

# **PRECEPTOR HANDBOOK**



**MARIAN UNIVERSITY**

**COLLEGE OF THE PROFESSIONS**

**NURSING DEPARTMENT**

**NURSING ADMINISTRATION TRACK**



Dear Preceptor,

On behalf of the Marian University Nursing Department, I would like to sincerely thank you for agreeing to be a preceptor for our Nursing Administration (NA) student. Your willingness to volunteer your time and expertise is greatly appreciated and we could not succeed in providing our NA students with a quality education without you.

This preceptor orientation packet complies with our accreditation requirements and provides you with information about Marian University, the Nursing Department policies, preceptor/practica guidelines, and several resources related to precepting. Along with the packet, you will also receive specific information about your student, assigned clinical faculty, semester dates, and syllabus for the practicum course.

Should you have any questions or concerns, please do not hesitate to contact me or your assigned clinical faculty (as appropriate) at any time.

Have a wonderful semester.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Nicpon DNP, FNP-BC, DCNP, APNP".

Jennifer Nicpon, DNP, FNP-BC, DCNP, APNP  
Graduate Nursing Program Director  
Assistant Professor  
Nursing Department  
Marian University  
(920)923-8153  
[jjnicpon04@marianuniversity.edu](mailto:jjnicpon04@marianuniversity.edu)

**Preceptor Orientation Packet  
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## MARIAN UNIVERSITY NURSING DEPARTMENT

### History

**Marian University** has offered both professional and liberal arts education since 1936. The baccalaureate program in nursing was begun in 1964, absorbing the St. Agnes School of Nursing and Health Professions in 1967. Today the nursing program is considered one of the finest in the Midwest. The MSN program began in 2002 and is accredited by the Commission on Collegiate Nursing Education.

### Accreditation

The baccalaureate degree program in nursing and master's degree program in nursing at Marian University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

### Vision Statement

Developing potential and enriching lives through teaching and learning—united in service for a just and humane world.

### Mission Statement

Marian University is a Catholic applied liberal arts community that welcomes diverse spiritual traditions. Sponsored by the Congregation of Sisters of St. Agnes, Marian University engages students in the education of the whole person. We embrace justice and compassion and transform lives for professional service and leadership in the global community.

### Core Values

**Community:** Respecting our diversity as individuals, we encourage, challenge and nurture one another, joining together to accomplish our shared mission and vision.

**Learning:** We engage in a collaborative lifelong process of seeking truth and appropriating knowledge and values to transform the individual, our communities and the world.

**Service:** Through active service and ministry, we support one another and seek to meet the needs of the larger community.

**Social Justice:** We work to create individual and societal change which supports the value, dignity and opportunity of every person.

**Spiritual Traditions:** Valuing Marian's Catholic religious heritage, we respect each individual's freedom to explore a diversity of spiritual beliefs.

## **Nursing Program Mission**

The mission and philosophy of the Marian University nursing programs serve as a foundation for the development of graduate nursing program goals, which are to:

- Provide nursing programs grounded in Judeo-Christian tradition.
- Prepare learners for life-long learning in formal and informal settings.
- Provide nursing education that prepares students to practice nursing in various setting with diverse populations.
- The Master of Science in Nursing program offers two tracks: Family Nurse Practitioner and Nurse Educator. Both tracks prepare graduates for advanced nursing practice. The program also promotes continuing education and professional growth.

## **MSN Program Outcomes**

Upon completion of the Marian University Master of Science in Nursing (MSN) program, graduates demonstrate the processes of acquiring/generating knowledge, critical thinking, valuing, decision making, and communicating to:

1. Integrate advanced theoretical and scientific knowledge to guide advanced nursing leadership in diverse practice settings.
2. Integrate outcome data, evidence-based practice recommendations and professional standards of care to improve population health outcomes.
3. Apply leadership and inter-professional skills in healthcare delivery systems to ensure safe and quality care.
4. Apply principles of information systems and population health to deliver evidence-based, culturally relevant strategies for individuals, families and aggregate populations.
5. Employ collaborative strategies to advance the profession of nursing through the integration of theory, research, policy, and practice excellence.
6. Advocate for social justice and healthcare policy that promotes safe, cost-effective, and equitable outcomes.
7. Demonstrate critical and self-reflective thinking that promotes advanced role competency and professional accountability.

## Clinical Policies

### Dress and Appearance Code

*Clinical agency policies take precedence. Where there is no policy, the following dress code is to be followed:*

Professional appearance and cleanliness have long been important to the nursing profession. The following policy has been established by the Nursing Senate:

- I. Master's Students: business casual dress with consultation/lab coat if required
  - a. For men: button-down or polo shirt and slacks
  - b. For women: blouse or shirt with skirt or slacks
  - c. For men and women: shoes according to practicum agency policy
  - d. Marian University Student ID card with a picture which is provided to students during orientation.
- II. All students:
  - a. No visible skin from neck to knees with exception of arms
  - b. No denim, sweats, leggings, short skirts, deep cut necklines, or exposed backs
  - c. Uniforms, shoes, and other appropriate clothing must be kept clean, neat, and pressed.
  - d. Meticulous personal hygiene is expected.
    - i. The student and/or uniform must not smell of tobacco products, perfume/cologne, or other scented products.
  - e. Hair
    - i. Unnatural color (i.e. blue, green, pink) not allowed
    - ii. Clean and worn off the collar neatly secured away from the face without large accessories
    - iii. Facial hair must be kept short
  - f. Jewelry
    - i. Smooth wedding bands are allowed
    - ii. A necklace, if worn, must be limited to a simple chain
    - iii. Earring, if worn, must be plain post-type earrings and not over one half inch in diameter. Once one earring per ear is allowed. No other visible body piercings (including tongue) are allowed.
  - g. Makeup, if worn, is to be modestly applied
  - h. Fingernails must be clean, free of polish, and short enough to not scratch clients or interfere with clean/sterile technique. Acrylic nails are not allowed.
  - i. No visible tattoos.
- III. Students who appear for practicum inappropriately dressed or with poor hygiene will be dismissed from practicum which will count as an unexcused absence. Consistent or periodic failure to abide by this policy is grounds for clinical/practicum failure.

### Confidentiality Policies and Procedures

All students are must uphold confidentiality and all protected health information in accordance with the Graduate Nursing Student Handbook.

## **Preceptor Information**

### **Preceptor Eligibility**

The course faculty or the Graduate Program Director approves the use of any preceptor. The following criteria are utilized in selecting NA practicum preceptors:

1. Nursing administrators (manager, director, CNO, etc.). BSN required. MSN is preferred, but Master's degree may be in another field (i.e. MBA, MHA).
2. At least 2 years of experience in an advanced leadership role.

### **Preceptor, Student and Practicum Faculty Responsibilities**

#### **Preceptor Responsibilities**

1. Orient student to the practicum site and agency policies. Review the preferred method for communication with preceptor and/or clinic site.
2. Communicate general guidelines to be used for preceptor/student interactions and for review and feedback of student performance.
3. Facilitate a collaborative and mutually respectful environment in which to learn.
4. Discuss expectations for the documentation of patient encounters.
5. Review the objectives of the course, and student's clinical objectives to determine the type of learning opportunities that will enhance the student's learning.
6. Provide daily feedback.
7. Provide a variety of learning experiences consistent with course outcomes.
8. Assist in providing a substitute preceptor in the event of an absence.
9. Promptly communicate issues of concern to the clinical faculty.
10. Complete final student clinical evaluation in Typhon.

#### **Student Responsibilities**

1. Complete all preceptor agreements prior to the start of the practicum.
2. Discuss practicum objectives and personal objectives and learning needs for the course with the preceptor.
3. Determine the schedule for the practicum experience, including days of week and hours per day.
4. Adhere to professional attire that is in accordance with clinical site requirements and Marian University.
5. Maintain professional behavior in the at all times.
6. Complete required practicum course paperwork and submit on time.
7. Demonstrate increasing competencies in NA knowledge and skills.

8. Attend all scheduled practicum experiences on time and prepared, completing all required practicum hours.
9. Notify preceptor as soon as possible to report any absences and arrange a make-up day.

### **Clinical Faculty Responsibilities**

1. Assist student and preceptor to optimize the practicum learning environment.
2. Regularly review practicum log entries.
3. Evaluate assignments and provide feedback.
4. Conduct at least one site visit with the preceptor to observe the student and to discuss the student's practicum evaluation.
5. Be available to the preceptor to answer questions or concerns regarding the student's practicum experience.
6. Provide preceptor with the preferred method of communication and be available.
7. Award student's final grade based upon achievement of course outcomes.

### **Nursing Administration Practicum Information**

#### **NUR 662 Nursing Administration Practicum and Role Development (3 credits; 225 hours)**

Preceptor-led, faculty-guided practicum experience where students synthesize and apply prior knowledge and theories within a healthcare environment. Emphasis is on nurse administrator role development as it relates to organizational culture in business, diversity leadership, interdisciplinary practice and relationship building, strategic planning, quality and safety, and managerial decision-making. Students engage in reflective discussion of nursing administration issues and experiences via the online seminar.

#### **Course Outcomes:**

The successful graduate student demonstrates the processes of acquiring knowledge, critical thinking, valuing, decision making, and communicating to:

1. Analyze one's own leadership/management style relative to the practicum environment and expectations.
2. Articulate the role of the nurse administrator in influencing the effectiveness of a healthcare organization.
3. Collaborate with systems managers to expand knowledge of interprofessional roles in the advancement of organizational goals.
4. Utilize an assessment model to identify organizational needs, assets, resources, and opportunities.
5. Translate and integrate best available evidence and theories to develop a plan for an organizational or clinical project in a selected setting or with a defined population.
6. Examine the influence of political, economic, social, and ethical issues on administrative decision-making and health care policies.



**AMERICAN ORGANIZATION FOR NURSING LEADERSHIP  
NURSE EXECUTIVE COMPETENCIES (2015)**

<https://www.aonl.org/sites/default/files/aone/nec.pdf>

1. Communication and Relationship Building
  - A. Effective communication
  - B. Relationship management
  - C. Influencing behaviors
  - D. Diversity
  - E. Community involvement
  - F. Medical/staff relationships
  
2. Knowledge of the Health Care Environment
  - A. Clinical practice knowledge
  - B. Delivery models/work design
  - C. Health care economics and policy
  - D. Governance
  
3. Leadership
  - A. Foundational thinking skills
  - B. Personal journey disciplines
  - C. Systems thinking
  - D. Succession planning
  - E. Change management
  
4. Professionalism
  - A. Personal and professional accountability
  - B. Career planning
  - C. Ethics
  - D. Advocacy
  
5. Business Skills
  - A. Financial management
  - B. Human resources management
  - C. Strategic management

## **TYPHON NURSE PRACTITIONER STUDENT TRACKING SYSTEM**

All students in the Nursing Administrator track are required to use Typhon Group Nurse Practitioner Student Tracking (NPST) electronic system for documenting practicum hours. Because the system is web-based, students can log on from anywhere without downloading software.

Preceptors will also be provided with a username and password that will allow them to view and update their professional information (including uploading current CV's and profile picture). Preceptors will also complete all student evaluations online through the Typhon system. Information will be emailed to all preceptors regarding access and timing of the evaluations. Students will be able to access and view all evaluations immediately upon completion of the evaluation.