
Policy Name:	Preceptor Guidelines
Policy Number:	ACA 3.07
Title of Policy Owner:	Dean of Academic Affairs
Approved by:	Policy Committee/Administrative Cabinet
Effective Date:	08/02/2021
Version:	1.0
Policy Status:	Approved

I. Policy

Preceptor Guidelines

II. Purpose

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

III. Scope

This policy applies to all preceptors as well as all practicum students and faculty.

IV. 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.

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 his/her 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 member 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 the designation of 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 of time 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 preceptor and nursing student to determine student progress.
- During the period in which 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 students at BSMCON 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. Guidance on Clinical Learning Experiences. Guidance Document # 90-21, Revised: February 24, 2017.

VI. Attachments

VII. Related Policies

VIII. Disclaimers

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

IX. Version Control

Version	Date	Description	Prepared by
1.0	10/26/2020	Revisions and new template	Dean of Academic Affairs
1.0	12/14/2020	Reviewed without needed modifications	Curriculum Committee
1.0	05/24/2021	Minor revisions	Dean of Academic Affairs