

SINCLAIR SCHOOL OF NURSING

ADMINISTRATIVE POLICY # 24

Clinical Preceptors

Preceptors are employed in clinical agencies with signed, current clinical agreements made between the Curators of the University of Missouri contracting on behalf of the MU Sinclair School of Nursing and clinical agency's board of directors or executive officer authorized to sign on behalf of the agency's governing body.

Students cannot begin clinical work at an agency without faculty approval and a signed contract that has been approved by the University of Missouri-Columbia and the sponsoring agency.

- A. Preceptor Qualifications:
1. Undergraduate Program (Traditional, RN-BSN, Accelerated Options)
 - a. Education
 - i. BSN or higher is preferred *or*
 - ii. Bachelor's degree in related area with faculty approval
 - b. Licensure:
 - i. Possess current unencumbered license to practice as a registered professional nurse (CSR 2200-2.085 4.A.) *or*
 - ii. License or registration to practice as required by discipline
 - c. Expertise
 - i. At least one (1) year experience in the area of clinical specialty for which the preceptor is used. (CSR 2200-2.085 4.A.)
 - ii. National certification in specialty area is preferred
 - iii. Recommendation of the nurse manager or immediate supervisor
 2. Graduate Program (MS, DNP)
 - a. Education
 - i. Master's degree or higher is preferred
 - b. Licensure:
 - i. Current unencumbered license in state of practice
 - c. Expertise:
 - i. Advanced practice authorization in state of practice (if applicable)
 - ii. At least one (1) year experience in the area of clinical specialty and role
 - iii. National board certification is preferred

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Approved Faculty Assembly 11/9/09

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B. Preceptor Responsibilities:

1. Teaching/Supervision

- a. Agrees to act as student preceptor; acts as role model, resource person, teacher, and supervisor.
- b. Complies with policies of agency.
- c. Orient the student to the physical facilities, review unit- or agency-specific and generic structure and process standards, policies, and the role of the professional nurse within the organization
- d. Review course and/or clinical objectives with the student
- e. Assist the student to gradually assume additional responsibilities on a mutually agreed upon time frame
- f. Maintain communication with the nursing faculty, keeping them informed of student progress

2. Student Assessment

- a. Provide ongoing feedback and written documentation to faculty regarding the student's clinical performance

C. Faculty Responsibilities:

1. Screen, approve, and/or assign the preceptor
2. Provide the preceptor with information as to duties, roles and responsibilities of the faculty, the student and the preceptor including the communication process
3. Provide the preceptor a copy of the objectives of the course in which the student is enrolled and directions for assisting the student to meet objectives specific to the clinical experience
4. Assume responsibility for each student's final evaluation and the assigning of a performance rating or grade
5. Faculty shall be readily available to students and clinical preceptors during clinical learning experiences
6. Faculty member will maintain contact with the preceptor by email, phone, or in person to review student performance.

Additional Graduate Student Requirements:

- Advanced Practice Nursing (APN) students are required to complete a minimum of 33% of the total clinical hours required for advanced practice certification in their role and specialty area of study under the direct supervision of a master's (or higher) prepared nurse.

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- All graduate students are required to be supervised by a minimum of 2 different preceptors during their program of study.
- In the event that no master's prepared nurses are practicing in the students' geographic location, students may be required to travel to another geographic location or come to the MU campus for clinical supervision.

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