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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, 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 with 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).
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 with accompanying Pod Cast. 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.
Clinical Guideline for the Specific Course

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 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 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 porterfield@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 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
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 644-5621
   (Nurse Educator, Nurse Practitioner, Nurse Leader)
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: _____________________________]
[Instructor Name: ___________________________]
[Semester/Year: _____________________________]

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)

<table>
<thead>
<tr>
<th>College or University Attended</th>
<th>Degree Earned (Bach, Master’s, PhD)</th>
<th>Major Area of Study</th>
<th>Month/Year Degree Conferred</th>
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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.

<table>
<thead>
<tr>
<th>FNP Coordinator Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceptor Criteria Verified: □ Criteria Met □ Criteria Not Met</td>
</tr>
<tr>
<td>Current Contract on File: □ Yes □ No □ Pending</td>
</tr>
<tr>
<td>Clinical Clearance Docs Status: □ Cleared □ Not Cleared</td>
</tr>
</tbody>
</table>

Approved by: ____________________________ Date Approved: ____________________________

5/2015
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):

Student Name: _____________________________  □ NGR 5714C  □ NGR 5718C
Instructor Name: ___________________________  □ NGR 5007L  □ NGR 5112C
Semester/Year: _____________________________  □ NGR 5772L  □ NGR 5773L

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)

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

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.

Preceptor Coordinator Approval

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

Approved by: __________________________ Date Approved: __________________________

EVALUATION OF PRECEPTOR BY STUDENT
Indicate the extent to which the preceptor met the stated objectives by using the following Scale:

1 2 3 4 5
Not very effective very effective

___ 1. Facilitated the student in meeting clinical objectives.
___ 2. Acted as a role model as a health care provider.
___ 3. Promoted optimal understanding of health problems and their management.
___ 4. Acted as a resource for clinical decision-making.
___ 5. Promoted independent clinical decision-making.
___ 6. Provided feedback to the student.

Comments:

Would you recommend this preceptor to other students? ___ yes ___ no