

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

### **Preceptor Responsibilities**

1. Orient student to the clinical site and agency policies. Review the preferred method for communication with preceptor and/or clinic site.
2. Review advanced practice procedural and management protocols specific to the setting.
3. Communicate general guidelines to be used for preceptor/student interactions and for review and feedback of student performance.
4. Facilitate a collaborative and mutually respectful environment in which to learn.
5. Discuss expectations for the documentation of patient encounters.
6. 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.
7. Discuss overall plan for progression of student assignments regarding number and complexity of patients.
8. Perform initial assessment of student's current level of proficiency through observation of history taking, physical assessment skills, and management plans and through guided questioning.
9. Facilitate student's progressive independence in clinical knowledge and skills.
10. Listen and provide constructive feedback on student's case presentation of each patient seen.
11. Provide daily feedback to improve the student's assessment and management skills.
12. Provide a variety of learning experiences with appropriate client populations.
13. Assist in providing a substitute preceptor in the event of an absence.
14. Promptly communicate issues of concern or unsafe practice (student behavior, clinical skills, and/or student progression) regarding the student to the clinical faculty.
15. Complete student's mid-term and final clinical evaluation and review with clinical faculty during site visit.
16. Student's final clinical grade will be awarded by the assigned clinical faculty.
17. 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 clinical experience, including days of week and hours per day. Submit clinical calendar via e-mail to the student's clinical faculty.
4. Adhere to professional attire that is in accordance with clinical site requirements and Marian University.
5. Maintain professional behavior in the clinical setting at all times.

6. Complete required clinical course paperwork and submit on time.
7. Collect and enter patient encounter data in clinical log as required in each clinical course.
8. Demonstrate increasing competencies and progressive independence in clinical knowledge and skills.
9. Function in the role of the nurse practitioner under the supervision of the preceptor incorporating evidence based practice guidelines and clinical site policies.
10. Complete preceptor and clinical site evaluations at end of practicum.
11. Attend all scheduled practicum experiences on time and prepared, completing all required clinical hours for each clinical course.
12. Notify preceptor and clinical faculty as soon as possible if unable to attend clinical as scheduled and arrange make-up clinical day.

### **Clinical Faculty Responsibilities**

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