

Policy Title	Preceptor Guidelines
Policy Number:	ACA 3.07
Department:	BSMCON
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
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Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	To be entered by Compliance360 System administrators or N/A if not in C360

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Preceptor Guidelines

III. Purpose

To provide guidelines for preceptorships affording students with opportunities to enhance practicum learning experiences while practicing under the guidance of practicing professional nurses.

IV. Scope

This policy applies to all preceptors, practicum students, and faculty.

V. Policy Details

- Prior to beginning any preceptorship, the following shall be required:

Qualifications of Preceptor:

- A registered nurse, with a Bachelor of Science in Nursing preferred.

- Preceptors shall provide to the nursing education program evidence of competence to supervise students' clinical learning experience for quality and safety in each specialty area where they supervise students.

Role and Responsibilities of the Preceptor:

- Participate in a preceptor orientation facilitated by the nursing education program.
- Agree to function as a designated student clinical preceptor by completing the preceptor agreement at the beginning of each semester.
- Facilitate clinical learning experiences for no more than two nursing students at a time.
- Orient nursing student(s) to the clinical agency and its policies and procedures.
- Serve as a role model, resource person, and be present with the nursing student in that setting providing clinical supervision.
- Guide and supervise the student's performance of skills and other nursing activities to ensure patient safety.
- Provide on-site supervision in the clinical care of clients and be responsible and accountable for the assignment of clients and tasks based on their assessment and evaluation of the student's clinical knowledge and skills. Preceptors shall also monitor clinical performance and intervene if necessary for the safety and protection of the clients.
- Provide feedback to the nursing faculty member, assigned to the student, regarding clinical experience for student and suggestions for program development.
- Provide the nursing student with feedback on their progress, based on the clinical preceptor's observation of clinical performance, assessment of achievement of clinical competencies, and patient care documentation.
- Retain ultimate responsibility for the care of the patients/clients. Fulfill nursing duties as determined by the clinical agency's policies and procedures.
- A preceptor may not further delegate the duties of the preceptorship.
- Contact nursing faculty members by telephone if faculty assistance is necessary.
- Participates in an annual evaluation of the preceptor program.
- Responsible for co-signing the nursing students' documentation (pre-licensure only).

Role and Responsibilities of the Nursing Program:

- Prior to placement of the student in a specific clinical environment, the course lead faculty ensures that the clinical site is an effective learning environment that will allow students to demonstrate the required competencies of the nursing program.
- Faculty shall be responsible for designating a preceptor for each student and shall communicate such assignment with the preceptor.
- Faculty will ensure that clinical experiences using clinical preceptors occur only after the student has received applicable theory and clinical skills lab experiences necessary to safely provide care to clients, as appropriate
- Faculty will provide the preceptor with:
 - Written objectives, methodology, and evaluation procedures for a specified period to include the dates of each experience;
 - An orientation program;
 - A skills checklist detailing the performance of skills for which the student has had faculty-supervised clinical and didactic preparation.
- Faculty will provide the student with:
 - Written objectives and evaluation procedure as defined in the syllabus.
 - An orientation program to precepting and the role of the student nurse.
- Faculty will ensure the ratio of student to preceptor shall not exceed two students to one preceptor at any given time.
- Faculty will meet periodically with clinical preceptors and student nurses to determine student progress.
- While students are in the clinical setting with a preceptor, the faculty member shall be available for communication and consultation with the preceptor. The designated nursing faculty member shall be available to provide assistance or supervision of the student at the clinical site, should a problem arise, that cannot be resolved by telephone.
- Faculty are responsible for the overall coordination of the preceptorship and assume ultimate responsibility for implementation, periodic monitoring, and evaluation.

The preceptor experience for BSN and DE-MSN students at BSMCON, a department operated and controlled by the Bon Secours Memorial Regional Medical Center, will fully adhere to all laws and regulations governing the practice of nursing as communicated by the Virginia Board of Nursing and any other pertinent boards of nursing.

References:

Virginia Board of Nursing. Regulations for Nursing Education Programs. Regulation: 18 VAC 90-27-10 et seq.
Revised: July 16, 2025

VI. Definitions

Preceptorship- A clinical experience in which a nursing student is participating in the provision of care for one or more clients and a nursing faculty member is **not** providing direct supervision on site.

Clinical Preceptor- A licensed nurse, licensed at or above the level for which the student is preparing. The clinical preceptor is a qualified licensed healthcare professional employed by the facility in which the clinical experience occurs and is **present** with the student during the student's clinical experience.

VII. Attachments

N/A

VIII. Related Policies

None

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/2/2008	N/A	Original Policy	N/A	Dean of Academic Affairs
1.1	10/26/2020	N/A	Revisions & New Template	1.0	Dean of Academic Affairs
1.1	12/14/2020	N/A	Reviewed – No Changes	1.1	Curriculum Committee

1.2	5/24/2021	N/A	Minor Revisions	1.1	Dean of Academic Affairs
1.3	4/17/2024	4/17/2027	Minor Revisions	1.2	CDDAA
1.0	8/1/2026	8/1/2029	Minor Revision	1.0	CDDAA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.