statement and proposed management plan.** The faculty expects each student to develop "decision readiness" and accountability for the diagnostic management steps. This can only be perfected through practice and repetition. Each treatment plan should include diagnostics and pharmacotherapeutics, as indicated, as these are areas expected competencies.

Each student is expected to develop documentation skills. Students submit weekly SOAP notes to the faculty for grading. It will be very helpful if you also will critique the documentation, whether written, dictated, or electronic. If your setting does not facilitate student entries in the clinical record, please encourage the student to document their cases on sheets separate from the records, using the SOAP method. In addition, students in our program each have a list of technical skills they are expected to develop prior to program completion. These include such hands-on tasks as simple suturing, audiometry, electro- and chemical cautery, and splinting/casting. They also are expected to learn to do basic EKG and radiologic interpretations. Please encourage the student to perform these skills, whenever possible, in your clinical setting.

You will be asked to complete an evaluation form on the student the end of the semester. In addition, you will receive a visit from an FSU faculty member during the semester. During the site visit, the instructor will observe the student performing patient care. Your input is highly valued and you are encouraged to contact the faculty for this course, if the need arises. Your student will give you their faculty member's name and contact information. You can also contact the Assistant Dean of Graduate Programs, Dr. Susan Porterfield, at sporterfield@fsu.edu, or office phone 850-644-5621 with any concerns or questions.

Specific expectations of the Preceptor:

- Work with the student for scheduling of required clinical hours
- Work with the student to facilitate learning
- Participate with the student and faculty in evaluating student performance
- Notify the appropriate supervising faculty and/or NP Program Director if problems arise during the clinical experience
- Support the student/preceptor relationship

Preceptor Guidelines for the Family Nurse Practitioner Student (NGR 6602L) (180 clinical hours)

NGR 6602L, FNP Practicum II is the third clinical course in a series of five. The bulk of this student's clinical experience has, thus far, been in the areas of advance health assessment and the care of patients with acute illnesses. This course focuses on the care of patients with chronic illness. The earlier clinical didactic courses have covered care of patients with acute illness. The student is aware that it is a personal responsibility to prepare for anticipated clinical experiences that have not yet been covered in lecture. Each student should have an ample library of resources, but the preceptor should encourage outside literature review specific to cases seen in your setting. Additionally, it is hoped that you will call the student in on interesting cases that you are seeing in the clinic that would be unique learning experiences.

The student should strive to see **8-10 patients per 8-hour clinical day**, by the end of the semester. The student should be able to perform, with supervision, **both complete and problem specific histories and physicals. The findings should then be presented to you in an organized and concise manner. The case presentation should be completed with a diagnostic statement and proposed management plan.** The faculty expects each student to develop "decision readiness" and accountability for the diagnostic management steps. This can only be perfected through practice and repetition. Each treatment plan should include diagnostics and pharmacotherapeutics, as indicated, as these are areas expected competencies.

Each student is expected to develop documentation skills. Students submit weekly SOAP notes to the faculty for grading. It will be very helpful if you also will critique the documentation, whether written, dictated, or electronic. If your setting does not facilitate student entries in the clinical record, please encourage the student to document their cases on sheets separate from the records, using the SOAP method. In addition, students in our program each have a list of technical skills they are expected to develop prior to program completion. These include such hands-on tasks as simple suturing, audiometry, electro- and chemical cautery, and splinting/casting. They also are expected to learn to do basic EKG and radiologic interpretations. Please encourage the student to perform these skills, whenever possible, in your clinical setting.

You will be asked to complete an evaluation form on the student at midterm and the end of the semester. In addition, you will receive a visit from an FSU faculty member during the semester. During the site visit, the instructor will observe the student performing patient care. Your input is highly valued and you are encouraged to contact the faculty for this course, if the need arises. Your student will give you their faculty member's name and contact information. You can also contact the Assistant Dean of Graduate Programs, Dr. Susan Porterfield, at sporterfield@fsu.edu, or office phone 850-644-5621 with any concerns or questions.

Specific expectations of the Preceptor:

- Work with the student for scheduling of required clinical hours
- Work with the student to facilitate learning
- Participate with the student and faculty in evaluating student performance
- Notify the appropriate supervising faculty and/or NP Program Director if problems arise during the clinical experience
- Support the student/preceptor relationship

Preceptor Guidelines for the Family Nurse Practitioner Student (NGR 6619L) (225 clinical hours)

NGR 6619L, FNP Practicum III is the fourth clinical course in a series of five. This course focuses on the care of patients with acute, chronic, and complex illnesses. The earlier clinical didactic courses have covered care of patients with acute and chronic illness as well as health assessment. The student is aware that it is a personal responsibility to prepare for anticipated clinical experiences that have not yet been covered in lecture. Each student should have an ample library of resources, but the preceptor should encourage outside literature review specific to cases seen in your setting. Additionally, it is hoped that you will call the student in on interesting cases that you are seeing in the clinic that would be unique learning experiences.

The student should strive to see **8-10 patients per 8-hour clinical day**, by the end of the semester. The student should be able to perform, with supervision, **both complete and problem specific histories and physicals, differential diagnosis, assessment, and plan. The findings should then be presented to you in an organized and concise manner. The case presentation should be completed with a diagnostic statement and proposed management plan.** The faculty expects each student to develop “decision readiness” and accountability for the diagnostic management steps. This can only be perfected through practice and repetition. Each treatment plan should include diagnostics and pharmacotherapeutics, as indicated, as these are areas expected competencies.

Each student is expected to develop documentation skills. Students submit SOAP notes to the faculty for grading. It will be very helpful if you also will critique the documentation, whether written, dictated, or electronic. If your setting does not facilitate student entries in the clinical record, please encourage the student to document their cases on sheets separate from the records, using the SOAP method. In addition, students in our program each have a list of technical skills they are expected to develop prior to program completion. These include such hands-on tasks as simple suturing, audiometry, electro- and chemical cautery, and splinting/casting. They also are expected to learn to do basic EKG and radiologic interpretations. Please encourage the student to perform these skills, whenever possible, in your clinical setting.

You will be asked to complete an evaluation form on the student at mid-term and at the end of the semester. In addition, you will receive a visit from an FSU faculty member during the semester. During the site visit, the instructor will observe the student performing patient care. Your input is highly valued and you are encouraged to contact the faculty for this course, if the need arises. Your student will give you their faculty member’s name and contact information. You can also contact the Assistant Dean of Graduate Programs, Dr. Susan Porterfield, at sporterfield@fsu.edu, or office phone 850-644-5621 with any concerns or questions

Specific expectations of the Preceptor:

- Work with the student for scheduling of required clinical hours
- Work with the student to facilitate learning
- Participate with the student and faculty in evaluating student performance
- Notify the appropriate supervising faculty and/or NP Program Director if problems arise during the clinical experience

Preceptor Guidelines for the Residency Nurse Practitioner Student (NGR 6942) (225 clinical hours)

NGR 6942 DNP Residency is the final clinical course for the DNP Family Nurse Practitioner Program. The student's clinical experience has been varied and includes all aspects of being a Family Nurse Practitioner

This course provides an intensive clinical residence experience that is intended to demonstrate the culmination of the students' advanced practice role. Each student will be required to submit individual objectives at the beginning of the semester. Clinical experiences will be individually designed within the context of the focus of the students program. Each student should have an ample library of resources, but the preceptor should encourage outside literature review specific to cases seen in your setting. Additionally, it is hoped that you will call the student in on interesting cases that you are seeing in the clinic that would be unique learning experiences.

The student should strive to see a full compliment of patients depending on the clinical site. The student should be able to perform, with supervision, both complete and problem specific histories and physicals. The findings should then be presented to you in an organized and concise manner. The case presentation should be completed with a diagnostic statement and proposed management plan. The faculty expects each student to develop "decision readiness" and accountability for the diagnostic management steps. This can only be perfected through practice and repetition. Each treatment plan should include diagnostics and pharmacotherapeutics, as indicated, as these are areas expected competencies.

Each student is expected to develop documentation skills whether it is electronic or written. It will be very helpful if you also will critique the documentation, whether written, dictated, or electronic. If your setting does not facilitate student entries in the clinical record, please encourage the student to document their cases on sheets separate from the records, using the SOAP method. In addition, students in our program each have a list of technical skills they are expected to develop prior to program completion. These include such hands-on tasks as simple suturing, audiometry, electro- and chemical cautery, and splinting/casting. They also are expected to learn to do basic EKG and radiologic interpretations. Please encourage the student to perform these skills, whenever possible, in your clinical setting.

You will be asked to complete an evaluation form on the student at mid-term and at the end of the semester. In addition, you will receive a visit from an FSU faculty member during the semester. During the site visit, the instructor will observe the student performing patient care. Your input is highly valued. Your student will give you their faculty members name and contact information. You can also contact the Assistant Dean of Graduate Programs, Dr. Susan Porterfield, at sporterfield@fsu.edu, or office phone 850-644-5621 with any concerns or questions.

Specific expectations of the Preceptor:

- Work with the student for scheduling of required clinical hours
- Work with the student to facilitate learning
- Participate with the student and faculty in evaluating student performance
- Notify the appropriate supervising faculty and/or NP Program Director if problems arise during the clinical experience
- Support the student/preceptor relationship

NURSE EDUCATOR PRECEPTOR INFORMATION

The faculty at the Florida State University College of Nursing believes that instruction by practicing nurse educators contributes a significant dimension to the learning experience of students. Preceptors have a depth and breadth of educational experience that supplements and complements the College of Nursing faculty. The preceptor stimulates the student to critically examine personal educational practice and to expand both personal and professional horizons, preparing for future employment in nursing education.

Educator Preceptor Qualifications and Roles

- Occupies a nurse faculty position as an instructor or director of a vocational, associate, or baccalaureate nursing education program.
- Has at least five years experience as a nurse educator in a vocational, associate, or baccalaureate nursing education program.
- Has at least a masters degree in nursing with a functional focus in nursing education or a post-masters certificate in nursing education .
- Is licensed as a RN.
- Is willing to instruct students and facilitate their learning.
- Is willing to participate with student and faculty in evaluating student performance and supports the student-mentor relationship.

Preceptor Role Descriptions:

- Coordinates orientation of student to theory and/or clinical course, including introduction to staff and students, making copies of course syllabus, and related course materials.
- Serves as a role model for students.
- Meets with the student to select appropriate teaching topics and/or clinical activities.
- Determines whether the clinical setting has time/resources to host a student at a given time.
- Assists students to match their learning needs to experiences/opportunities available in the setting.
- Understands the student's level/standing in the nursing program (courses completed, types of previous experiences, experiences needed to progress, etc).
- Discusses appropriate alternatives with the student in recognizing situations meriting change.
- Promotes the student's role in active listening.
- Guides the student in addressing issues and/or problems.
- Serves as a resource person to the student.
- Seeks excellence from the student.
- Is readily available on the clinical unit when the student is assigned to the unit.
- Meets with the student and faculty in brief conferences as needed to assess student performance, recognize achievement, and advise on areas needing improvement and develop goals for upcoming weeks.
- Participates in student evaluation by providing formative and summative feedback verbally and in writing to the student. The responsibility of the final course grade rests with the graduate faculty member.
- Notifies the graduate faculty of any problems.

- Requests meetings with graduate faculty as needed.
- Completes the Clinical Performance Evaluation forms and faxes to the graduate faculty at 850.644.7660.
- Completes the Preceptor Evaluation of the Preceptor Experience form and faxes to the graduate faculty at 850.644.7660.

Student Role Description:

- Identifies suitable preceptors/setting to meet program requirements and/or individual learning needs.
- Orients preceptors to the nursing program and their progress in completing it when negotiating for clinical placement.
- Provides the educator preceptor with forms to be completed in a timely manner.
- Reviews clinical evaluation tool with preceptor when beginning the preceptorship.
- Completes the Preceptor Approval Form and submits it to the supervising faculty and NE Coordinator within the designated time frame.
- Keeps the preceptor and other agency personnel informed of learning needs/goals/capabilities.
- Seeks preceptor/faculty feedback as needed regarding performance and document performance as required in course syllabi.
- Enhances rather than hinder the care delivery process in the host setting.
- Refers to the educator preceptor as the immediate authority in the chosen setting.
- Demonstrates understanding of professionalism in behavior and dress.
- Confers with graduate faculty as needed to assess progress in accomplishing course objectives.
- Obtains final preceptor evaluation, usually at the last clinical contact, and submits to graduate faculty in a timely manner.
- Evaluates the clinical learning experience on the form(s) provided.

NURSE LEADER PRECEPTOR INFORMATION

The faculty at the Florida State University College of Nursing believes that instruction by practicing nurse leaders contributes a significant dimension to the learning experience of students. Preceptors have a depth and breadth of leadership experience that supplements and complements the College of Nursing faculty. The preceptor stimulates the student to critically examine personal leadership practice and to expand both personal and professional horizons, preparing for future employment in nursing.

Location of practicum experiences – Students are encouraged to complete their practicum experiences in health care agencies that provide a rich learning experience above and beyond their places of employment. Students may accumulate practice hours within their employment agency for defined project work.

Preceptor Qualifications

Preceptors must have a minimum of a MSN and have minimum of a mid-level leadership role. Directors and service line administrators with responsibility for more than a single unit are preferred. Preceptors with other health-care related graduate degrees will be considered on a case-by-case basis. Direct supervisors may not serve as preceptors. Students should meet with their preceptor on a weekly basis to discuss learning activities and application to nursing leadership.

Students are also encouraged to work with multidisciplinary health care professionals during their practicum experiences.

Student Role Description:

- Identifies suitable preceptors/setting to meet program requirements and/or individual learning needs.
- Orients preceptors to the nursing program and their progress in completing it when negotiating for clinical placement.
- Provides the preceptor with forms to be completed in a timely manner.
- Reviews clinical evaluation tool with preceptor when beginning the preceptorship.
- Completes the Preceptor Approval Form and submits it to the Melissa Schaldenbrand and Assistant Dean of Graduate Program within the designated time frame.
- Keeps the preceptor and other agency personnel informed of learning needs/goals/capabilities.
- Seeks preceptor/faculty feedback as needed regarding performance and document performance as required in course syllabi.
- Enhances rather than hinder the care delivery process in the host setting.
- Demonstrates understanding of professionalism in behavior and dress.
- Confers with graduate faculty as needed to assess progress in accomplishing course objectives.
- Obtains final preceptor evaluation, usually at the last clinical contact, and submits to graduate faculty in a timely manner.
- Evaluates the clinical learning experience on the form(s) provided.

Contact Numbers

COLLEGE OF NURSING

Dean's Office	644-6841
Dean's Secretary	644-3299 or 644-5100
Associate Dean	645-2622
Associate Dean of Research	644-5360
Assistant Dean of Graduate Program (Nurse Educator, Nurse Practitioner, Nurse Leader)	644-5621
Assistant Dean of Undergraduate Program	645-4905
CON Graduate Student Advisor	644-3296 or 644-5107

* all numbers have a (850) area code



Preceptor Approval Form - Graduate Program/FNP Track

This form must be completed and signed by the student and the preceptor and returned to the Graduate Program Advisor at the FSU College of Nursing to obtain clearance to begin the clinical experience.

Deadline for Submission: End of the 2nd week of the semester

All information requested on this form must be provided and complete before submission.
 Fax your completed forms to **Fax # 850-645-7249, or email it to mschaldenbrand@fsu.edu**

I. Student Information *(Please print or type the following):*

Student Name: _____ Course: NGR 5003C
 NGR 5064C NGR 6602L
 Instructor Name: _____ NGR 6601L NGR 6619L
 Semester/Year: _____ NGR 6942L NGR 6943L

I understand I **may not begin** clinical hours until I receive a signed preceptor approval letter from the College of Nursing. I understand that it is my responsibility to make sure that all required clinical documents are on file and that I am cleared to begin my clinical experience. I also understand that if the facility where I intend to complete my clinical experience does not have an approved contract or affiliation agreement with the College of Nursing and requires one, then a Facility Contract Request Form must be submitted.

Student Signature *Date*

II. Preceptor Information *(Please print or type the following):*

Preceptor Full Name: _____
Include all credentials that apply (ARNP, BSN, DN, MD, MSN, RN, etc.)

Present Job/Title: _____ Length of Time in Current Role: _____

Health Care Provider License # & State of Issue: _____ Specialty: _____

Preceptor Phone number: _____ Email Address: _____

Facility Name: _____
(Include complete business/clinic name or indicate that it is a private practice)

Facility Mailing Address: _____
Full Street Address, including Suite/Room Numbers

City *State* *Zip Code*

Preceptor Educational Background *(please list all degrees conferred – add additional sheets, if necessary)*

<i>College or University Attended</i>	<i>Degree Eamed (Bach, Master's, PhD)</i>	<i>Major Area of Study</i>	<i>Month/Year Degree Conferred</i>

I certify that the information provided above is accurate and truthful to the best of my knowledge. I agree to precept the student identified above according to the guidelines provided to me in the course syllabus and confirmed by the course instructor.

Preceptor Signature *Date*

Attach a list of all the preceptors you will be working with in the practice group.

FNP Coordinator Approval

Preceptor Criteria Verified: Criteria Met Criteria Not Met Clinical Clearance Docs Status: Cleared Not Cleared
 Current Contract on File: Yes No Pending

Approved by: _____ Date Approved: _____



Preceptor Approval Form - Graduate Program/Nurse Educator and Nurse Leader Track

This form must be completed and signed by the student and the preceptor and returned to the Graduate Program Advisor at the FSU College of Nursing to obtain clearance to begin the clinical experience.

Deadline for Submission: End of the 2nd week of the semester

All information requested on this form must be provided and complete before submission.
 Fax your completed forms to **Fax # 850-645-7249, or email it to mschaldenbrand@fsu.edu**

I. Student Information *(Please print or type the following):* Course:

Student Name: _____ NGR 5714C NGR 5718C

Instructor Name: _____ NGR 5003C NGR 5112C

Semester/Year: _____ NGR 5772L NGR 5773L

NGR 5775L

I understand I **may not begin** clinical hours until I receive a signed preceptor approval letter from the College of Nursing. I understand that it is my responsibility to make sure that all required clinical documents are on file and that I am cleared to begin my clinical experience. I also understand that if the facility where I intend to complete my clinical experience does not have an approved contract or affiliation agreement with the College of Nursing and requires one, then a Facility Contract Request Form must be submitted.

_____ _____
Student Signature *Date*

II. Preceptor Information *(Please print or type the following):*

Preceptor Full Name: _____
Include all credentials that apply (ARNP, BSN, DN, MD, MSN, RN, etc.)

Present Job/Title: _____ Length of Time in Current Role: _____

Health Care Provider License # & State of Issue: _____ Specialty: _____

Preceptor Phone number: _____ Email Address: _____

Facility Name: _____
(Include complete business/clinic name or indicate that it is a private practice)

Facility Mailing Address: _____
Full Street Address, including Suite/Room Numbers

_____ _____
City *State* *Zip Code*

Preceptor Educational Background *(please list all degrees conferred – add additional sheets, if necessary)*

<i>College or University Attended</i>	<i>Degree Earned (Bach, Master's, PhD)</i>	<i>Major Area of Study</i>	<i>Month/Year Degree Conferred</i>

I certify that the information provided above is accurate and truthful to the best of my knowledge. I agree to precept the student identified above according to the guidelines provided to me in the course syllabus and confirmed by the course instructor.

_____ _____
Preceptor Signature *Date*

Attach a list of all the preceptors you will be working with in the practice group.

Nurse Educator Coordinator Approval

Preceptor Criteria Verified: Criteria Met Criteria Not Met Clinical Clearance Docs Status: Cleared Not Cleared

Current Contract on File: Yes No Pending

Approved by: _____ Date Approved: _____