



**Pierce College Puyallup  
Associate Degree in Nursing  
Program**

**Preceptorship Handbook**

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**Pierce College Puyallup  
Associate Degree Nursing Program  
Preceptorship Handbook**

***Preceptorship Description:***

The preceptorship experience is an individualized teaching-learning method which will provide the student with extremely specific, useful and important knowledge. This experience is intended to expose the student to the “real world” of nursing which is best learned through clinical experience. In addition to the NURS 233 course outcomes, the preceptorship experience should allow the student opportunities to: a) refine nursing skills and develop advanced skills; b) manage context-specific technology; and c) develop and/or enhance critical thinking and decision-making skills. This will be achieved through clinical facilitation by an identified preceptor and using clinical nursing contracts to assist in the area of clinical practice. The preceptorship will consist of 150 hours of actual work experience.

### **Preceptorship Guidelines**

This section includes information on specific psychomotor skills and other activities for which the student will need direct supervision of the preceptor. The RN ***must*** be physically present with the student:

1. Venipuncture, IV therapy, blood draws and working with central lines/PICC
2. IV medications and IV push drugs
3. Insulin and anticoagulants
4. Transfer of patient to or from any clinical area
5. Any procedures the student has done infrequently or for which the student requests supervision
6. Monitoring patients on mechanical ventilation requiring suctioning
7. All blood and blood product transfusions
8. Any skill which requires interpretation, e.g., fetal monitoring, EKG interpretation, ICP readings, arterial lines, PA catheters, wedges, cardiac output, vaginal exams
9. Defibrillation/Cardioversion
10. Extubation of clients
11. Removal of chest tubes, central lines, femoral sheaths
12. Administration of medication via epidural

***Students may not participate in the following:***

1. Infusion of antineoplastic agents
2. Sign consents
3. Verbal or phone order from physician

### **Preceptor Agreement, Qualification and Role**

In addition to the mandatory guidelines as determined by the precepting clinical facility, Pierce College would also recommend the following qualifications for the designated preceptor:

1. Registered Nurse in the State of Washington with a current, unrestricted license.
2. A practitioner with at least one year of experience in the clinical specialty in which the preceptorship will take place.
3. A practitioner who demonstrates a willingness to serve as a preceptor.
4. A practitioner capable of providing guidance, as well as, critically evaluate the student giving the student constructive feedback.
5. A practitioner with an understanding that students vary considerably in how skillfully and quickly technical nursing skills are performed. This necessitates a preceptor being patient and willing to share information, time and talents.
6. Assist the student to gain insight, knowledge and practical experience as to the responsibilities and accountability of the professional nurse.
7. Assist the student in expanding knowledge, critical thinking skills and problem solving skills used in the care of selected patients.
8. Assign the student selected patient duties and activities to manage under the supervision of the preceptor.
9. Discuss with the student, nursing care of the assigned patient(s) and assist with implementing that care.
10. Assist the student in reporting and documenting results of the care given.
11. Demonstrate technical procedures and supervise the student in the performance of those procedures.
12. Discuss pharmacological action and side effects of drugs prescribed and supervise that student in their administration.
13. Share with the student, observations about the various roles, challenges and expectations of the professional nurse such as accountability, responsibility, stress, demands, satisfaction and rewards.
14. Interact with the faculty during the experience to provide information and updates on the student's progress.

15. The preceptor shall be assigned no more than one student per shift.
16. Allow the student freedom to independently and/or collaboratively apply the skills of assessing, diagnosing, planning, implementing and evaluating own nursing practice.
17. Sign the preceptorship completion sheet to verify attendance and experiences of the student.

## **Student Agreement, Qualification and Role**

### ***The student:***

1. Must successfully complete all course requisites before beginning this clinical experience.
2. Must adhere to the preceptorship objectives and guidelines.
3. Must be assigned the same clinical assignment and duties as the preceptor.
4. Will not be reimbursed for nursing services by the agency during this experience.
5. Must work closely with and be monitored by the preceptor. Based upon the observations and assessments of the preceptor, the student will be allowed to assume independence in carrying out duties and activities of the preceptor.
6. Will abide by the policies and procedures of the clinical agency and Pierce College Puyallup Associate Degree Nursing Program.
7. Interact and communicate in an effective and professional manner with the patients, preceptor, clinical agency and medical staff, and all others encountered during performance of duties.
8. Must get report on patients and any recent problems.
9. Handle all problems which present themselves in the clinical setting.
10. Perform treatments and procedures for patients and document as needed.
11. Dispense medication to patients assigned to preceptor.
12. Observe assessments made throughout shift and how communicated to supervisory staff and physicians.
13. Follow through on problems and compare patient's condition to earlier assessments.
14. Demonstrate consistent clinical competence at the level of a student nurse.

## **Faculty and School Agreement, Qualification and Role**

### ***The school and faculty:***

1. Must offer a state approved program of study for Registered Nurses.
2. Be responsible for planning with the preceptor and agency administration exercises that will facilitate the learning needs of the student.
3. Require that students are up-to-date on healthcare requirements, including HIPPA, immunizations and CPR.
4. Provide phone/pager numbers to preceptor and be available by phone/pager while students are in the clinical area.
5. Conduct random inspections of the student and preceptor in the clinical area.
6. Complete the final clinical evaluation of the student utilizing input from the clinical preceptor.

**Pierce College Puyallup  
Associate Degree Nursing Program  
Preceptorship Agreement  
and  
Data Sheet**

Student Name: \_\_\_\_\_

Student Contact Number: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Unit: \_\_\_\_\_

Unit Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Home Number: \_\_\_\_\_ Other: \_\_\_\_\_

Certifications: \_\_\_\_\_

Years Experience in Clinical Area: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Assigned Faculty Member: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

We, the undersigned, agree to the preceptorship agreement for the above listed student who attends the Pierce College Puyallup Associate Degree Nursing Program.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

## **Preceptorship Assignments and Expectations**

### Expectations:

- Schedule will be emailed to supervising faculty member by the end of the 2<sup>nd</sup> assigned shift.
- Learning objectives will be completed prior to the first shift. There are to be a minimum of three learning objectives that reflect the Program Learning Outcomes (i.e. Nursing Process, Scope of Practice, etc.). These are to be discussed with the preceptor and emailed to the supervising faculty member.
- Weekly, each student (and preceptor) will meet with supervising faculty member at the assigned preceptorship site. This will be arranged by the faculty member, who will inform the student prior to each visit.
- At the end of the experience, two evaluations will be completed. One evaluation is to be filled by the preceptor (“Evaluation of the Preceptee”) and one by the preceptee (“Evaluation of Preceptorship Experience”). These are due by Tuesday, December 5, 2006. To be included into the “Evaluation of the Preceptorship Experience”: discussion regarding if the learning objectives were met and reasons why/why not.
- Preceptorship hours will be signed and validated by the preceptor with whom you worked that day (“Validation of Preceptorship Hours”)

### Assignments:

- 200 Practice NCLEX-RN questions per week. Results are due via fax or in person each Sunday, by 2359 hours.
- Additional NCLEX questions may be required pending the ATI predictor exam which is taken prior to preceptorships.

**Pierce College Associate Degree in Nursing Program  
Student Clinical Evaluation  
NURS 233: Acute Care Practicum**

\_\_\_\_\_  
Student's Name                      Clinical Location                      Course                      Dates

**NURSING PROCESS**

Student Outcomes:

1. Successfully apply knowledge of theoretical principles to a diverse cross section of clients throughout the age continuum with emphasis on the promotion of optimum levels of wellness, utilizing the Roy Adaptation Model as a guide.
  - a. Student was able to analyze the pathophysiology, etiology, and signs & symptoms for individuals adapting to illness or other life-altering situations.
  - b. Student was able to develop appropriate nursing plan of care while caring for clients.

Meets Standards*	Does Not Meet Standards

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMMUNICATION**

Student Outcomes:

1. Successfully apply knowledge of theoretical principles to a diverse cross section of clients throughout the age continuum with emphasis on the promotion of optimum levels of wellness, utilizing the Roy Adaptation Model as a guide.
  - a. Student was able to effectively communicate plan of care with other members of the healthcare team.

Meets Standards*	Does Not Meet Standards

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROFESSIONAL ROLE**

Student Outcomes:

1. Successfully apply knowledge of theoretical principles to a diverse cross section of clients throughout the age continuum with alterations in body systems.
  - a. Student demonstrated responsibility and accountability in the provision of nursing care for each client.
2. Safely and competently administer all client medications following program guidelines.
  - a. Student demonstrated competence in utilizing the “Five Rights of Administration” when administering medications.
  - b. Student demonstrated safe care of I.V. lines, central lines, as well as other advanced nursing treatments.

Meets Standards*	Does Not Meet Standards

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CULTURAL COMPETENCE**

Student Outcomes:

1. Successfully apply knowledge of theoretical principles to a diverse cross section of clients throughout the age continuum with emphasis on the promotion of optimum levels of wellness, utilizing the Roy Adaptation Model as a guide.
  - a. Student demonstrated respect for client and provided nursing care that was respectful of culture.

Meets Standards*	Does Not Meet Standards

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INFORMATION COMPETENCY**

Student Outcomes:

1. Successfully apply knowledge of theoretical principles to a diverse cross section of clients throughout the age continuum with emphasis on the promotion of optimum levels of wellness, utilizing the Roy Adaptation Model as a guide.
  - a. Student conducted appropriate research while caring for each client in order to optimize nursing care.
2. Successfully complete an approved NCLEX-RN examination preparation course.
3. Obtain a passing score on a comprehensive NCLEX-RN predictive examination.
  - a. Student completed all required NCLEX-RN preparation homework on time.

Meets Standards*	Does Not Meet Standards

Comments: \_\_\_\_\_

\_\_\_\_\_

*\*Student must be rated as “meets standards” in each category, by the end of the preceptorship, in order to pass this section of the course. The NCLEX-RN Comprehensive Predictor must also be passed.*

.

\_\_\_\_\_  
Preceptor’s Signature

\_\_\_\_\_  
Date

Student’s  
Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

### Evaluation of Preceptorship

*Student's Name:*

*Name of Hosting Facility:*

*Department:*

*Dates of Preceptorship:*

*Name of Preceptor:*

1. What did you like best about the preceptorship?
  
  
  
  
  
  
  
  
  
  
2. Did this experience facilitate your learning? If so, how?
  
  
  
  
  
  
  
  
  
  
3. What did you enjoy about working with your preceptor?

*On a scale from 1 – 10, 10 being “the best”:*

4. How would you rate your performance?
  
  
  
  
  
  
  
  
  
  
5. How would you rate your preceptor's ability to expertly guide you through this clinical experience?
  
  
  
  
  
  
  
  
  
  
6. Overall, how would you rate the experience?

Please provide any suggestions for improvement of this experience.

### Preceptorship Learning Objectives

*Student's Name:*

*Name of Hosting Facility:*

*Department:*

*Dates of Preceptorship:*

*Name of Preceptor:*

Objectives (must be a minimum of 3):

These objectives have been agreed upon by all participating members.

\_\_\_\_\_  
Preceptor's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preceptor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

