

Preceptor Packet  
For the  
Nurse Educator  
Student

Education Focused  
Practicum



## Research College of Nursing Nurse Educator Program Information

Research College of Nursing is a small fully-accredited private college specializing in quality nursing education since 1905. The College celebrated its centennial in 2005. Currently the college offers both an undergraduate Bachelors of Science in Nursing (BSN) and Master of Science in Nursing (MSN) degree. Research College began offering a Master of Science in Nursing degree in 1997. The MSN program offers three graduate tracks: Family Nurse Practitioner, Executive Nurse Track and Nurse Educator Track. The Nurse Educator track prepares graduates for as role as an educator in a variety of settings.

The following faculty is responsible for the nurse educator courses. Each faculty is academically prepared and credentialed in the area they teach and meet requirements needed for graduate nursing programs to be fully accredited. Further information about faculty or the program can be found at [www.researchcollege.edu](http://www.researchcollege.edu).

### Faculty Information

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### Adjunct Faculty

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Dear students

This guide is intended to assist you in the acquisition of clinical experiences. We have included the steps for preparing for clinical, and the necessary information regarding site and preceptor selection.

### **Preceptor and Clinical Guidelines General Procedure checklist**

#### **Step 1 Semester prior to first clinical semester:**

**The semester before beginning clinical all students must complete the following clinical requirements. Documentation that these requirements have been met must be current and on file in the office of the Academic Registrar before students can register for clinical courses.**

1. Complete WebCT Clinical Orientation Requirements Tutorial. Within this Tutorial, students will complete the Confidentiality Statement, HIPAA Competency and Clinical Orientation Competency.
2. Provide Documentation of Immunization status to the Registrar of Academic Programs. Requirements are as follows:
  - a. Measles/mumps. For students born on or after 1/1/57, provide adequate documentation of diagnosed disease, laboratory evidence of immunity, or documentation of adequate vaccination. (2 vaccinations)
  - b. Varicella (Chickenpox). Adequate vaccination, diagnosed disease or, for those with a negative or uncertain history of varicella, serologic screening.
  - c. Rubella. For students born on or after 1/1/57, provide laboratory evidence of immunity or documentation of adequate vaccination. All women, regardless of birth date, should have proof of rubella immunity or prior vaccination.(2 vaccinations)
  - d. Tetanus-Diphtheria. Provide adequate documentation of receiving a booster within the past 10 years after the initial series.
  - e. Tuberculin Testing. A two-step tuberculin (TB) test is required prior to enrollment in a clinical practicum course, followed by an annual tuberculin skin test each year the student is enrolled in clinical practicum courses. If the TB skin test is positive or cannot be completed, a Tuberculosis Risk Assessment must be completed annually and further diagnostic testing may be required.
  - f. Hepatitis B immunization. The series of three immunizations or a signed waiver declining the immunizations is required.
3. Color Blindness Testing. An assessment for color blindness must be completed before the beginning of clinical practicum courses. This can be done in the Learning Resource Center at Research College of Nursing. Contact the Director of the LRC to complete this testing, or arrange for this in any setting. .
4. Basic Life Support (BLS) certification for Health Care Providers. Students must maintain current Cardiopulmonary Resuscitation (CPR) certification throughout the clinical practicum courses. Please keep updated card at the Office of Academic Programs.
5. All students must have a criminal background check completed prior to enrollment in any nursing course with a practicum component. Depending on the results of the criminal background check, a student may not be able to participate in nursing courses.

6. Contracts with clinical agencies require that all students provide evidence of health insurance coverage. Students should be aware that if illness or injury occurs during a clinical experience, they may be required to seek appropriate medical care at a health care facility and assume the cost of any required testing or treatment. Evidence of health insurance must be documented annually. Students who do not provide evidence of health insurance must sign a waiver stating that they assume personal responsibility for costs of any medical care required due to illness or injury.
7. A student with an infectious disease shall promptly disclose this information to the appropriate faculty member so that a determination can be made concerning whether the student's condition poses a direct threat of harm to the student's own health or safety, or to the health or safety of others. This determination will be made in consultation with appropriate medical personnel.

## **Step 2 Prior to Starting Practicum**

Once above requirements are completed and documentation is provided, students begin the next step of the process. Students will not be allowed to register for a Practicum course until the above requirements are met.

### **Initiating the Preceptor Agreement and Clinical Contract:**

Nurse educator students can identify potential preceptors by networking in the community, professional organizations, alumni organizations or in the work environment.

After interviewing the preceptor candidate, you will:

1. Give the **preceptor packet** to your preceptor. This packet is available to you on the in the graduate student office, or electronically on the "S" drive. The preceptor packet will contain a **Preceptor Agreement** and information about precepting, course objectives and evaluation tool.
2. The Preceptor Agreement should be completed by the preceptor. The preceptor will attach a current CV and a copy of his or her license.
  - a. A designated Clinical Faculty member will review the Preceptor Agreement and approve the preceptor.
  - b. This preceptor agreement is then sent to the Administrative Secretary...
  - c. Once the Preceptor Agreement is approved, a contract with the site will be sent to the institution. Once the contract has been signed and approved, the student, if eligible, can begin the practicum hours. All students should be given permission to start clinical practice hours by a clinical faculty person. Any hours done before or without approval will not count towards course requirements and are done at the student's own risk.

## **Guide to Clinical Preceptors: Nurse Educator Track**

Students in the Master's Level Nurse Educator will rotate through two courses in which they will practice under the auspices of a preceptor: NU 7330 Nursing Focused Practicum and NU 7340 Educational Focused Practicum. In each course the students complete 120 hours of clinical. The following guidelines are provided to assist in selection of a professional who can provide the educational support necessary. These clinical/educational experts should have the skills to guide the graduate level nurse through learning experiences that support the course objectives, expose them to role models, and provide feedback in relation to performance.

**Preceptor qualifications:**

1. Current license in state where practicum is located.
2. Master of Science degree from an NLNAC or CCNE accredited school.
3. Minimum of two years experience in clinical setting for NU 7330.
4. Minimum of two to three years experience in educational setting for NU 7340.
5. Student's immediate manager or supervisor may not serve as preceptor.

**Guidelines for selection: NU 7330**

1. Select clinical area in which experience is limited and opportunities for new learning are plentiful.
2. Select agency that provides client population adequate to meet learning objectives.
3. Select preceptor that is well established in the clinical agency and can assist student in networking with professionals in other disciplines.
4. Select a preceptor who has experience mentoring new graduates and/or graduate level nurses and understands the implications of the role.
5. Select a preceptor who has the time and resources to spend with the graduate student on selected days.

**Guidelines for selection: NU 7340**

1. Select preceptor in area of focuses; staff development, client education, higher education, etc.
2. Select preceptor whose strength lies in the educational goals of the student; classroom teaching, online education, community education, etc.
3. Select a preceptor who has experience mentoring new graduates and/or graduate level nurses and understands the implications of the role.
4. Select a preceptor who has the time and resources to spend with the graduate student on selected days.

**Course/Faculty/Preceptor Evaluation**

At the end of each semester, the student evaluates the course, the faculty and the preceptor. The evaluation instruments are in WebCT in a course titled "Evaluation: Course, Faculty and Agency". This evaluative information is used by the Assessment Committee in the college to evaluate the quality of instruction. Feedback provided by students is meaningful to faculty. Frequently, course changes are made in response to student feedback. It is greatly appreciated.

# Research College of Nursing

2525 East Meyer Boulevard  
Kansas City, Missouri 64132

816/995-2830



*Dear*

*Thank you so much for your willingness to work with our nurse educator student.*

*This course, Education Focused Practicum is the second of two practicum courses in the curriculum. It is designed to give the student expertise in the role of the educator in an area of the student's choice. The student is required to complete 120 practicum hours. This will include time in the clinical area, and weekly course discussions. The course description and course objectives are as follows:*

## *Course Description:*

*NU 7340. Education Focused Practicum (2) in this course, students is expected to integrate previous knowledge and develop proficiency in the role of nurse educator. Students will collaborate with faculty to develop an individualized plan of study related to their educational interest.*

## *Course Objectives:*

- 1. Implement an individualized plan of study in an area of nursing education.*
- 2. Integrate knowledge of theory, instruction, evaluation, and program development.*
- 3. Develop proficiency in providing education to a select group of learners.*
- 4. Integrate the research base in a focused area of nursing education.*

## *Evaluation Methods*

*The student will ask you to provide feedback regarding their progress. They will also ask that you validate their clinical hours with a weekly log.*

*I am the supervising faculty. I can be reached at 816-995-2838, or on my cell phone at 816-392-0096.*

*If you have any questions please feel free to get in touch.*

*Once again, thanks.*

*Dr. Lynn Warmbrodt  
Supervising Faculty  
Research College of Nursing*

# Education Focused Practicum

## Clinical Evaluation Tool

Student \_\_\_\_\_

Semester \_\_\_\_\_

Evaluator \_\_\_\_\_

### Clinical Objectives

#### Related Learning Activities

**Comments and Ratings: Provide rating regarding each objective.**

**Rating includes: Outstanding, (3) Satisfactory, (2) Needs Improvement, (1) Not Applicable, Not completed/observed. A space for comments is provided at the end of the tool.**

#### **1: Implement an individualized plan of study in an area of nursing education. 1 2 3 NA NO**

##### **Learning activities include:**

- Introduce yourself to the class.
- Describe goals in relationship to teaching, scholarship, and service.
- Identify the factors desired from faculty in discussion and clinical work.  
Specifically what would you most like from faculty?
- Discuss faculty roles/or staff development roles and responsibilities
- Describe your professional needs.
- Discuss the higher education/staff development issues.
- Develop your own personal philosophy of teaching, service, and research.
- Compare/contrast faculty responsibilities in a small institution and a larger university setting

#### **2: Integrate knowledge of theory, instruction, evaluation, and program development. 1 2 3 NA NO**

##### **Learning activities include:**

- Develop or revise a content area of interest, and implement it in an educational setting of your choice.
- Develop a simulation exercise for application of a concept.
- Develop ways to evaluate learning.
- Utilize peer/mentor feedback.

#### **3: Develop proficiency in providing education to a select group of learners. 1 2 3 NA NO**

##### **Learning activities include:**

- Observe and participate in and the faculty role.
- Discuss issues of student preparation,
- Identify the components of faculty supervision.
- Provide evaluation feedback.
- Discuss methods of post-conferencing.
- Utilize concept maps with a group of students.
- Design a simulation experience, and implement it with a group of learners.

**4: Integrate the research base in a focused area of nursing education. 1 2 3 NA NO**

**Learning activities include:**

- Define the Scholarship of teaching and learning.
- Describe examples of scholarship in teaching learning. .
- Identify journals and professional resources for evidence based practice in nursing education.
- Compare/contrast different professional organizations and societies available and supportive of educational research and scholarship

**Comments:**

**Student** \_\_\_\_\_ **Date**\_\_\_\_\_

**Preceptor** \_\_\_\_\_ **Date**\_\_\_\_\_

**Faculty** \_\_\_\_\_ **Date**\_\_\_\_\_

Please attach "Clinical Log".



**Research College of Nursing  
Graduate Program  
Preceptor Agreement**

Dear Preceptor,

Please take a moment to provide the following information so we can work with you in a way most convenient for you.

How do you prefer to be contacted? Phone:

Email:

What is the best time of day to reach you?

**STATEMENT OF AGREEMENT**

I, \_\_\_\_\_, agree to serve as a preceptor for a Graduate Student from Research College of Nursing. I understand that I will be responsible for the supervision and evaluation of the student. In addition, a Research College of Nursing Graduate Faculty Member will be available for assisting with the student experience and will be responsible for the grading of the student. The scheduling of this experience will be negotiated prior to the beginning of each academic session.

_____	_____
Preceptor	Date
_____	_____
Faculty Approval	Date
_____	_____
Nancy O. DeBasio, Dean	Date

**Please mail or fax this completed form to Sherry Owen, Administrative Assistant, at 816-995-2817, along with a copy of your CV, license and malpractice insurance information. When this information has been received, an institutional contract will be sent to your office if one is not already in place.**

**AGENCY CONTACT INFORMATION**

Agency Name:

Office Manager: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

Student Name: \_\_\_\_\_