

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



## MSN Nurse Practitioner Preceptor Handbook



Texas State University  
St. David's School of Nursing  
100 Bobcat Way  
Round Rock, Texas 78665  
<http://nursing.txstate.edu>

## Table of Contents

Letter to the Preceptor .....	3
Mission Statements .....	4
Roles and Guidelines .....	6
Applicable Texas Administrative Code .....	8
Clinical Guidelines from the Student Handbook.....	9
Clinical Injury or Exposure .....	9
Critical Incidents .....	9
Dress Code.....	9
Evaluation of the Student.....	9
Questions and Contact/.....	10

## Letter to the Preceptor

Dear Preceptor,

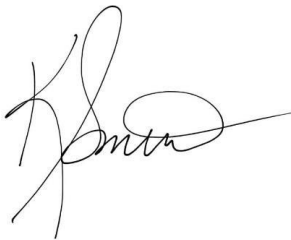
The students and faculty at the St. David's School of Nursing Students at Texas State University would like to thank you for agreeing to serve as a preceptor. We are especially grateful for your contribution as a clinical expert in our program. Your willingness to share your clinical expertise in a one-on-one 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 a 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 and clinical guidelines in the clinical setting or approach a patient with confidence that was not there initially will be a joyous moment for you. Further, as you teach the student, do not be surprised if you find yourself in the role of the learner as well as the teacher.

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,

A handwritten signature in black ink, appearing to read 'Kathy Smith', with a long horizontal flourish extending to the right.

Kathy Smith, EdD, MSN, APRN, FNP-BC, ACNP-BC  
Nurse Practitioner Programs Director  
Texas State University  
100 Bobcat Way  
Round Rock, Texas 78665  
(512) 716-4603  
[kss123@txstate.edu](mailto:kss123@txstate.edu)

**St. David's School of Nursing**  
**Mission Statement**

The St. David's School of Nursing at Texas State University educates and prepares graduates, using innovative teaching strategies and state-of-the-art technology. Graduates provide ethical, safe, and effective patient-centered care and contribute to present and emerging research and health management practices. Graduates demonstrate competence in clinical judgment, collaborate as members and leaders of interprofessional healthcare teams, and utilize scientifically-based interventions. As caring professional nurses, graduates manage illness; promote, maintain, and restore health; and provide end-of-life care for diverse individuals, families, populations, and global communities across the lifespan.

**Psychiatric Mental Health Nurse Practitioner Program**  
**Mission Statement**

The MSN-PMHNP program is designed for experienced registered nurses (RN) who want to expand their career opportunities and professional contributions. All courses are specifically designed to develop the competencies required to provide primary mental health care to individuals, families, and populations across the lifespan, including education in five different scientific domains: medicine, neuroscience, psychiatry, relationship science and psychotherapy. The psychiatric-mental health nurse practitioner program teaches students to focus their clinical practice on individuals, families, or populations at risk for developing and/or having a diagnosis of psychiatric disorders or mental health problems. Students receive instruction on primary mental health including the assessment, diagnosis, and management of mental health problems and psychiatric disorders in patients across the lifespan.

**Family Nurse Practitioner Program**  
**Mission Statement**

The mission of the Master of Science in Nursing-Family Nurse Practitioner (MSN-FNP) program is to education and equip registered nurses, holding a Bachelor of Science in Nursing (BSN) degree, with advanced knowledge and skills for certification as an FNP and licensure as an Advanced Practice Registered Nurse (APRN). As primary care providers, advanced practice graduates will be education to provide ethical, safe, and effective patient centered care and contribute to present and emerging research and health management practices. Advanced practice graduates will demonstrate competence in clinical judgment, collaborate as members and leaders of interprofessional healthcare teams, and utilize scientifically based interventions, which includes complementary and integrative modalities. As caring advanced practice nurses, graduates will assess, diagnose, and treat illness; promote, maintain and restore health; and provide end of life care for diverse individuals, families, populations, and global communities across the lifespan.

Texas State University will not discriminate against any person in employment or exclude any person from participating in or receiving the benefits of any of its activities or programs on any basis prohibited by law, including race, color, age, national origin, religion, sex, disability, veterans' status, or on the basis of sexual orientation. Equal employment opportunities shall include personnel transactions of recruitment, employment, training, upgrading, promotion, demotion, termination, and salary.

The information in this handbook is intended to be informational and not contractual in nature. Texas State University 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, not 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 graduate 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.

## Roles and Guidelines

### Functions and Responsibilities of the Preceptor

1. Retain ultimate responsibility for safe, quality care of patients.
2. Ensure the student is only following you as their preceptor, a student may not follow another provider without a preceptor agreement.
3. Review this handbook to facilitate preceptor orientation.
4. Collaborate with the student to formulate a clinical schedule.
5. Function as a role model in the designated clinical area.
6. Orient the student to the agency and/or clinical area.
7. Supervise no more than **1** student at one time to facilitating learning activities when providing patient care in your clinic or setting.
8. Ensure safe practice by supervising the student's performance of clinical skills.
9. Assist the student in identification and monitoring of available activities, which accomplish the clinical objectives.
10. Supervise the student in the performance of psychiatric-mental healthcare with the goal of moving the student toward more independent functioning of specific tasks and assure safe practice.
11. Provide increasingly complex experiences appropriate to meet the clinical learning objectives.
12. Assign greater responsibility for care delivery to the student as proficiency is demonstrated.
13. Communicate verbally and in writing with the student and collaborate with the faculty regarding student performance.
14. Keep the faculty informed of student performances when needed or if any problems occur.
15. Complete an evaluation of the student typically twice per semester (i.e., midterm and final).
16. Contact the with faculty/student in the event should the preceptor be unavailable for a scheduled day.
17. Participate in the evaluation of the preceptor program.

### Student Role and Guidelines

1. Students should provide the preceptor the **Clinical Summary Sheet** for their course at the beginning of the rotation that provides the skills and behaviors expected for that course.
2. Collaborate with preceptor to schedule the clinical experience.
3. Submit the clinical schedule to the appropriate clinical faculty and clinical preceptor 2 weeks prior to the start of the experience. Report changes to faculty timely.
4. Adhere to safety principals and legal standards in the performance of care.
5. Seek out learning opportunities and analyze their learning experiences.
6. Maintain open communication channels with clinical staff and preceptor.
7. Document assessments, interventions, and evaluations in a manner consistent with the agency's policies.
8. Contact faculty (e.g., telephone or email) if faculty assistance is necessary.
9. Complete all required paperwork as specified, typhon charting, and 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. Conduct site visit(s) and 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.
  12. Complete evaluations throughout the course and the Faculty Clinical Evaluation of student at the end of the course.

## **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-NP program at Texas State University.

## 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. The College of Health Professions Adverse Event Form Form will need to be completed and can be found here:

<https://gato-docs.its.txstate.edu/jcr:e9c4b6e2-af7f-430c-97ea-6fc1a053541f/02.03.32%20Attachment%20-%20Fillable.pdf>.) 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**

In most semesters you will complete a midterm and final evaluation, some terms may only have a final evaluation. These do not necessarily occur on specific dates but should reflect roughly the midpoint and end of your work with the student during a given semester. The student will provide you with a copy of the Preceptor Evaluation of the Student form or it can be downloaded from: <https://www.nursing.txstate.edu/enteringclass/graduateprogramclinical.html> for the current course (found by course number on this site). The preceptor may return the completed form back to the student or email it directly to the clinical faculty for the student.

## 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

Dr. Kathy Smith -Graduate NP Programs Director-FNP and PMHNP at: [kss123@txstate.edu](mailto:kss123@txstate.edu)

Dr. Cathy Messinger-PMHNP Program Coordinator at: [cjm216@txstate.edu](mailto:cjm216@txstate.edu)

Clinical Placement Coordinator at: [nurs\\_clnclplcmnt@txstate.edu](mailto:nurs_clnclplcmnt@txstate.edu)

Thank you for your service and commitment to the quality of our next generation of Nurse Practitioners!