

**THE UNIVERSITY OF TEXAS AT ARLINGTON
SCHOOL OF NURSING
CRITERIA FOR GRADUATE PRECEPTOR**

Acute Care & Emergency Nurse Practitioner Programs

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Thank you for considering to precept one of our advanced practice graduate nursing students. This packet provides an explanation of your responsibilities as a preceptor. We have also included the student's and his/her faculty advisor's responsibilities to you.

After reviewing these responsibilities, if you agree to precept a student, please complete the "Preceptor Agreement" and the "Biographical Data Sheet" and return them to us.

PLEASE NOTE: THESE FORMS MUST BE ON FILE AT UTA BEFORE THE STUDENT BEGINS THE CLINICAL EXPERIENCE.

We appreciate your willingness to share your expertise with our students. If you have any questions, you may contact your student's advisor at the UTA School of Nursing: (817) 272-2776.

Sincerely,

Linda Adams

Linda Adams
Graduate Clinical Coordinator

ENCLOSURES: PRECEPTOR AGREEMENT, BIOGRAPHICAL DATA SHEET, PRECEPTOR PACKET

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**THE UNIVERSITY OF TEXAS
AT ARLINGTON
SCHOOL OF NURSING**

GRADUATE NURSING PROGRAMS

Administration

Acute Care NP

Acute Care Pediatric NP

Adult NP

Emergency NP

Family NP

Gerontology NP

Neonatal NP

Primary Pediatric NP

Psychiatric-Mental Health NP



PRECEPTOR INFORMATION PACKET

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THE UNIVERSITY OF TEXAS AT ARLINGTON
SCHOOL OF NURSING
GRADUATE NURSING PROGRAM

Preceptor Criteria and Responsibilities

Criteria for Preceptor

On site clinical supervision of students may be shared with other competent clinicians serving as clinical preceptors, as appropriate. Competent clinicians may be considered as preceptors if they:

Are licensed and nationally certified in their specialty area with experience and expertise in the area of specialization. Such clinicians may include, but are not limited to: Physicians, nurse practitioners, advanced practice nurses, and physician assistants.

Have preparation appropriate to their area(s) of responsibility with clinical experience of at least one year.

Maintain currency in clinical practice and continue to improve their expertise

Reference: Advanced Nursing Practice: Curriculum Guideline and Program Standards for Nurse Practitioner Education, 1995. The National Organization of Nurse Practitioner Faculties. Page 31.

PRECEPTOR RESPONSIBILITIES

1. Bridges the gap between theory and actual practice.
2. Orients student to clinical setting, organizational policies and key personnel.
3. Assists student in planning clinical assignments based on course objectives and student articulated learning needs.
4. Provides supervision of student on a one-to-one clinical basis until such time as student and preceptor deem direct supervision is no longer necessary.
5. Provides daily feedback to student.
6. Reviews all student documentation in clinical records and co-signs same.
7. Submits a Student Evaluation Form to UTA of the clinical experience as requested.
8. Serves as a role model to the nurse practitioner student.
9. Maintains an open line of communication with student's clinical advisor.

THE UNIVERSITY OF TEXAS AT ARLINGTON
SCHOOL OF NURSING

GRADUATE NURSE PRACTITIONER PROGRAM

STUDENT RESPONSIBILITIES

1. Interviews the prospective preceptor as to goals/objectives for fulfilling clinical requirements.
2. Provides the preceptor with written objectives for the clinical experience, both general and
3. specific.
4. Provides proof of nursing license and immunization status as necessary.
5. Submits the signed preceptor agreement to UTA **prior to beginning the clinical experience.**
6. Reviews existing agency protocols or UTA's protocols with preceptor.
7. Documents all clinical encounters in the respective health records using a SOAP format. **All entries must be co-signed by the preceptor.**
8. Arrives at designated site on time and dressed professionally with UTA student nametag.

****Note**** *All currently enrolled UTA graduate students are covered under the Medical Professions Liability Insurance. (A copy of same is on file in the Graduate Nursing office at UTA).*

FACULTY RESPONSIBILITIES

1. Be available to discuss the program requirements and objectives with the preceptor.
2. Assess the adequacy of space and appropriateness of assignments for the student's learning objectives and experiences.
3. Communicates with preceptor regarding the student's progress.
4. Schedules on-site visits when deemed necessary by the faculty, student and/or preceptor.

THE NURSE PRACTITIONER

THE NURSE PRACTITIONER (NP) is a registered nurse (RN) with advanced education (usually a master's degree) and additional clinical experience, who delivers health care in a variety of settings.

There are different types of NP's just as there are different types of physicians. Each type of Nurse Practitioner must practice within a particular scope of practice. Examples of nurse practitioner include the following:

Acute care (adult and pediatric)

Adult

Emergency Room

Family

Geriatric

Neonatal

OB/GYBN

Occupational

Pediatric

Psychiatric Mental Health

Women's Health Care

Nurse Practitioners must be recognized as advanced practice nurses by their State Board of Nursing, and are certified by their professional organizations.

The Nurse Practitioner focuses on health promotion, disease prevention and treatment. Using a step-by-step (holistic) approach, the NP:

1. Assesses the person(s) by obtaining pertinent history and complete health assessments. Using this data, appropriate risk factors for disease and health problems (medical and nursing diagnoses) are identified.
2. A plan of care is then determined and implemented. This care includes nursing interventions (education, counseling, symptom relief) as well as medical interventions (ordering laboratory tests, prescribing medications, referrals).
3. The treatment interventions and resulting care outcomes are evaluated.

Nurse Practitioners work in all types of settings: private practice, HMO's, hospitals, clinics, health departments, occupational clinics in businesses, nursing homes and many others.

NP's work independently in some states. In Texas, Nurse Practitioners work collaboratively and interdependently with physicians.

Numerous research studies have shown that Nurse Practitioners provide high quality care.

SUGGESTIONS FOR BEING AN EFFECTIVE PRECEPTOR

Preceptorship is a working relationship between an experienced provider of care and a beginner provider of care.

The preceptor helps to bridge the gap between reality and theory.

To be an effective preceptor it is helpful to:

1. Review the student's goals and objectives.
2. Orient the student to your clinical site by introducing the staff, touring the facility and reviewing the policies, procedures and protocols used in your clinical settings
3. Initially, allow the student to observe your methods of assessing, diagnosing and treating.
4. Provide a one-on-one clinical experience.
5. Be a role model - share values, philosophies and "pearls:."
6. Be patient. Remember how slow students are when they are beginning a new clinical experience.
7. Allow the student opportunity to assess, diagnose and form a treatment plan BEFORE you provide feedback and suggestions.
8. Evaluate the student using the appropriate form and review the evaluation with the student offering constructive criticism and encouragement.

**A good reference article: "Helping Preceptors Mentor the Next Generation of Nurse Practitioners," NURSE PRACTITIONER, June, 1994.

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SCHOOL OF NURSING**

PRECEPTOR AGREEMENT

I have reviewed the preceptor packet. I can provide the student with clinical experiences that meet the requirements as outlined in the material covered.

I agree to accept the responsibilities as outlined in the preceptor packet.
I understand that there will be no remuneration for this service.

I will review the student's learning activities and abilities and agree to submit the required evaluation form(s) to UTASN or the student's clinical advisor.

I, _____ agree to serve as a preceptor for the nurse practitioner student, -
_____ for course # _____ Semester/Year _____ for a
total of _____ semester hours. Returning Preceptor First Time Preceptor *{If you are
precepting for the first time please complete the next two pages and submit along with your Curriculum
Vitae/Resume}*.

Preceptor Signature _____ Date _____

Preceptor Agency _____ Preceptor Phone _____

Preceptor Address _____ Fax Number _____

City/State/Zip _____ County _____ Email _____

Student Signature _____ Major _____ Date _____

Sincerely,

Linda Adams
Graduate Clinical Coordinator
University of Texas at Arlington School of Nursing
P.O. Box 19407
Arlington, Texas 76019-0407
817-272-0788, Fax: 817-272-0663
ladams@uta.edu

**PLEASE RETURN TO ATTN:
LINDA ADAMS
Fax: 817-272-0663**

Graduate Nursing Program Directors	
Acute Care & Emergency	Mary Schira, PhD, RN, ACNP-BC
Adult/Geri	Kathy Daniel, PhD, RN, ANP-BC, GNP-BC
Family	Phyllis Adams, EdD, RN, FNP-BC
Admin	Pat Turpin, PhD, RN, NEA-BC
Pediatric & Acute Care Pediatric Neonatal	Judy LeFlore, PhD, RN, NNP, CPNP, ACPNP-BC
Psych-Mental Health	Diane Snow, PhD, RN, CARN, PMHNP-BC

Preceptor ID Number _____ SON TRACK _____ Data Entry

(Office Use only)

THE UNIVERSITY OF TEXAS AT ARLINGTON
SCHOOL OF NURSING
Graduate Nursing Programs
Preceptor Biographical Data Sheet
Fax: (817) 272-0663 or ladams@uta.edu

NAME _____ Date _____

CREDENTIALS _____

SPECIALTY _____ EMAIL ADDRESS _____

INSTITUTIONAL AFFILIATION _____

OFFICE ADDRESS _____ Suite _____

OFFICE CITY _____ COUNTY _____ STATE _____ ZIP _____

PHONE NUMBERS: VOICE _____ FAX _____

(Optional Numbers) PAGER _____ CELLULAR _____

CONTACT PERSON IN YOUR AGENCY _____

CONTACT PERSON PHONE NUMBER _____ EXT _____

PROFESSIONAL LICENSE NUMBER _____ EXPIRATION DATE _____

ISSUING STATE AGENCY _____ (Please indicate if other than TEXAS)

CERTIFICATION Y N BY WHOM _____ EXP _____

This material is kept secured at the School of Nursing and remains confidential.

Would you be interested in offering guest lectures to the Graduate Program? N Y

If so, please list topics _____

PLEASE RETURN TO ATTN: LINDA ADAMS

Preceptor ID Number _____

** YOU MAY SEND ALONG A CURRENT CV or RESUME ALONG WITH THIS FORM.*

NAME _____ Date _____

SCHOLASTIC BACKGROUND

College or University	Degree	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
Graduate or Professional School		
_____	_____	_____
_____	_____	_____

ORGANIZATIONS and PROFESSIONAL ASSOCIATIONS

1. _____
2. _____
3. _____

**PLEASE RETURN TO ATTN: LINDA ADAMS, GRADUATE CLINICAL COORDINATOR
(817) 272--0663 FAX or ladams@uta.edu**

This confidential material is kept secured at The University of Texas at Arlington School of Nursing.