

CLINICAL PRECEPTOR ROLE AND RESPONSIBILITIES

Instructions: Please download this form prior to completing, and submit to the SHSU School of Nursing.

The preceptor responsibilities will include student orientation, liaison with SHSU, student supervision, and clinical teaching within the clinical agency. This document follows rule 215.10 of the Texas Board of Nursing, rules and regulation.

Preceptor Requirements:

- (A) Competence in designated areas of practice;
- (B) Philosophy of health care congruent with that of the nursing program; and
- (C) Current licensure or privilege to practice as a registered nurse in the State of Texas. BSN preferred.

Faculty Responsibilities:

- Shall provide written clinical objectives to the clinical preceptors or clinical teaching assistants prior to or concurrent with the experience.
- Shall be responsible and accountable for managing clinical learning experiences and observation experiences of students including supervision and scheduling of students.
- Collaborates with the preceptor in the supervision and evaluation of the student's clinical performance.
- Educates the preceptor on the student's skill level and collaborates with the preceptor to ensure appropriate student assignments and clinical experiences.
- Communicate assignments and other essential information to the agencies.
- Meet regularly with the clinical preceptor and the student in order to monitor and evaluate the learning experience.
- Monitor student progress through rounds, student clinical seminars, student-faculty-preceptor conferences and review of student clinical assignments.
- Be readily available, e.g., telephone, pager or email for consultation when students are in the clinical area.
- Receive feedback from the preceptor regarding student performance.
- Provide feedback to preceptor regarding performance as preceptor and the clinical learning experience.
- Provide recognition to the preceptor for participation as a preceptor.

Agency Responsibilities:

- Retain ultimate responsibility for the care of clients.
- Retain responsibility for preceptor's salary, benefits, and liability.
- Provide basic information about the agency's expectation of the preceptor experience to the program and nurses.
- Interpret the preceptor program and expectations of students to other agency personnel who are not directly involved with preceptorship.

**During clinical learning experiences, students may not be utilized for health care facility staffing.

The preceptor shall:

- Participate in a preceptor orientation.
- Function as a role model in the clinical setting.
- Facilitate learning activities for no more than two (2) students during one (1) clinical rotation.
- Orient the student(s) to the clinical agency.
- Guide, facilitate, supervise, and monitor the student in achieving the clinical objectives. Supervise the student's performance of skills and other nursing activities to assure safe practice.
- Collaborate with faculty to review the progress of the student toward meeting clinical learning objectives.
- Provide direct feedback to the student regarding clinical performance.
- Contact the faculty if assistance is needed or if any problem with student performance occurs.

- Collaborate with the student and faculty to formulate a clinical schedule.
- Discuss with faculty/student arrangements for appropriate coverage for supervision of the student should the preceptor be absent.
- Give feedback to the nursing program regarding clinical experience for student and suggestions for program development.
- Supervise all patient teaching

Student Responsibilities:

- Coordinate personal schedule with the preceptor’s work schedule to avoid any conflicts.
- Maintain open communications with the preceptor and faculty.
- Maintain accountability for own learning activities.
- Prepare for each clinical experience as needed.
- Be accountable for own nursing actions while in the clinical setting.
- Arrange for preceptor's supervision when performing procedures, as appropriate.
- Contact faculty by telephone, text or email if faculty assistance is necessary.
- Respect the confidential nature of all information obtained during clinical experience.
- Adhere to safety principles and legal standards in the performance of nursing care.

Academic Year: _____ Clinical Agency: _____

Course(s) _____

I understand that the preceptor experience is governed by the preceptor agreement. I also understand that I am to assist with and supervise patient care activities/skills performed by the student; to serve as a role model, teacher and resource person; to provide guidance and feedback to the student; and to act as a liaison for the student within the agency. I understand that I may contact the clinical instructor or preceptor liaison when necessary.

Preceptor Name (printed) _____

Preceptor Signature: _____

Date Completed: _____

Signature: _____

Director of Nursing
 Sam Houston State University
 Director, School of Nursing

For Administration Only

TBON verification date: _____ License number and expiration date: _____

Verified by: _____

*Attach TBON verification of licensure to this form

*To be completed once per academic year

PRECEPTOR INFORMATION

Preceptors for the Nursing Program should complete the following information one time only

1. GENERAL INFORMATION:

Name: First	Middle	Last	Address (Mailing, City, Street, ZIP):
Home Phone:	Work Phone:	Email:	

2. LICENSE AND/OR CERTIFICATIONS (include expiration dates):

State of licensure:

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License Number: _____

3. EDUCATION AND TRAINING:

School:			Address:	
Dates Attended	FROM:	TO:	Graduation Date	Month/Year:
Degree Obtained:				
School:			Address:	
Dates Attended	FROM:	TO:	Graduation Date	Month/Year:
Degree Obtained:				
School:			Address:	
Dates Attended	FROM:	TO:	Graduation Date	Month/Year:
Degree Obtained:				

4. PROFESSIONAL MEMBERSHIPS, HONORS, AWARDS, ETC.:

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Please use backside if more if more space is required.