

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

Date: \_\_\_\_\_

**Acute Care & Emergency Nurse Practitioner Programs**

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**Registered Nurse First Assistant Certificate Program**

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**Dean School of Nursing**

Elizabeth C. Poster, PhD, RN, FAAN  
E-mail: poster@uta.edu

Dear: \_\_\_\_\_

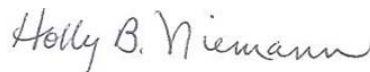
Thank you for considering to precept one of our advanced practice graduate nursing students. This packet provides an explanation of your responsibilities as a preceptor. We have also included the student's and his/her faculty advisor's responsibilities to you.

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 one of the following numbers UTA School of Nursing: (817) 272-2776

Sincerely,



Holly B Niemann  
MSN Clinical Facilities Coordinator

**ENCLOSURES: PRECEPTOR AGREEMENT, BIOGRAPHICAL DATA SHEET, PRECEPTOR PACKET**

**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*

*Pediatric NP*

*Psychiatric-Mental Health NP*

*Registered Nurse First Assistant Certificate*



**PRECEPTOR INFORMATION PACKET**

# TABLE OF CONTENTS

Criteria for Preceptor and Preceptor responsibilities.....3.4

Student responsibilities.....3.5

Faculty responsibilities.....3.5

The Nurse Practitioner.....3.6

Suggestions for being an Effective Preceptor.....3.7

Preceptor Agreement.....3.8

Preceptor Biographical Data Sheet.....3.9

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 specific.
3. Provides proof of nursing license and immunization status as necessary.
4. Submits the signed preceptor agreement to UTA **prior to beginning the clinical experience.**
5. Reviews existing agency protocols or UTA's protocols with preceptor.
6. Documents all clinical encounters in the respective health records using a SOAP format. **All entries must be co-signed by the preceptor.**
7. 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,



Holly Niemann  
MSN Clinical Facilities Coordinator  
The University of Texas at Arlington  
School of Nursing  
Box 19407  
Arlington, Texas 76019-0407  
817-272-0788, Fax: 817-272-5006  
[niemann@uta.edu](mailto:niemann@uta.edu)

**PLEASE RETURN TO ATTN:  
HOLLY NIEMANN  
Fax: 817-272-0663**

<b>Graduate Nursing Program Directors</b>	
<i>Acute Care &amp; Emergency</i>	<b>Mary Schira</b> , PhD, APRN, BC, ACNP
<i>Adult/Geri</i>	<b>Kathryn Daniel</b> , MS, APRN, BC, ANP, GNP
<i>Family</i>	<b>Phyllis Adams</b> , EdD, RN, FNP, APRN, BC, NP-C
<i>Admin</i>	<b>Sharon Judkins</b> , PhD, RN, CNA, BC
<i>Pediatric &amp; Acute Care Pediatric</i>	<b>Judy LeFlore</b> , PhD, RNC, NNP, CPNP, ACPNP
<i>Psych-Mental Health</i>	<b>Diane Snow</b> , PhD, APRN, BC, CARN, PMHNP
<i>RNFA</i>	<b>Elise Grant</b> , RN, MSN, CNOR

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

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.

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

If so, please list topics \_\_\_\_\_

\*PLEASE COMPLETE PAGE 2 OR SEND A CURRENT CV OR RESUME WITH PAGE 1.
PLEASE RETURN TO ATTN: HOLLY NIEMANN, MSN CLINICAL COORDINATOR

Preceptor ID Number \_\_\_\_\_

NAME \_\_\_\_\_ Date \_\_\_\_\_

**SCHOLASTIC BACKGROUND**

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

**ORGANIZATIONS and PROFESSIONAL ASSOCIATIONS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**PLEASE RETURN TO ATTN: HOLLY NIEMANN, MSN CLINICAL COORDINATOR  
(817) 272-0663 FAX**

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