

# Preceptor Roles & Responsibilities



The preceptor works directly with graduate nursing students and closely with Faculty to facilitate the student's clinical experience and achievement of clinical objectives.

Students are to be supervised by the preceptor during direct patient care activities and are encouraged to continue building upon their skills in the areas of assessment, history taking, diagnosis, and treatment.

## Preceptor Checklist Designed to Enhance the Nurse Practitioner Student's Clinical Experience

<b>Setting up Clinical Rotation</b>	<b>Completed</b>
Review documents related to the clinical course (welcome letter, clinical hours requirement, syllabus, course objectives, etc.) and clarify, if needed.	
Communicate start date and time with student.	
<b>Orientation</b>	<b>Completed</b>
Orient student to clinical site, dress code, clinical site policies, EHR, and clinical team prior to student's patient experiences.	
Discuss course objectives, course requirements, student learning goals, and clinical experience expectations with the student.	
Discuss with student his/her experience/background.	
Outline appropriate tasks, patient cases, and caseload for each clinical day.	
Establish plan for student progression from observing to conducting visits with minimal intervention.	
Discuss with student availability and scheduling of clinical days as early on as possible.	
<b>Clinical Experience</b>	<b>Completed</b>
Model clinical skills and professional/ethical behaviors for student learning.	
Be present to observe all student clinical activities.	

Include student as a pertinent part of the healthcare team and encourage interprofessional collaboration between student and other team members.	
Encourage learning using direct questioning methods and allowing reflection on feedback.	
Verify student clinical hours by approving time logs electronically in EXXAT (more information available below).	
Ensures the student adheres and complies with HIPAA training and regulations.	
<b>Communication</b>	<b>Completed</b>
Guide, counsel, and encourage active student learning through clinical experiences.	
Communicate to faculty pertinent feedback regarding student performance and learning progression related to course expectations and requirements.	
Be available for virtual or face-to-face site visits.	
<b>Evaluation</b>	<b>Completed</b>
Complete appropriate evaluation forms at midterm and final via a link sent in an Email initiated by the student.	
Discuss evaluation(s) with student providing constructive feedback on strengths, weaknesses, and plans for improvement.	
Participate in faculty-initiated plans of remediation, if necessary.	