

SAMPLE NURSING SCHOOL POLICY FOR USE OF PRECEPTORS

Role of Preceptors

1. Preceptors will be used in the following courses: _____ (Preceptors not to be used in Fundamentals courses)
2. Preceptors serve as role models, mentors, and supervisors of undergraduate students.
3. Preceptors are not considered when determining faculty/student ratios.
4. Preceptors may supervise no more than 2 nursing students during any shift. Supervision by preceptor means that the preceptor is present and available to the student(s) during the entire pre-arranged shift.

Selection and Training of Preceptors

1. Preceptors must be licensed registered nurses in Missouri.
2. Preceptors must have at least one year of clinical experience in the setting in which supervision is occurring (ie. if student is enrolled in critical care preceptorship, preceptor must have minimum of one year experience as critical care RN)
3. Approval by the preceptor's department head is required.
4. Formal preceptor training must be provided by the school of nursing prior to supervision of student(s). Training may be in written, verbal, or web-based form, and should include the following:
 - a. Student objectives for the course
 - b. Clock-hours required by preceptor
 - c. Guidelines for handling potential situations (illness of preceptor or student, preceptor floating to another area, preceptor being called off shift, etc.)
 - d. Evaluation of student by preceptor
 - e. Planned interaction with instructor – frequency and route (phone call, email, in person, etc.)

Evaluation of Preceptors

1. Students will complete a written evaluation of their preceptor at end of rotation

2. Instructor will complete written evaluation of preceptor, and share outcomes of both evaluations with preceptor

3. Preceptor will complete written feedback of student performance and evaluation of preceptor program

SAMPLE