

**Preceptor and Clinical Guidelines: Executive Nurse Track  
General Procedure Checklist**

11/07

**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:
3. 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)
4. Varicella (Chickenpox). Adequate vaccination, diagnosed disease or, for those with a negative or uncertain history of varicella, serologic screening.
5. 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)
6. Incoming students who are due for a TD booster must have TDAP which includes acellosis pertussis. TDAP will be required for students at the time of their next TD booster .
7. 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.
8. Hepatitis B immunization. The series of three immunizations or a signed waiver declining the immunizations is required.
9. 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. .
10. 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.
11. 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.

12. 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 Clinical Rotation**

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:**

Preceptors for the nurse executive student may be identified in the work environment, via professional organizations, or other methods of networking. .

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 faculty member or the track coordinator will review the Preceptor Agreement and approve the preceptor.
  - b. This preceptor agreement is then sent to Sherry Owens Administrative Secretary...
  - c. Once the Preceptor Agreement is approved, a contract with the site will be sent. Once the Site 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: Executive Nurse Practice Track**

Students in the Master's Level Executive Nurse Practice track will rotate through two courses in which they will practice under the auspices of a preceptor: NU 7210 Executive Nurse Seminar I and NU 7230 Executive Nurse Seminar II. In each course, 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/executive 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. Currently fulfilling the Chief Nursing Officer (CNO) role with a minimum of two years experience specifically in that role.
4. Well established in the clinical agency and can assist student in networking with professionals in other disciplines.
5. Experience mentoring new graduates and/or graduate level nurses and understands the implications of the role.
6. Time and resources to spend with the graduate student on selected days.

Guidelines for selection of clinical site:

1. Select clinical facility which will provide a wide variety of experiences in executive management.
2. Select agency that provides client population adequate to meet learning objectives.

### **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.