

College of Nursing Preceptor Training Module



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE



Objectives

Upon completion of the training module, the preceptor will be able to:

- Describe strategies to establish a beneficial preceptor-student-faculty relationship.
- List the primary responsibilities of the clinical preceptor, student, and faculty during the clinical rotation.
- Apply effective strategies in the clinical setting to facilitate the student's proficiency in meeting the course learning outcomes.
- Provide effective feedback and evaluation of student performance and approval of clinical hours in the Typhon tracking platform.

Preceptorship and it's Benefits



What is a preceptor?

- A preceptor is an appropriately credentialed healthcare provider who will oversee the student's clinical experience.
- Preceptors must be a licensed provider with at least one year's experience.

Advantages for Preceptors

- Expands preceptor role
- Enhances communication skills
- Offers collaboration between academia and practice
- Broadens teaching skills
- Creates opportunities to “give back”

Advantages for Students

- Allows students to enter practice with more clinical experience and knowledge
- Enhances student communication and collaboration skills
- Highlights the critical nature of interpersonal relationships
- Helps students link theory and practice

Preceptor Hour Verifications

Providers can receive credit towards re-certification by serving as a preceptor.

Verification of the hours completed are sent to preceptors after the end of each semester. Please reach out to CONgradpreceptors@utk.edu if you need a copy of recorded hours outside of that time.

Requirements & Expectations



Clinical Site Requirements

Clinical sites need to have a large enough patient volume to assure a broad-base for learning.

Students need to be in clinical areas that reflect the types of patients that coincide with their course work.

Students are **not** permitted to have a clinical placement in the department where they are employed.

Expectations for Clinical Rotations

Clinical course hours vary for each course, and specific information is included within the welcome letter you've received. Each student must meet established clinical requirements and competencies through a formal clinical experience in primary or specialty care, as designated in each course.

Always keep in mind the student's level in the program. Is this a beginning student or are they ready to graduate?

Expectations for Preceptors - Typhon

A daily log of clinical hours will be kept by the student and retained by the course faculty.

- Preceptors will verify clinical Time Logs via Typhon, an online tracking platform.
- Preceptors will also complete an evaluation of the student at the end of the semester via Typhon.

Instructions for accessing Typhon and approving hours are provided at the start of the clinical rotation.

Expectations of Students

The student should arrive on time and when scheduled. If a student will be late or absent, their preceptor and clinical faculty must be notified prior to the clinical experience start time.

Students should be dressed professionally and have their own equipment as appropriate (i.e. stethoscope, name badge, lab coat, and reference guides).

Code of Ethics for Nurses

(American Nurses Association, 2025)

The *Code of Ethics for Nurses* outlines professional relationships, nursing practice, and expectations, duties, and role of the professional nurse.

Both preceptor and student must understand and apply the *Code of Ethics for Nurses*.

Patient Experiences

Early in the clinical rotation, students should be interviewing and examining patients independently, *if site policies permit*. To facilitate learning, we ask you allow the student to:

- Gather patient information
- Assess the patient
- Determine diagnosis(es)
- Formulate a treatment plan
- Present to you for discussion

The preceptor is asked to provide and expect increasing levels of independence as the student becomes more experienced in the setting. We expect that you will see notable progression, growth, and skill development over the semester.

Medical Records

We expect our students to manage the health care of patients within current legal, ethical, and professional standards that meet accepted standards of care.

Advanced practice nursing students are expected to formulate a working diagnosis and treatment plan, then report their findings to the preceptor. This helps the student develop critical thinking and decision-making skills.

Feedback & Evaluations



Expectations for Feedback

- Give precise, specific, and timely feedback
- Use verbal and visual cues for procedures and skills
- Provide feedback in private
- Adapt feedback to student's needs

Student Evaluations & Grading

- Preceptors are expected to complete evaluations as the student progresses through the clinical program.
- Evaluations are completed through Typhon. The link to complete evaluations is sent to preceptors via email.

Preceptors do not grade student work. Faculty strongly consider the preceptor's feedback in determining the student's grade. Clinical faculty will complete the final evaluation and determine final grade, utilizing feedback from preceptors.

Problem Resolution

- Patient safety is the **priority**
- Communicate concerns, problems, or unsatisfactory performance first with the student, then with the faculty
- Provide suggestions for improvement

Faculty Communication & Concerns



Faculty Visits

A faculty member will conduct at least one site visit via Zoom during the student's clinical rotation. The faculty member will discuss the student's progress with the preceptor.

Additional site visits will be made for students who need additional support, who are not performing to the expected level of competency, or for whom the preceptor has concerns.

Faculty Evaluations

Key elements of the faculty member's evaluation of student performance include:

- Professional demeanor and behavior
- Thorough, accurate, and relevant H&P
- Critical assessment with appropriate diagnosis and treatment plan
- Appropriate and safe pharmacological management
- Evidence-based practice
- Preceptor and patient communication
- Use of professional resources

Contacting Clinical Faculty

Each student has a designated clinical faculty member, included in the preceptor welcome letter. Faculty are responsible for overall student supervision, clinical coordination, and evaluation.

We encourage you to contact us if you have any questions or concerns about student performance, skills and competencies, or your role as a preceptor. If you cannot reach a clinical faculty member and need immediate assistance, please call Hailey Hernandez, Graduate Clinical Coordinator (865-974-9181).

Legal Concerns

The preceptor is accountable for their own actions and supervision of the student.

The student is responsible for their actions within the scope of a student – they do not work “under the license” of a preceptor. The student must be under the direct supervision of the preceptor.

The preceptor may assign learning experiences to a qualified person; however, student supervision is the preceptor’s responsibility.

Final Notes & Completion of Training



Final Notes

We appreciate you precepting our nurse practitioner students. Collaboration and leadership are important parts of the student learning experience. Thank you for all you do to facilitate our NP students' growth and expertise!

If you have any questions or concerns, faculty email addresses and phone numbers are included in the Welcome Letter provided to you. We value your communication. Please feel free to call the College of Nursing clinical faculty at any time.

Online Training Completion

Click “Submit” below to enter your information and verify your completion of the online training.



Thank you!