



Dear Colleagues:

As the program coordinator for the LPN – RN Online Program here at Allegany College of Maryland, I would like to share with you a brief program overview. The overall goal of the program is to provide currently licensed LPN's, who have one-year full-time work experience, the opportunity to return to school and complete their RN degree. The program objectives and learning outcomes are the same as our traditional face-to-face program. All theory course work is completed online and is taught by current ACM nursing faculty. Required clinical hours will occur under the direct supervision of an approved Registered Nurse preceptor in a clinical agency close to where the student resides.

You are being presented this letter by a student accepted into the program, who wishes to complete clinical hours at your facility. A clinical contract with Allegany College of Maryland and the clinical agency must be on file before preceptorship hours may commence. The student is responsible to contact the appropriate agency representatives to: **a)** commence the agency agreement process if a contract is not currently on file, and **b)** secure an approved clinical preceptor willing to work with the student. The overall goal of the preceptorship is to allow students to gain practical experience while working with experts in the field. Approved preceptors will be provided an orientation to their role, as well as be given a copy of preceptor, student and nursing faculty responsibilities.

*OVERVIEW OF AGENCY FUNCTIONS:*

1. Assist students in the selection of appropriate preceptors for the experience.
2. Orient other agency personnel to the preceptor program and the clinical expectations for students as necessary.
3. Retain responsibility to review state background clearances of students seeking to complete clinical hours at the agency.
4. Retain ultimate responsibility for the nursing care for patients.
5. Retain responsibility for the preceptor salary, benefits, and liability.
6. Actively support the preceptor and student during the preceptorship with adequate time, facilities, and experiences as possible.
7. Participate in the evaluation of the preceptorship program experience.

The preceptor program serves a very important function in the education of our students. On behalf of the student, we are asking your assistance to secure the appropriate agreements to make this experience a viable and successful part of nursing education. Our ultimate goal is to increase the number of qualified professional nurses to care for patients in diverse settings.

On behalf of the nursing faculty and Allegany College of Maryland, **Thank You** for your commitment to nursing education.

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