



## Preceptor, Faculty and Student Guidelines College of Nursing

Main Campus MS 119  
Health Sciences Human Services Bldg 1100  
2801 West Bancroft  
Toledo, Ohio 43606-3390  
419.530.2673

Health Science Campus MS1026  
Collier Building 4424  
3000 Arlington Avenue  
Toledo, OH 43614-2598  
419.383.5859

Preceptor agreements are individual contractual arrangements for supervision of students. Arrangements are initiated by the College of Nursing and negotiated with each agency. Clinical experience involves one or two students and is negotiated with the preceptor.

### Role of the Faculty Member:

1. Assist student with identification of learning goals and objectives for the course
2. Provide preceptor with course material and evaluation forms
3. Provides preceptor with information regarding demonstrated and documented ability level of the student, and expectations for student performance.
4. Communicate assignments, in conjunction with the preceptor, for the student's experience, consistent with the course objectives.
5. Facilitate student movement into the agency; match student with preceptor
6. Initiate interaction with preceptor regarding student clinical progress
7. Monitor student progress in achieving course objectives and provide ongoing feedback
8. Makes regular visits to each preceptor/student during the clinical experience to determine the efficacy of the clinical experiences and assess the student's performance, and
9. Evaluates each student's achievement and progress in relation to the clinical objectives or outcomes, with input from the preceptor.

### Role of Clinical Preceptor:

1. Discuss learning needs with faculty and student related to course
2. Provide ongoing supervision and direction of student, at the direction of the faculty, consistent with precisely documented student ability level and expectations consistent with learning objectives
3. Assist student in professional development, with opportunities to explore the nursing role
4. Demonstrate ways in which the professional nurse interacts collaboratively
5. Provide ongoing feedback to faculty regarding student performance and experiences

### Role of the Nursing Student:

1. Clearly identify learning needs and objectives with faculty and preceptor
2. Maintain professional appearance and behavior
3. Seek assistance with new or unfamiliar procedures
4. Communicate on a regular basis with faculty and preceptor to plan health care delivery
5. Seek feedback regarding clinical progress and completion of goals and objectives

The following is from the Ohio Board of Nursing Adopted Rules

#### 4723-5-01 Definitions

(Z) "Preceptor" means a registered nurse or licensed practical nurse who meets the requirements of this chapter, who provides supervision of a nursing student's clinical experience at the clinical agency in which the preceptor is employed, to no more than two students at any one time, and who implements the clinical education plan at the direction of a faculty member participating in the course in which the student is enrolled.

#### 4723-5-10 Qualifications of ad registered nursing education program;

(b) Experience for at least two years in the practice of nursing as a registered nurse and have demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student;

(c) A baccalaureate degree in nursing is preferred; and

(d) Current, active licensure as a registered nurse in the jurisdiction...where the supervision of a nursing student's clinical experience occurs.

#### 4723-5-17 Program Contractual Relationships

(A) When a program has any type of cooperative relationship with another entity or a separate division within the same entity including, but not limited to, clinical agencies, a written agreement with the cooperating entity shall:

(1) Exist and be current;

(2) Be entered into and signed by the appropriate parties; and

(3) Be on file at the program office.

(B) When a program is using preceptors, the contract shall expressly set forth the expectations the preceptors are to fulfill.



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**SECTION I. NAME, EDUCATION, EXPERIENCE**

Full Name: \_\_\_\_\_

Current Position: \_\_\_\_\_ Years/months in position: \_\_\_\_\_

Agency: \_\_\_\_\_ Years at current agency: \_\_\_\_\_

Original Nursing Education Program	Degree	Graduation Date
Other Colleges or Institutions Attended (nursing or related fields)	Degree	Graduation Date

COMPLETE EITHER SECTION IIA OR IIB OR BOTH:

**SECTION IIA. CURRENT SPECIALITY CERTIFICATION**

Name of Specialty Certification	Certifying Organization	Certification valid through:

**SECTION IIB. DEMONSTRATED EXPERTISE**

Describe your expertise in your area of clinical practice (copy current resume or vita is optional)

**SECTION III. LICENSURE**

State of licensure	Licensure number	Expiration date



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**Preceptor Letter of Agreement  
College of Nursing**

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I, \_\_\_\_\_  
(Preceptor's Name)

am employed by \_\_\_\_\_  
(Name of site)

and agree to act as a preceptor for students enrolled in the nursing programs selected below for the period

beginning \_\_\_\_\_ through \_\_\_\_\_  
(month/year) (month/year)

I have a copy of the Preceptor Guidelines and understand that I will receive pertinent course and student evaluation materials from the course coordinator of students with whom I have agreed to precept. I understand there is no remuneration or fringe benefits attached to this role.

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

Work Unit: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Faculty Signature (Originating Program)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean Signature (Originating Program)

\_\_\_\_\_  
Date

**For the College of Nursing student matched with a preceptor, the student completes the following:**

I understand that I am responsible for meeting the standards in policies/procedures of the agency; maintaining professional appearance and behavior; and providing safe client care. I understand that I will be expected to 1) keep the assigned preceptor and faculty informed about my learning needs in relationship to course objectives; 2) obtain assistance with procedures appropriately; 3) communicate frequently with the preceptor and faculty regarding client care and 4) seek feedback regarding clinical progress and completion of course requirements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course