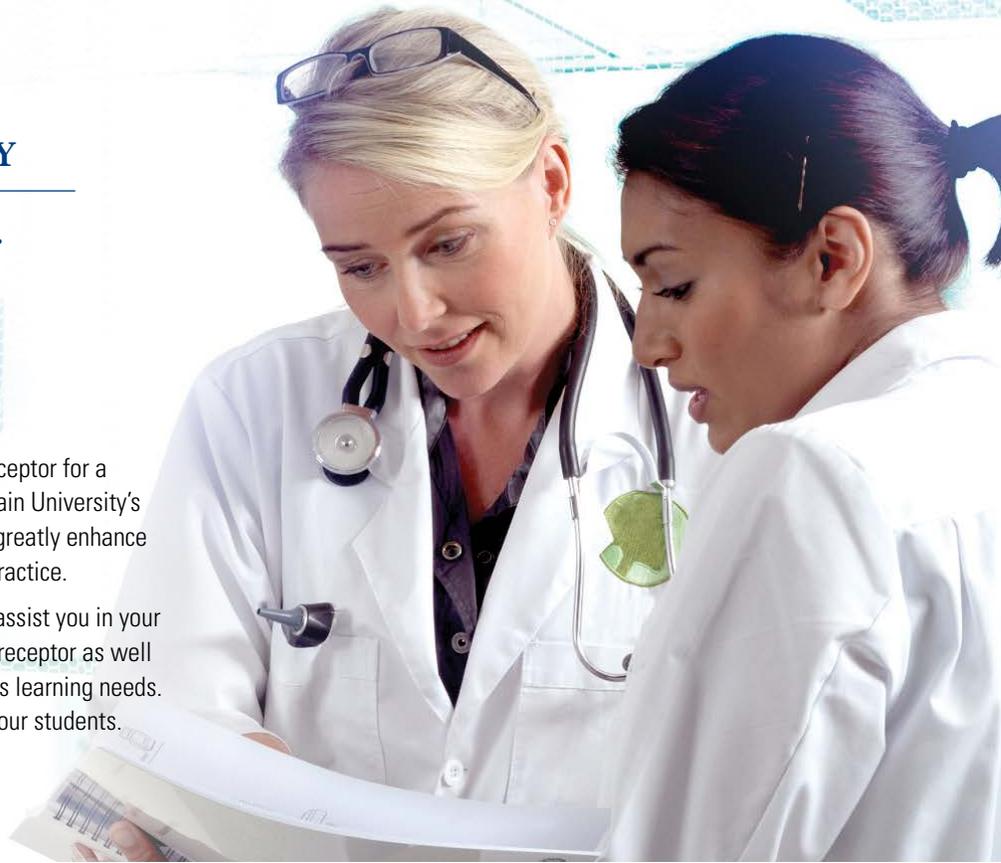


MSN/FNP Preceptor Resource Manual

We are pleased that you have accepted the role as preceptor for a Family Nurse Practitioner (FNP) student from Chamberlain University's College of Nursing. Your assistance and guidance will greatly enhance the preparation of our students for entrance into FNP practice.

The information in this manual has been developed to assist you in your preceptor role and will explain what it means to be a preceptor as well as the processes in place to help you meet the student's learning needs. Thank you again for your commitment to education for our students.



The Chamberlain Preceptorship

Working in collaboration with a course faculty member and the student, the preceptor plays a key role in enhancing the depth of a student's advancement of nursing practice in academic, clinical and health policy environments. Serving as a role model for the student, the preceptor enables the student to see and experience what an expert nurse does on a daily basis while encouraging the student to ask questions. The preceptor challenges, guides and directs the student in a collaborative process to design an evidence-based practice change initiative based on scientifically rigorous and clinically significant research. Fundamental to this process is the preceptor's willingness to share professional values, beliefs and skills while incorporating legal, ethical and professional practice standards.

The preceptor develops a professional and collaborative relationship with the student. This connection is built upon mutual trust and open communication. Like patient assessment, the preceptor assesses the student's learning needs and learning style. In the time-limited practicum experience, the preceptor encourages and supports the student as someone who understands the program project and can support and guide the student through all aspects of the process. The practicum course faculty members work collaboratively with the preceptor and student at all points of the experience.

In addition to role modeling, the preceptor assists the student in grasping the contextual realities of the practice environment. While topics such as time management and prioritization are frequently emphasized in the classroom, the practicum environment brings these skills to life. The student hones the skill of prioritizing patient and family needs while integrating caring and learning into the day's routine. Doing this makes the routine of a flexible and changing environment more comfortable and manageable. The preceptor is expected to support the student in acquiring the needed skills and experiences to fulfill the outcomes for the course.

Lastly, the preceptor preserves the ideals of respectful, ethical and competent practice. Throughout the practicum experience, the preceptor oversees the care delivered by the student.

To assure professional accountability and safe, competent care, the preceptor facilitates reflection upon actions taken. This reflection provides deeper meaning for the student in identifying a clinical practice concern for his/her project and for improvement of the student's own professional practice.

Adult learners have specific and unique characteristics. One characteristic is a desire to know the why of learning prior to undertaking the learning experience. Adults invest energy in what they wish to learn and perceive value in the learning. At the same time they wish to be treated with respect and are capable of self-direction. Adults also bring with them a volume of past experiences, including experiences with learning. Adults want to learn content that has immediate practical application in real-life situations. Most importantly adult learning in the FNP practicum courses is a collaborative process with preceptors who have experience in their specific practice areas and who are willing to share that experience with FNP students. Thus, the role of the FNP preceptor is to arrange for a meaningful and rich practicum experience that moves the student toward attaining competency in providing nursing care in a variety of areas.



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Preceptor Guidelines

The Preceptor Defined

A preceptor is an experienced, qualified and skilled provider who supervises and instructs students in various practicum settings allowing students to gain the practical experiences needed to attain the course outcomes. The preceptor is seen as an expert in the area of focus and serves as a resource for students during their practicum experience. The FNP preceptor can be an advanced practice nurse or a licensed physician with experience and expertise in the student's specific clinical area.

The Preceptors & Faculty

Preceptors are utilized in FNP practicum courses to serve as role models, mentors and direct supervisors of students in the practicum area. Ongoing collaboration occurs with course faculty to evaluate student learning through mastery of course outcomes. Preceptors are provided a copy of the preceptor resource manual, which outlines the responsibilities and expectations of students and preceptors. Preceptors do not replace faculty, but work closely with faculty in facilitating student success. Preceptors are vital in contributing information for evaluating student performance; however, nursing program faculty maintain the responsibility for the final student evaluation.

Establishing Learning Objectives

The student will present the learning objectives for the practicum experience. We ask that you provide opportunities for the student to collaboratively engage in activities that help the student to achieve these objectives.

Observation & Evaluation

While one-to-one supervision of the student throughout the clinical experience is not necessary, you will need to work closely enough with the student to evaluate performance in an objective manner. The Chamberlain faculty member will also evaluate the Chamberlain student and will be available by phone and/or email with consultation and evaluation of the experience scheduled at your convenience. The visiting professor is also able to appraise and evaluate the preceptor's ability and support provided. The evaluation will be based on preceptor effective collaboration, communication and performance.

Practicum Coordinator

The practicum coordinator facilitates and maintains the contracts and required clinical compliance documents for the student, course faculty and you. Clinical compliance documents may include, but are not limited to, CPR certification, immunizations and other health-related requirements. The practicum coordinator will provide you with faculty contact information prior to the start of the practicum experience.

Roles & Responsibilities

Responsibilities of the Practicum Preceptor

- Collaborate with Chamberlain faculty to promote student success in the practicum courses
- Orient the student to the practicum site environment, policies and procedures
- Identify suitable experiential opportunities that align with the course outcomes and needed skills by the conclusion of the practicum course
- Serve as mentor for students in professional development
- Provide direct supervision of the student's practicum practice hours and constructive feedback about his or her performance in the practicum
- Protect from disclosure all personal student identifying information or records of student's participation except as set forth by an agreement or required by law
- Refrain from unlawful discrimination on the basis of gender, age, race, color, national origin, religion, sexual orientation, political affiliation or belief or disability
- Provide feedback to Chamberlain as requested

Responsibilities of Chamberlain University

- Define competencies for student learning goals in each practicum course
- Review and approve practicum site and preceptor for appropriateness for meeting student learning goals and course outcomes
- Suggest activities to enhance the educational experience
- Provide a faculty member to act as instructor and facilitator throughout each practicum course
- Ensure that the faculty member communicates with the preceptor and/or student on a weekly basis
- Ensure student compliance with practicum site policies, procedures and requirements
- Investigate and respond to complaints from the practicum site, preceptor or student
- Maintain communication with student and preceptor throughout each practicum course
- Refrain from unlawful discrimination on the basis of gender, age, race, color, national origin, religion, sexual orientation, political affiliation or belief or disability
- Evaluate academic performance of students in the course

Responsibilities of the Practicum Coordinator

- Contact the practicum site and identify required compliance documentation
- Confirm student compliance with site requirements prior to the start of each practicum course
- Contact the preceptor providing the course syllabus, preceptor manual, practicum handbook and contact information for the faculty, practicum coordinator and program dean
- Facilitate the process of changing preceptors when requested by a student and approved by the faculty member
- Collect feedback regarding the overall practicum experience from preceptors, students and faculty

Responsibilities of the FNP Student

- Submit Practicum Application at least two sessions prior to the start of the first practicum course and two sessions prior to a change in the practicum site
- Obtain and submit required documents for preceptor(s)
- Assist with completion of required contracts with the practicum site as needed
- Know and comply with all policies and procedures related to practicum experiences
- Meet deadline dates for all assignments and learning activities
- Demonstrate competence in practicum assignments
- Abide by practicum site rules and regulations
- Demonstrate professional conduct at all times
- Accept instruction from facility personnel as a learning opportunity
- Maintain communication with the course faculty and preceptor
- Attend all meetings as scheduled by preceptor and faculty
- Comply with all practicum site requirements, which may include but are not limited to: proof of liability insurance, HIPAA training, proof of licensure, proof of CPR certification or other requirements, background screening, physical examination, drug screening, proof of health insurance and current immunizations prior to starting the first practicum and per site requirements
- Conduct formative evaluation of the practicum experience and actively seek early resolution if learning goals are not being met
- Integrate learning goals that lead to the development of competencies noted in the MSN Essentials for Advanced Practice Nursing as published by the American Association of Colleges of Nursing and the NONPF domains and core competencies for NP practice
- Perform a self-evaluation on the practicum experience
- Provide for and fund all travel arrangements and any associated practicum expenses
- Students are responsible for their travel costs while participating in the immersion weekend as part of NR-509. Typical costs include travel to/from Illinois, lodging and meals for one to two nights

Evaluation

Evaluation Process

Chamberlain University course faculty will perform a performance evaluation on the preceptor at the end of each session. The preceptor will have the ability to comment on the evaluation and collaborate with Chamberlain University leadership to ensure the expectations of the role are being met.

Evaluation Criteria

The following criteria will be used by Chamberlain University when conducting performance evaluations of preceptors:

- Demonstrates collaboration with Chamberlain University practicum faculty to promote FNP student success
- Provides FNP student with feedback and/or responds to student requests in timely manner
- Orients the student to practicum site environment, policies and procedures
- Identifies suitable experiential opportunities to align with practicum course outcomes
- Protects student identifiable information in all communications
- Adheres to all non-discrimination policies of Chamberlain University and the organization providing the practicum site
- Provides feedback, including evaluation student performance, to Chamberlain University as requested/needed
- Demonstrates professionalism in all interactions and communications between the FNP student and Chamberlain University faculty
- Serves as a professional role model for the FNP student

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THE PRECEPTOR TOOLKIT

Literature



Catalog



Viewbook



MSN Curriculum Grid



Academic Calendar

Resources



myevaluations.com



Essential Guide to Preceptor Success

For more information, email fnppracticum@chamberlain.edu



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