

SAMPLE PRECEPTOR AGREEMENT

Preceptor Responsibilities

- Orient the student to the physical facilities and review unit-specific processes and policies.
- Review learning objectives and make suggestions for modification, if necessary.
- Serve as a resource to the student, sharing expertise and knowledge during the rotation.
- Mentor the student as he/she assumes increasing client care responsibilities on a mutually agreed upon time frame.
- Serve as a role model for the student who is developing an awareness of the many responsibilities the nurse assumes as coordinator and manager of client care.
- Maintain verbal or written communication with the nursing faculty, keeping them informed of progress.
- Provide verbal feedback on a continuous basis to the student to guide them in achieving learning objectives, and promote problem-solving skills.
- Collaborate with nursing faculty in student evaluation by completing a written weekly student evaluation.
- Oversee medication administration and/or invasive procedures and client care.
- Demonstrate confidence and competence in the clinical area.
- Preceptors may have no more than 2 assigned students during any shift.

Nursing Faculty Responsibilities

- Collaborate with hospital nursing administrators and nursing staff in preceptor selection.
- Provide preceptor training (written, verbal, or web-based) prior to first precepting assignment and review as needed.
- Coordinate preceptor and student schedules.
- Inform students of the procedure to follow in case of illness or absence, ie. who to notify and how time will be made up.

- Serve as a mediator for conflict resolution with student and preceptor.
- Review and approve student's learning objectives and experiences to provide direction and support in order to enhance attainment of objectives.
- Establish and maintain communication with assigned students and their preceptors.
- Serve as a resource for preceptors and students.
- Interact with students and preceptors in the clinical setting at least every clinical day.
- Be readily available to assist students, preceptors, and managers with program issues, either on-site or by telephone when students are in the clinical setting.
- Read and evaluate student self-evaluations.
- Read and evaluate preceptor evaluations of students.
- Evaluate the completion of the course objectives and assign the course grade.

Student Responsibilities

- Construct broad objectives and learning experiences for clinical experiences each week.
- Discuss objectives with preceptor and secure faculty approval of any modifications during the first week of the course.
- Maintain standards of professional practice: accountability, dependability confidentiality and initiative.
- Adhere to requirements/standards of the hospital and of the _____ Nursing Science Department.
- Notify preceptor and nursing faculty prior to any absence for the clinical week.
- Take client assignments in conjunction with nurse preceptor. Students will gradually assume more responsibility for client care and clinical management. The preceptor will continue to be involved in direct client care and serve as a resource throughout the rotation.
- Follow the specific clinical requirements for this course:
 - ❖ Work a minimum of 72 contact hours with preceptor
 - ❖ Arrive on the clinical unit 15 minutes prior to the beginning of the shift.

- ❖ Follow school dress code
 - ❖ May work a minimum of 6 and a maximum of 12 hour shifts per day with preceptor
 - ❖ May not work for pay the shift preceding the shift scheduled with preceptor
 - ❖ Present one in-service presentation to staff
 - ❖ Turn in weekly article review.
- Adhere to the ANA Standards of Practice and Missouri Nurse Practice Act.
 - Complete a midterm and final self evaluation
 - Complete a preceptor and facility evaluation.

I agree to the above requirements:

STUDENT SIGNATURE

DATE

PHONE NUMBER

PRECEPTOR SIGNATURE

DATE

PHONE NUMBER

FACULTY SIGNATURE

DATE

PHONE NUMBER