

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 clinical, academic, and/or administrative experiences for students in the College of Nursing Graduate Programs. The primary role of the preceptor is to provide the student with a clinical/organizational experience to achieve objectives as identified by the student in collaboration with faculty.

Principles of Adult Learning

Personal learning needs and style are important factors in the student's academic success. In order for learning to occur in the adult, there must be opportunities for them to be active learners. The student must gain knowledge, rather than trying to merely memorize the faculty/preceptor's knowledge through lectures or reading textbooks.

Andragogy suggests that adults, as learners, are independent and self-directed, use experiences they have had as resources, orient both formal and informal learning around social and work roles and feel that learning is based on performance rather than a particular subject. The transformative learning theory suggests that adults need autonomy, participation and collaboration, feedback, assessment and experiential learning. The self-directed learning theory states that students plan, carry out and evaluate their own learning. No matter which theory, the noticeable difference in adult learners is the active role they take in their education. Therefore, the teacher/preceptor needs to serve as a facilitator for the student to be successful.

Preceptor Responsibilities to the College of Nursing

1. Submit the following documents to the Graduate Programs Staff:
 - o Completed Preceptor Data Form
 - o Current CV/Resume
 - o Current copy of license
 - o Current copy of board/specialty certification (if applicable)
2. Complete preceptor training module online by clicking this link: [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. Notify faculty immediately of any problems/concerns (e.g. student requiring more assistance than reasonable, medico-legal, quality/safety or ethical concerns, failure to progress, etc.)
4. Provide feedback to faculty regarding student evaluation at midterm and semester's end
5. Graduate student preceptors for APN students must be licensed, certified advanced practice nurses or physicians with at least one year's experience.

Preceptor Responsibilities to the Student

For each student, each semester, the preceptor will:

1. Review the syllabus and course objectives and discuss with the student
2. Orient the student to the facility or office, staff, policies, and protocols
3. Mutually agree upon student's clinical schedule (clinical days/times)

4. Suggest and/or assign learning experiences (including "home-work"/extra readings to enhance the experience if needed) to augment the student's learning experience
5. Supervise, or assure that student has appropriate supervision, to capitalize on available learning experiences
6. Share and guide the student in multidisciplinary interactions and experiences
7. Provide progress feedback to student and faculty
8. Supervise, collaborate with and counsel the student regarding assessments, plans, interventions, and evaluation of care.

Student Responsibilities

1. Responsibilities for individual courses may be found in specific course syllabi. In addition,
2. Suggest suitable preceptors/setting to meet program requirements and/or individual learning needs
3. Provide the preceptor with individual student objectives by the second week of clinical each semester
4. Keep preceptor and other agency personnel informed of learning needs/goals/capabilities
5. Seek preceptor/faculty feedback as needed regarding performance and document performance as required in course syllabi
6. Inform preceptor as soon as possible if the student must be absent
7. Maintain confidentiality related to the agency, patients, and College of Nursing
8. Complete the preceptor and clinical site evaluation form for each preceptor, each semester (see MSN student handbook) and provide faculty with a copy.

Faculty and College of Nursing Responsibilities

1. Identify suitable local preceptors/settings to meet program requirements and collaborate with distance students to identify suitable preceptors/settings to meet program requirements
2. Approve all preceptor placements
3. Assure all forms required are signed and completed
4. Make sure preceptor's required documents are on file
5. Insure that students meet clinical requirements including insurance provided through student policy at UT
6. Evaluate student progress
7. Respond to preceptor/student questions, concerns or needs by phone consultation or on-site visit
8. Provide support to preceptor, as needed, throughout the semester.
9. Assure evaluations of preceptor and clinical site as well as preceptor's evaluation of student is completed
10. Contact the preceptor to evaluate the student's progress at least twice per semester
11. Provide preceptor with course syllabus and student evaluation materials.
12. Faculty are responsible for orienting preceptors to their role in the course and maintaining communication with the preceptor regarding the student's performance. Please refer to Preceptor Orientation Packet
13. The Graduate Programs Staff are responsible for ascertaining that all preceptors have a signed agreement/contract and have a current license on file. Students cannot begin a clinical placement until a contract is completed.