

The University of Tennessee, Knoxville, College of Nursing Graduate Clinical Preceptor Policy

GENERAL INFORMATION:

Definition of a preceptor: a specialist in a profession who provides direct patient care clinical experiences for students in the College of Nursing Graduate Programs. The primary role of the preceptor is to provide the student with a clinical experience:

- a. Meet the applicable course student learning outcomes and program student learning outcomes.
- b. Meet the measurable clinical objectives developed by the student in collaboration with clinical faculty.

Preceptor Responsibilities to the College of Nursing

1. Submit the following documents to the Graduate Clinical Coordinator:
 - Completed Preceptor Data Form
 - Current CV/Resume
 - Current copy of state license
 - Current copy of board/specialty certification (if applicable)
2. Complete the preceptor training module online by clicking this link: [Online Preceptor Training Module](#). The module defines the roles and responsibilities of the preceptor/clinical site, what the preceptor should expect from the student, the student evaluation process, and the role of faculty, including the best methods of communication between the preceptor and the College of Nursing.
3. Notify the Clinical Faculty of any student concerns, difficulties, or inappropriate conduct.

Preceptor Responsibilities to the Student

For each student, each semester, the preceptor will:

1. Review the syllabus and course student learning outcomes and discuss them with the student.
2. Orient the student to the clinical site by providing pertinent information about the agency, including any special requirements, clinical policies, resources, and personnel.
3. Mutually agree upon the student's clinical schedule (clinical days/times).
4. Review and approve the student's documented clinical time logs in the clinical tracking system by the end of the clinical rotation. Preceptors do not need to approve individual case logs.

5. Suggest and/or assign learning experiences (including homework/extra readings to enhance the experience if needed) to augment the student's learning experience.
6. Share and guide the student in interprofessional collaboration.
7. Provide ongoing clinical guidance and feedback to the student throughout their assigned clinical rotation.
8. Participate in periodic Zoom clinical site visits with the student and faculty. Additional site visits (online, in-person, or via phone) may be scheduled if needed.
9. Complete an end of clinical rotation student progress evaluation via the clinical tracking system by the end of the clinical rotation.

Student Responsibilities to the Preceptor

1. Responsibilities for individual courses may be found in specific course syllabi.
2. Provide preceptor with course syllabi, which contain program learning outcomes and course SLOs
3. Collaborate with faculty to identify preceptors/clinical sites to meet program requirements and individual learning needs. Students cannot begin a clinical rotation until approval from the clinical faculty.
4. Provide the preceptor with individual student objectives for clinical each semester.
5. Keep preceptor and faculty informed of learning needs, goals, and barriers.
6. Seek preceptor/faculty feedback as needed regarding performance and document performance as required in course syllabi.
7. Inform the preceptor as soon as possible if the student must be absent
8. Maintain confidentiality related to the agency, patients, and College of Nursing
9. Complete the preceptor and clinical site evaluation form within the Clinical Tracking system for each preceptor each semester.

Graduate Clinical Coordinator Responsibilities to the Preceptor and Student

1. Ascertain that all preceptors have a signed agreement/contract, have completed the required paperwork, and have current licenses/certifications on file.
2. Ensure that students meet clinical requirements, including insurance provided through student policy at UTK.
3. Respond to preceptor/student questions, concerns, or needs by phone/online meeting consultation or clinical intensives.
4. Provide support to the preceptor, as needed, throughout the clinical rotation.
5. Provide preceptor with student evaluation materials.
6. Ensures preceptors have completed online preceptor orientation.

Faculty Responsibilities to Preceptor and Students

1. Collaborate with students to identify preceptors/settings that meet the program requirements and/or individual learning needs.
2. Respond to preceptor/student questions, concerns, or needs by phone/online meeting consultation or clinical intensives.
3. Maintains communication with the preceptor regarding the student's performance and progress
4. Provide support to the preceptor, as needed, throughout the clinical rotation.
5. Assure evaluations of preceptor and clinical site as well as preceptor's evaluation of student are completed.
6. Conduct periodic Zoom clinical site visits with the student and preceptor to assess the student's progress toward meeting individual, course, and program learning outcomes. Additional site visits (online, in-person, or via phone) may be scheduled if needed.

University of Tennessee, College of Nursing Clinical Preceptor Agreement

Definition of a clinical preceptor: a clinician in a healthcare specialty who provides direct patient care clinical experiences for students in the College of Nursing Graduate Programs. The primary role of the preceptor is to guide the student through practical experiences in a clinical or organizational setting, helping them meet the course and program learning outcomes established by the student and faculty. The College of Nursing values our collaborative relationship with our clinical preceptors and firmly believes it takes a cohesive team of educators and clinical preceptors to prepare the next generation of advanced practice registered nurses.

Clinical Preceptor Responsibilities to the College of Nursing

1. Submit and maintain the below documents to the Graduate Programs staff.
 - Completed Preceptor Data Form
 - CV/Resume
 - Copy of state license
 - Copy of board/specialty certification (if applicable)
2. Complete the preceptor training module online. The link is in the email sent to you. [Online Preceptor Training Module](#): If your browser has difficulty with submission, please submit a screenshot of your completed training to the Graduate Programs Staff.
3. Sign and return this *Clinical Preceptor Agreement*.
4. Orient the student by providing pertinent information about the clinical site, including special requirements, policies, resources, and personnel.
5. Provide ongoing clinical guidance and feedback to the student throughout their assigned clinical rotation.
6. Work with the clinical faculty to resolve any student concerns, difficulties, or unprofessional behaviors.
7. Participate in periodic Zoom clinical site visits with students and faculty. Additional site visits (online, in-person, or via phone) may be scheduled if needed.
8. Review and approve the student's documented clinical time logs in the clinical tracking system by the end of the clinical rotation. Preceptors do not need to approve individual case logs.
9. Complete an end-of-clinical rotation student evaluation via the clinical tracking system.

I have read the Clinical Preceptor orientation packet. I agree to serve as the Clinical Preceptor for the University of Tennessee College of Nursing.

Printed Name

Signature and Date

Email

Phone number

Credentials (APRN, MD, etc.)

Clinical Site Name and Location