

# St. David's School of Nursing at Texas State University



## Preceptor Handbook



Texas State University  
St. David's School of Nursing  
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The information in this handbook is intended to be informational and not contractual in nature. Texas State University-San Marcos reserves the right to amend, alter, change, or modify the provisions of this handbook at any time and in any manner that the St. David's School of Nursing or Administration deems is in the best interest of the University and its students.

The Texas State Nursing Program complies with the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, as well as state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in service, programs and activities of Texas State and the nursing program solely on the basis of the disability. Students with concerns regarding a disability must register with the Office of Disability Services and must provide all required evidence of documentation of disability.

For more information go to: [www.ods.txstate.edu/](http://www.ods.txstate.edu/). See also the current undergraduate catalog.

The information in this version of the St. David's School of Nursing Preceptor Handbook is subject to change without notice and may not reflect the most recent changes.

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## Letter to the Preceptor

Dear Preceptor,

The students and faculty at the St. David's School of Nursing Students at Texas State University would like to thank you for agreeing to serve as a preceptor. We are especially grateful for your contribution as a clinical expert in our program. Your willingness to share your clinical expertise in a one-on-one setting with a student is a valuable service both to their education and to the nurse practitioner profession.

We hope that you find your experience as preceptor to be beneficial to your practice. It can be a very satisfying reward to help an aspiring nurse practitioner grow into their new role. Witnessing a student apply theoretical models in the clinical setting or approach a patient with confidence that wasn't there initially will be a joyous moment for you. Further, as you teach the student, don't be surprised if you learn more than they do.

The materials found in the Preceptor Handbook will help you in your preceptor role. It also serves as your orientation to our program, so please review all information carefully. Clinical course faculty will provide information specific to the course, such as appropriate skills and clinical objectives for the student.

If you have any questions, please feel free to contact the specific course faculty member working with you, our Clinical Education Placement Coordinator, or me. We look forward to a great semester!

Sincerely,



Shirley Levenson, PhD, FNP-BS, RN, RN  
Assistant Professor  
Family Nurse Practitioner Program Director  
Assistant Professor

## **Roles and Guidelines**

### **Functions and Responsibilities of the Preceptor**

1. Retain ultimate responsibility for safe, quality patient care.
2. Participate in a remote preceptor orientation.
3. Collaborate with the student to formulate a clinical schedule.
4. Function as a role model in the designated clinical area.
5. Orient the student to the agency and/or clinical area.
6. Supervise no more than 2 students at one time to facilitating learning activities.
7. Ensure safe practice by supervising the student's performance of clinical skills.
8. Assist the student in identification and monitoring of available activities, which accomplish the clinical objectives.
9. Supervise the student in the performance of primary care with the goal of moving the student toward more independent functioning of specific tasks and assure safe practice.
10. Provide increasingly complex experiences appropriate to meet the clinical learning objectives.
11. Assign greater responsibility for primary care delivery to the student as proficiency is demonstrated.
12. Communicate verbally and in writing with the student and collaborate with the faculty regarding student performance.
13. Keep the faculty informed of student performances when needed or if any problems occur.
14. Complete an evaluation of the student twice per semester (i.e., midterm and final).
15. Make arrangements with faculty/students for appropriate supervision of the student should the preceptor be unavailable.
16. Participate in the evaluation of the preceptor program.

### **Student Role and Guidelines**

1. Collaborate with preceptor to schedule the clinical experience.
2. Submit the clinical schedule to the appropriate clinical faculty and clinical preceptor 2 weeks prior to the start of the experience.
3. Adhere to safety principals and legal standards in the performance of primary care.
4. Seek out learning opportunities and analyze their learning experiences.
5. Maintain open communication channels with clinical staff and preceptor.
6. Document assessments, interventions, and evaluations in a manner consistent with the agency's policies.
7. Contact faculty (e.g., telephone or email) if faculty assistance is necessary.
8. Complete all needed paperwork as specified, including the course evaluation upon completion of the course.

### **Faculty Role and Guidelines**

1. Provide a structure and framework for learning and give guidance and direction in learning experiences in the clinical area.
2. Orient both the student and the preceptor to the Practicum/Precepted experience and Course Policies listed in the syllabus.
3. Support the preceptor in guiding the student's clinical experiences and making assignments.

4. Use guiding and mentoring strategies to help the student meet the objectives of the course; however, learning is the responsibility of the student, so active participation is expected.
5. Maintain contact with the student and the preceptor through student conferences, email, and telephone.
6. Utilize both written and verbal feedback from the preceptor to assist the student in personal development.
7. Assign grades for the student's clinical performance.
8. Hold conferences with the clinical preceptor to evaluate the student's performance and progress.
9. Be readily available for problem-solving and consultation through telephone, e-mail, and/or direct time spent in the clinical unit when students are in the clinical area.
10. Obtain feedback from the preceptor regarding Practicum/Preceptor experience.
11. Document all visits with students and preceptors and maintain records of such visits.

### **General Guidelines**

Generally, students will be allowed to practice within the limitations of educational preparation standards set forth by the nursing program and the Texas Board of Nursing, providing documented skill validation, with the following exceptions:

- If the student is not prepared or uncomfortable performing the procedure.
- If the student does not feel that the procedure is safe for the patient.
- If the student is not allowed by regulations (state nursing practice act,), or policy (agency or hospital) to do a particular procedure.
- If the preceptor does not feel student is prepared or is uncomfortable with them performing the procedure.
- If in question, defer to conservative judgment and consult with the faculty.

### **Preceptor Orientation**

Reading this handbook serves as orientation to the MSN-FNP program at Texas State University. Beyond reading the handbook, there are no further orientation requirements for preceptors.

### **Applicable Texas Administrative Code**

Title 22	Examining Boards
Part 11	Texas Board of Nursing
Chapter 219	Advanced Practice Nurse Education

**§219.2 Definitions** – The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

- (19) Qualified preceptor--An advanced practice nurse, physician or other health care professional acceptable to the Board who meets the following requirements:
  - (A) Holds an active, unencumbered license;
  - (B) Is in current practice in the advanced specialty area;
  - (C) Is committed to the concept of the advanced practice nurse; and

(D) Functions as a supervisor and teacher and evaluates the student's performance in the clinical setting.

### **§219.10 Management of Clinical Learning Experiences and Resources**

(e) When clinical preceptorships are used in an advanced practice nursing educational program, the following conditions shall be met:

- (1) Written agreements between the program, clinical preceptor and the affiliating agency/clinical facility, when applicable, shall delineate the functions and responsibilities of the parties involved.
- (2) Criteria for selecting clinical preceptors shall be developed in writing. Competent clinicians can be considered qualified to be preceptors if they are:
  - (A) Authorized to practice as advanced practice nurses, or
  - (B) Currently licensed health care professionals who can provide supervision and teaching in clinical settings appropriate for advanced practice nursing.
- (3) Written clinical objectives shall be specified and shared with the clinical preceptor prior to the experience.
- (4) The designated faculty member shall be responsible for the student's learning experiences and shall communicate regularly with the clinical preceptor and student for the purpose of monitoring and evaluating learning experiences. If site visits are not feasible, communication and evaluation are managed by alternatives such as telephone, written communications, or clinical simulations.

## **Clinical Guidelines from the Student Handbook**

### **Clinical Injury or Exposure**

If a student experiences a sharps injury, or exposure to blood or body products, the Centers for Disease Control (CDC) protocols of the clinical facility will be followed and an incident report must be completed by the preceptor and submitted to the Texas State faculty member, the MSN Program Director, and Dean of the College of Health Professions. Note: It is recommended that the student be seen within two (2) hours of the injury. (See Attachment D for the Student Liability Insurance Incident Report Form.) Students are responsible for any expenses incurred.

### **Critical Incidents**

While working at any clinical site, students must immediately report any critical incident (injury, fall, medication error, etc.) in which they are involved. The incident must be reported to the preceptor and the Texas State faculty member. Students must follow the facility's policies regarding Occupational Safety and Health Administration (OSHA).

The preceptor and/or the Texas State faculty member must notify the MSN Program Director, Director of the Nursing Program, and the Dean of the College of Health Professions as soon as they are informed of a potential lawsuit and furnish copies of the incident reports from the student and the preceptor to the Dean's office.

[...]

NOTE: Any copies of accounts related to the incident, such as written statements that are

prepared by the student, preceptor, faculty, and agency staff will be furnished to the student's liability carrier. All of these documents are subject to "discovery" by the injured party's attorney. "Discovery" means that they are entitled to copies of all these documents; therefore, it is important not to include anything other than facts.

### **Dress Code**

Students represent not only Texas State University and the St. David's School of Nursing, but also the Nursing profession. In the clinical setting, nursing students are required to be well groomed and dressed to reflect a professional image. Student identification must be visible at all times. Student appearance must also be in compliance with clinical site dress code. The clinical preceptor reserves the right to dismiss a student from a clinical site based on unprofessional or inappropriate dress or behavior. The following are minimal expectations of the personal appearance of a St. David's School of Nursing student.

Clinical attire:

1. Texas State Nursing ID badge.
2. A long, white lab coat with School of Nursing patch on the sleeve will be worn over professional business casual attire, as appropriate to the student's responsibilities.
3. Appropriate undergarments should be worn under business attire (i.e. full coverage and not visible).
4. Carry stethoscope and personal diagnostic kit with them, unless contrary to clinical setting.

### **Evaluation of the Student**

Each semester you will complete a midterm and final evaluation. These don't necessarily occur on specific dates, but should reflect roughly the midpoint and end of your work with the student during a given semester. (If you are precepting for NURS 5102 – Advanced Health Assessment Practicum, a midterm evaluation is not necessary.) The student can provide you with a copy of the evaluation form, or it can be downloaded from <http://www.nursing.txstate.edu/enteringclass/MSN-Students/clinical-forms/contentParagraph/05/document/FNP%20preceptor%20and%20faculty%20clinical%20eval.pdf>.

### **Questions and Contact**

If you have any question, concerns, or comments do not hesitate to call or email the St. David's School of Nursing 512 716-2900 or email [sal111@txstate.edu](mailto:sal111@txstate.edu) and cc to [ajl102@txstate.edu](mailto:ajl102@txstate.edu).

Thank you for your service!