Master of Science in Nursing (MSN)
Nurse Practitioner Preceptor Overview

Thank you for considering becoming a practicum preceptor. The practicum experience is very important to the overall learning of Chamberlain University's Master of Science in Nursing (MSN) degree students in the Nurse Practitioner (NP) track and as such, we want to make sure that you understand your role before you agree to become a preceptor. Please review the information on this sheet and if you have any remaining questions, contact the MSN-NP experiential learning coordinator at preceptorservices@chamberlain.edu.

**Credentials**

To become a preceptor, your credentials must include the following:

- Hold a Master’s Degree in Nursing, or related field, at minimum
- Have at least one year of advanced practice experience
- Hold a current and active, unencumbered license in the state in which the student is planning to complete their practicum hours
- May be an M.D., D.O. or PA

**Required Documentation**

Upon agreeing to become a preceptor, you must provide the student with the following:

- A current resume or Curriculum Vitae (CV)
- Evidence of advanced practice licensure

**WEEKLY ACTIVITIES**

All practicum activities must be completed during a seven week period. Please note that these activities are not optional and not completing these activities according to the schedule could be harmful to the student's learning and their final grade.

<table>
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<tr>
<th>WEEK</th>
<th>ACTIVITY</th>
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<tr>
<td>Week 1</td>
<td>Review practicum information sent, including course objectives and MyEvaluations sign-in information.</td>
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<td>Week 2</td>
<td>Respond to ‘welcome’ email from course faculty to schedule a midterm conference call.</td>
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<td>Week 3</td>
<td>Participate in midterm conference call with practicum course faculty, as scheduled.</td>
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<td>Week 4</td>
<td>Complete midterm evaluation of student clinical performance in MyEvaluations.</td>
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<tr>
<td>Week 7</td>
<td>Complete the final evaluation of student clinical performance in MyEvaluations, including verification of documented practicum hours.</td>
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**RESPONSIBILITIES**

- Collaborate with Chamberlain University 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
- Serve as mentor for students in professional development
- Ensure students do not replace paid staff
- Provide supervision of the student’s clinical practice 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 by gender, age, race, color, national origin, religion, sexual orientation, political affiliation or belief or disability
- Provide feedback to Chamberlain University and attend meetings with faculty as requested

Further information is available in the **MSN-NP Preceptor Resource Manual** and Student Handbooks. If you wish to review, please download a copy here [chamberlain.edu/handbooks](http://chamberlain.edu/handbooks) or request a copy from the student.