

# ***Department of Nursing***



## ***Orientation Handbook for Preceptorships***

Master of Science in Nursing  
Nurse Educator Program  
Post Master's Certificate Program

***2021-2022***

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Department of Nursing

Dear Preceptor,

Thank you for agreeing to precept a student in the Angelo State University Master's degree or Post Master's certificate program. Your expert guidance in providing students the opportunity to apply their clinical skills, teaching and learning skills, and knowledge is critical in preparing them for the nurse educator role. As a busy professional with numerous demands and responsibilities, your commitment to this process demonstrates personal dedication to the continuing quality development of the nursing profession. The student will gain confidence and validation as you provide teaching, coaching, mentoring, and role modeling opportunities. It is difficult to imagine successfully preparing these individuals without the collaboration of our colleagues in the community.

Please review the mission statement of the MSN program at Angelo State University enclosed in this packet. The student should supply you with a copy of the course syllabus communicating course and clinical objectives, subject to the approval of the faculty member and the preceptor. You and the student should review and refine the objectives which are specific to the student's goals for the experience and the opportunities available in your practice. Review the objectives occasionally for those accomplished and not yet attained. Copies of the Student Clinical Evaluation form to be filled out by you for each semester will be provided by the student. Please complete the following forms (included in this packet) before the student begins the experience and give to the student for submission:

- **Nurse Educator-Preceptor Profile Form** indicating professional preparation and licensure is required for all preceptors.
- **Updated Curriculum Vitae (CV)** every two years or soon if current job position changes.
- **Nurse Educator Preceptor Agreement** acknowledging your willingness to serve as a preceptor for the specified student.

The Angelo State University graduate nursing faculty values your service as a preceptor and welcomes your recommendations for making the preceptor role more effective and satisfying. Please feel free to contact me or the course instructor if you have any questions or concerns. Thank you for your service on behalf of continuing excellence in the clinical education of professional nurses.

Sincerely,

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## Graduate Nursing Program Accreditation

The baccalaureate degree program in nursing/master's degree program in nursing and post-graduate APRN certificate program at Angelo State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

<http://www.ccnaccreditation.org/>

In addition, all nursing programs have full approval status by the Texas Board of Nursing.

Texas Board of Nursing

333 Guadalupe #3-460

Austin, TX 78701

Office: (512)305-7400

Fax: (512)305-7401

<https://www.bon.texas.gov/index.asp>

# Mission, Vision, and Philosophy

## Angelo State University Mission Statement

Angelo State University provides highly competitive graduates to the global marketplace by delivering quality programs in a values-focused and student-centered teaching and learning environment.

## Archer College of Health and Human Services Mission Statement

The mission of the college is to educate a diverse student body from various backgrounds in the health and human service professions through rigorous curricular activities that prepare students to take leadership roles in a competitive, technological, culturally diverse and global environment, engage students and faculty in the discovery of knowledge through education, research, service, and co-curricular experiences, and extend the boundaries of Angelo State University to enrich the quality of lives, especially for individuals in underserved and vulnerable populations, through interprofessional and community collaborations.

## Department of Nursing Mission Statement

The nursing program supports the overall mission of Angelo State University by offering graduate and undergraduate nursing programs that produce professionals committed to improving the health of individuals, groups, and communities both locally and globally. As practitioners and educators, our graduate effectively lead and advocate for safe, high-quality health care that respects diversity and is responsive to a dynamic and technologically complex society.

## Department of Nursing Vision Statement

We will be recognized as visionary leaders committed to delivering innovative nursing education that promotes optimal patient outcomes.

## Department of Nursing Philosophy

We believe nursing is a unique, caring, scientific practice discipline built upon a solid foundation of knowledge in the liberal arts and sciences. Each level of nursing education expands upon prior knowledge and competency through the integration of research-based evidence. Our programs produce compassionate and skilled nurses prepared to meet the healthcare needs of a global society.

We believe the nurse delivers person-centered care as a member of the inter-professional team utilizing therapeutic partnerships and patient advocacy that emphasizes health promotion, health restoration, and disease prevention.

We believe in student-centered, adult learning principles, and provide a supportive, engaging education environment facilitating personal and professional growth for leadership and lifelong learning.

We believe lifelong learning is nurtured in an environment of mutual respect and shared responsibility for the development of clinical reasoning, ethical conduct, and personal accountability.

## MSN Program Outcomes

The purpose of the Master of Science in Nursing Program at Angelo State University is to prepare graduates to practice nursing within an expanded role. Master's education prepares nurses with essential knowledge in professional leadership, patient-centered care, and advanced nursing practice. These outcomes are met by a combination of online course deliver, online campus orientation, and assessment and precepted practicum experiences.

Upon program completion, the graduate will be prepared to:

1. Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations.
2. Apply organizational and systems leadership skills.
3. Design and implement quality improvement initiatives.
4. Integrate best research evidence to improve health outcomes.
5. Utilize informatics, healthcare technology, and information systems.
6. Advocate through system level policy development.
7. Employ effective communication in inter-professional teams.
8. Synthesize the impact of health determinants for provision of culturally relevant health promotion/disease prevention strategies.
9. Practice at the level of a Master's prepared nurse.

## Nurse Educator Track Competencies

Students completing the Master's Nurse Educator Track/Post Master's certificate will possess the eight (8) core competencies identified by the National League of Nursing Certification Commission's *The Scope of Practice for Academic Nurse Educators (2019)*. The competencies include:

1. Facilitate learning.
2. Facilitate learner development and socialization.
3. Use assessment and evaluation strategies.
4. Participate in curriculum design and evaluation of program outcomes.
5. Function as a change agent and leader.
6. Pursue continuous quality improvement in the nurse educator role.
7. Engage in scholarship.
8. Function within the educational environment.

Students completing the Master's Nurse Educator Track/Post-Master's Certificate will be prepared to teach nursing in a variety of educational programs and healthcare settings.

## Title IX

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

**Online:** [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)

**Face to Face:** Mayer Administration Building, Room 210

**Phone:** 325-942-2022

**Email:** [michelle.miller@angelo.edu](mailto:michelle.miller@angelo.edu)

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

## Introduction

Because students enter the practicum experience with varied experience and technical competence; therefore, providing practicum learning opportunities that support the student's individual learning may be challenging. The purpose of the **Orientation Handbook for Preceptorships** is to provide preceptors with helpful information and effective teaching strategies to optimize learning for each student.

The Nurse Educator track at Angelo State University prepares nurses for graduate level practice in one of two ways: Master of Science in Nursing (MSN) degree or a Post-Masters Certificate for nurses who have obtained a MSN. Graduate students at Angelo State University have core graduate nursing courses as part of their curriculum and additional coursework in preparation for the nurse educator role. This track provides the student with knowledge related to curriculum development and evaluation, instructional design, teaching and learning practices, and measurement of learning outcomes.

A preceptorship is a directly supervised practicum that allows students to apply knowledge gained in the didactic portion of a program. Nurse Educator students have the opportunity to work with preceptors in academic, clinical, and community-based settings. Practicum experiences provide Angelo State University nursing students with the opportunity to observe and actively participate in the delivery of nursing education and in a focused clinical setting. Preceptors actively practicing in academic and clinical settings are uniquely qualified to facilitate the development of students in the advanced nursing role.

On-line classroom study is combined with community-based practicum experiences supervised by qualified preceptors.



## Preceptor Criteria

A qualified preceptor must directly supervise the practicum experience. Angelo State University adheres to the following guidelines related to preceptor qualifications:

1. The preceptor must hold a current, unencumbered RN license to practice in the state of Texas.
2. The preceptor must have a Master of Science in Nursing degree from an accredited university.
3. Consideration will be made on a case-by-case basis for the advanced nursing clinical practicum experience if the leader has a Bachelor of Science in Nursing degree and/or specialization certification with extensive experience in a clinical nursing role.
4. The student may not be precepted by an immediate supervisor at his/her current place of employment.

In addition to the preceptor qualifications the following are considered in the selection of the preceptor:

1. Teaching and work experience of the preceptor.
2. Availability to work with and supervise the student.
3. Ability to facilitate student learning and evaluate student progress.
4. Adaptability to assist the student to achieve the learning goals and objectives.
5. Agreeable to allow the student to attend nurse educator clinical meetings, workshops, and activities during the preceptorship.
6. Appreciation of the applicable role as a preceptor.

## The Preceptor Role

A practicum preceptor is an experienced nurse educator or clinical nurse who plays a crucial role in the student's learning experiences and learning outcomes. As a preceptor you will teach, coach, and be a role model while guiding the student during real world issues teaching them new skills and/or improving the student's skills with confidence. A student cannot prepare for such roles without the guidance of the preceptor. Angelo State University faculty value the preceptor service and welcome recommendations for making the preceptor role more effective and successful for all.

## Issues in Precepting

Some issues may arise when precepting and may recur in different forms. As a preceptor, when you face such issues please feel free to consult with the faculty member for advice about some the approaches that have proven effective in the past.

Time management may become a problem when adding precepting responsibilities to a busy work day. Maximizing your time with realistic expectations requires planning with the student and continuing assessment of the experience and progress.

The student being precepted may feel apprehensive initially about having someone other than their "regular" instructor giving assignments or providing direction. To ease these feelings, the preceptor should freely express and affirm confidence in the student's competence.

## Planning

The student will have objectives and goals to accomplish during the practicum experience. The student will collaborate with the preceptor on how to accomplish these goals and develop any additional goals. These goals should serve as the foundation of the precepting plan and a mutual understanding between the student and preceptor regarding these objectives and goals should be established. The objectives and goals should be constructed in such a manner for the student performance to be measured. The following are some examples of practicum objectives:

- Sample practicum objectives for the **Nurse Educator** role:
  - Apply a variety of teaching strategies in the on campus and/or on-line environment.
  - Incorporate a variety of teaching strategies in the practicum setting.
  - Collaborate with faculty members to improve the student outcomes.
- Sample practicum objectives for the **Advanced Clinical Practice** role:
  - Engage in community outreach to improve knowledge of services and assist clients.
  - Incorporate needs assessment questionnaire to assist with educational planning for patients.
  - Collaborate with the Advanced Clinical Nurse to gain skills and confidence in the role.

The student and preceptor will refine objectives which are specific to the student's goals for the experience and the opportunities available in your practice. Guide the student toward objectives that are realistic given the time frame of the experience, opportunities available, and resources required. Consider the student's and preceptor's priorities for the student learning. As the student accomplishes

some goals, others may emerge as the student learns more about the opportunities in the preceptor's practice setting. The following are some examples of objectives established by a preceptor and student together as additional objectives for the practicum. These objectives are in addition to the objectives established by the faculty and reflect interests of the student and opportunities available in the practice setting. Periodically review the objectives accomplished and not yet attained with the student.

- **Sample of Student's Personal Objectives:**
  - Develop a teaching plan.
  - Carry out a practicum post conference debriefing.
  - Attend a faculty work session or unit meeting.

Whenever possible, plan to give the student feedback at the conclusion of each day's experience. Precepting requires an additional plan with the student to "think out loud", formulate and ask questions, observe student performance, coach the student, and empower the student to perform skills that could be done more rapidly.

## Role Modeling

The two most significant aspects of learning through role modeling are:

1. Critical thinking
2. Professional role behavior

The approach you role model in your academic and/or practicum can profoundly affect the student's approach to their professional thinking, interaction with patients, colleagues, and others.

## Responsibilities within the Preceptorship

The preceptor will guide the graduate nursing student enrolled in the practicum course through the learning process, serve as a role model and mentor, and provide constructive feedback. In addition, the preceptor will promote role socialization and adoption of specialty role standards of practice.

### Orientation

The student should arrange to meet with the preceptor for orientation prior to the actual practicum experience. During the initial orientation to the practicum setting, the preceptor should:

1. Communicate general guidelines to be used by the preceptor and student interactions (how to address one another, appropriate modes of contact, etc.) and for review and feedback of student performance.
2. Review policies and protocols specific to the practice setting.
3. Review preceptor, agency, and student expectations regarding documentation.
4. Discuss the overall plan for student learning opportunities.
5. Review the student's previous learning experiences and practicum objectives to be accomplished.
6. Encourage the student to identify strengths and areas for continued professional growth and give feedback of student performance.
7. Involve the student in the assessment and validation decisions about learning strategies to be employed.
8. Negotiate a practicum schedule with the student. If the student will be absent on a scheduled practicum day, it is the student's responsibility to notify the preceptor prior to the scheduled date and time.

## Practicum Supervision

### Nurse Educator Role Preceptorship

- Directly supervise the student in the performance of the nurse educator role.
- Ensure student activities are consistent with standards set forth in academic and practicum site policies, procedures, and protocols.
- Assess student ability to communicate and collaborate effectively when interacting with faculty, staff, and students.
- Assist the student in planning experiences that will develop and enhance their role as an educator. These experiences may include, but are not limited to:
  - Observing or delivering a classroom lecture
  - Observing or facilitating a laboratory experience
  - Attending faculty or committee meetings
  - Assisting in making practicum assignments
  - Assisting with the grading or assignments
  - Participating in test review
  - Facilitating a post-conference
  - Observing simulation experiences (where available)
  - Allowing the student to assist with the practicum education of initial licensure students
  - Reviewing student's work and offering constructive suggestions for improvement.
- Discuss specific written learning objectives and experiences. These discussions may entail:
  - The student's teaching abilities
  - Professional issues related to nurse educators
  - Plans for future learning experiences based on an assessment of the student's strengths and areas for continued professional growth.
- Authorize the student's practicum log including time spent on course activities.
- Provide an end-of-course evaluation of student.

### Advanced Clinical Nurse Roles Preceptorship

- Directly supervise the student in the performance of the Advanced Clinical Nurse role.
- Ensure the student activities are consistent with standards set forth in academic and practicum site policies, procedures, and protocols.
- Assess student ability to communicate and collaborate effectively when interacting with staff and patients.
- Assist the student in planning experiences to develop and enhance the role as an Advanced Clinical Nurse. These experiences may include but are not limited to:
  - Observing the clinical nurse in the specialty role
  - Facilitating attendance in facility meetings as appropriate to the clinical nurse role
  - Assisting in directing patient assignments
  - Mentoring the student during the development of the clinical practice focused assignment
  - Debriefing the student regarding daily activities and learning experiences
  - Allow the student to assist with clinical nurse role activities
- Discuss specific written learning objectives and experiences. These discussions may entail:
  - The student's nursing abilities
  - Professional issues related to nurses in the specialty
  - Plans for future learning experiences based on an assessment of the student's strengths and areas for continued professional growth
- Authorize the student's practicum log including time spent on course activities.
- Provide an end-of-course evaluation of student.

## Evaluation of Student Performance

- When applicable, students are to sign all notations with their first name, last name, title, and school.
- Assess student progress through a formal, written evaluation at the completion of the practicum experience.
- Assess through a review of the practicum log entries.
- Inform the designated MSN faculty of concerns related to practicum practice by the student or if the student is having difficulties in meeting the requirements of the preceptorship experience.

## Practicum Failure

A student may fail the practicum if deemed unsafe or incompetent. Unsafe or incompetent behaviors may include but not limited to the following:

- Demonstrates unsafe performance and makes questionable decisions.
- Lacks insight and understanding of own behaviors and behaviors of others.
- Needs continuous specific and detailed supervision.
- Has difficulty adapting to new ideas and roles.
- Fails to submit required written practicum exercises and/or assignments.
- Falsifies practicum hours.
- Violates student confidentiality agreement.

## Responsibilities of the Nurse Educator Student

The student is responsible for being self-directed in identifying initial and ongoing learning needs, seeking learning opportunities to meet identified needs, and accountable for their performance in the nurse educator and advanced nursing clinical practice roles. The student should:

1. Provide the preceptor with the **Orientation Handbook for Preceptorships** and complete all preceptor agreements prior to the initiation of the practicum experience.
2. Discuss specific practicum objectives and negotiate a practicum schedule with the preceptor prior to the actual practicum experience.
3. Provide the practicum site with the necessary licensure liability insurance and educational information as required.
4. Submit a completed student profile to the preceptor and to the faculty on or before the first practicum day.
5. Complete and submit the **Clinical Readiness Checklist**. Prior to the first clinical course, graduate nursing students must have the following on file in the nursing office:
  - a. Current CPR (professional level) certification
  - b. Evidence of meeting state-mandated immunization requirements.
  - c. Proof of current health insurance.
  - d. Drug screen and/or background check if required by clinical agency.
6. Demonstrate professional role behaviors.
7. Respect the confidential nature of all information obtained during the practicum experience.
8. Arrive at the practicum experience prepared to perform in accordance with assigned learning activities in accordance with the course.
9. Demonstrate accountability for thoroughness and timeliness in completing assigned role responsibilities.
10. Contact faculty by telephone or email if faculty assistance is necessary.
11. Perform the **nurse educator role** under the supervision of a nurse educator preceptor, recognizing the limitation of education preparation and complying with professional standards, academic, and practicum site policies and protocols.
12. Perform the **advanced nursing clinical practice role** under the supervision of a clinical nurse preceptor, recognizing the limitation of education preparation and complying with professional standards, academic, and practicum site policies and protocols.
13. Actively seek input in the evaluation process and participate in self-evaluation of strengths and identified areas for professional growth with the preceptor and designated facility.
14. Demonstrate progressive independence and competency in the nurse educator or advanced nursing clinical practice role in accordance with academic progression.
15. Maintain a practicum log according to course requirements and submit to the faculty at the designated intervals.
16. Complete the **Student Evaluation of Preceptor/Facility** at the end of the practicum experience.



## Responsibilities of Angelo State University Faculty

Faculty identify practicum learning objectives specific to the program, course, and learning needs of the students. The faculty facilitate student achievement of the objectives through the provision of didactic instruction, identification of appropriate practicum facilities and preceptors, evaluation of students in the practicum setting, and establishment of close working relationships with preceptors. The faculty should:

1. Identify and evaluate practicum sites for appropriateness of learning experiences.
2. Review the policies of the agency to be followed by faculty and assigned students.
3. Review the expectations for the students, preceptors, and faculty.
4. Assure establishment of affiliation and preceptor agreements prior to initiation of practicum experience.
5. Act as a counselor, consultant, and teacher providing immediate consultation and/or support to the preceptor when needs or problems are reported.
6. Maintain communication with the preceptor, facility, and agency making site visits as needed.
7. Serve as a role model to demonstrate effective communication, leadership, and practicum expertise.
8. Seek preceptor input regarding the student's practicum performance and other practicum related activities.
9. Encourage the student to verbalize and demonstrate the use of theoretical frameworks, application of relevant research, and evidence-based guidelines related to nursing education and clinical practice.
10. Document the student's progress using practicum objectives for the specific semester and assign a pass/fail grade by the completion of the practicum experience.