



PRECEPTOR GUIDELINES

Thank you for considering becoming a clinical preceptor in the Allegany College of Maryland LPN-RN Online Program. Your expertise and guidance provide an invaluable opportunity for students to further their degree. Listed below are the responsibilities of Clinical Preceptors for the program. If you elect to serve as a preceptor for a particular student, you will need to complete the Preceptor Letter of Agreement and a Professional Profile Form /CV prior to the student beginning clinical experience. A formal letter acknowledging approval of the preceptor agreement will contain information to access the Preceptor Orientation Handbook and course faculty contact information.

Role of Clinical Preceptor: Facilitator:

- Participate in and acknowledge completion of an orientation to the clinical preceptor role.
- Orient the student to the facility and to the unit as necessary.
- Discuss with student the preferred method for communication with clinical preceptor and/or clinic site.
- Provide a variety of learning experiences with appropriate client populations designed to meet the student's clinical objectives. If available, encourage participation in interdisciplinary team meetings.
- Assure safe nursing practice by supervising the student's performance of clinical skills.
- Be available on site for assistance during all patient care activities.
- Provide patient care in accordance with established, evidence-based nursing practice standards. Allow the student to participate in patient management to a degree appropriate for the level of education.
- Promptly communicate to the Course Faculty issues of concern or unsafe practice (student behavior, clinical skills, and/or student progression) regarding the student.
- Demonstrate leadership skills in problem solving, decision making, priority setting, and delegation of responsibility and in being accountable.
- Assume responsibility for providing a substitute preceptor in the event of an absence.

Evaluator:

- Provide the student with feedback on his/her progress, based on preceptor's observation of clinical performance, assessment of achievement of clinical competencies and patient care documentation.
- Sign the student's clinical hour tracking log each day the student is present.
- Assist course faculty with the formal evaluation of the student's progress at the completion of the clinical experience.
- Participate in ongoing evaluation of the program.

Preceptor Program

The purpose of the clinical preceptor program is to provide the students with a professional role model whose guidance will enhance the attainment of student learning. The preceptor will act as a facilitator and resource person to the student during the clinical learning experiences and will participate in the evaluation of the students learning.

Definitions –

Clinical preceptor – A registered nurse who meets the minimum requirements of this title (as listed in the Preceptor Qualifications), is not paid as a faculty member by the governing institution, and who directly supervises a student's clinical learning experience. A clinical preceptor facilitates student learning in a manner prescribed by a signed written agreement between the educational institution, preceptor, and affiliate agency (as applicable). RE: