

Governors State University Preceptor Orientation

School of Health and Human Services
Department of Nursing

Dear Preceptor

- ❑ Thank you for agreeing to precept a Governors State University Graduate nursing student during their practicum hours for Family Nurse Practitioner, Clinical Nurse Specialist, Nurse Executive & Innovative Leadership and Doctoral concentrations.
- ❑ Please complete the orientation which will takes approximately 15 minutes of your time.
- ❑ First, read the Welcome Letter attached to the email.

Governors State University

The Department of Nursing Mission

Mission Statement

To provide an accessible, quality professional nursing education which will: Foster the acquisition of professional knowledge, values, and skills; facilitate the development of leadership, professional vision, and advocacy to promote quality in health care for diverse and underserved populations; and prepare nursing professionals to practice evidence-based nursing in a dynamic healthcare environment.

Roles and Responsibilities

In the next few slides, a summary of the roles and responsibilities of the preceptor and student are discussed.

The Role of the Preceptor

- ☐ Provide high-quality academic instruction for the purpose of personal development and career and professional readiness
- ☐ Meet with the graduate student prior to the beginning of the practicum.
- ☐ Discuss the graduate student's clinical learning outcome(s) for the practicum.
- ☐ Plan the activities required to meet the student clinical learning outcomes.
- ☐ Orient the nursing staff to the graduate student's purpose and objectives for the clinical experience.

The Role of the Preceptor cont.

- ☐ Provide the student with the opportunities to design his/her own teaching strategies and evaluation tools.
- ☐ Review appropriate materials with the student.
- ☐ Assist the student in developing and using self-evaluation techniques.
- ☐ Participate in three-way evaluative conference(s) attended by student, professor, and the adjunct clinical faculty regarding the student's progress.
- ☐ Notify course faculty immediately of any concerns.

How you were chosen to be a Preceptor

- ❑ You were specifically selected for being:
 - One who creates a caring learning relationship.
 - An MSN/FNP/MD/DO/CNS/DNP who is strongly experienced in your role and work setting.
 - One who is an “ideal” model.

Preceptor Communication

- ❑ With your graduate or doctoral student, you should be...
 - Aware of and in agreement with the students learning outcomes for their learning plan.
 - Provide helpful constructive criticism.
 - Comfortable with your student.

Practicum Hours

- ☐ Please help us ensure the Graduate student work is original and of mastery level or doctoral level.
- ☐ The student Clinical Time Log must be signed daily by the preceptor.
- ☐ Notify course faculty immediately of any concerns.

Preceptor Responsibilities

- ❑ Ensure public and MSN or DNP student safety.
- ❑ Share your critical thinking with your student.
 - Your Questions regarding a situation
 - Your Reasoning behind an action
 - Your Prioritizing of events or next step
 - Your Rationale of a decision
 - Your Assessment of the situational needs
- ❑ Maintain an ongoing dialogue describing who, what, when, where, why, how.
- ❑ Facilitate agreed upon goals and objectives with the Practicum plan.

Graduate Student Responsibilities

- ☐ Show their Clinical Clearance Letter to the preceptor of current;
 - CPR, TB negative, Immunizations liability/insurance, drug screening and background check as needed.
- ☐ Coordinate with the preceptor in regards to hours and schedule availability.
- ☐ Be safe and a polite guest.
- ☐ When in doubt defer to the preceptor.

Graduate Student Responsibilities cont.

- ☐ Communicate well and respect your preceptor
- ☐ Ensure the public knows you are a Student
- ☐ Take advantage of every learning opportunity
- ☐ Maintain a Clinical Time Log.

Preceptor before allowing the student to begin their hours in your facility, ask the student to:

- ☐ Show you their **Clinical Clearance Letter or CastleBranch documents** proof of the following:
 - CPR, TB negative, Immunizations liability/insurance, drug screening and background check as needed.
- ☐ Ensure good communication between you and them
- ☐ Maintain a Clinical Time Log of all the time and activities accomplished.
- ☐ Please review and sign the student practicum/ Log each day student is at the clinical site.
- ☐ Review the student practicum plan of study sent by Course instructor.

Preceptor-Student Evaluation

- ☐ You will evaluate each other
- ☐ The student needs honest constructive feedback

Evaluation

- ❑ Preceptor evaluation of the graduate student performance is based on the practicum objectives.
- ❑ Practicum objectives are modified by the faculty, and preceptor together to fit the specific setting in which the student is placed and the level of the student expertise.
- ❑ The Preceptor will complete a Midterm Evaluation(if required) and a Final Evaluation of the student performance in clinical.

Evaluation cont.

- ❑ At course completion, evaluation by the graduate student and preceptor must be completed
- ❑ The student will complete an evaluation of the clinical agency and the preceptor
- ❑ The preceptor will complete an evaluation of the student and forms will be provided by Clinical Course instructor.

Evaluation cont.

- ☐ The Graduate student and preceptor will coordinate agency orientation as needed.
- ☐ Keep anecdotal notes on the student's performance
- ☐ The student clinical time log will contribute to the practicum evaluation. The student Clinical Time Log must be signed daily by the preceptor. On the last day of the practicum the preceptor reviews the clinical time log and sign for the final time. The student will then submit clinical time log to the practicum professor for review and signature.

If you have questions or experience difficulties, please contact:

Any problems noted by you as the preceptor will be managed until resolution by the Preceptor, Practicum Professor, or

❑ FNP Program Course Coordinator, Dr. Runez Bender, DNP, APRN, FNP-BC, CNE , Email address: rbender@govst.edu Phone: 708-235-7682

❑ CNS Program Course Coordinator, Wyvonne Blackwell, CNS, APN, FNP-BC, Email address: wblackwell@govst.edu Phone: 708-534-4042ext. 4042

❑ NEIL Program Course Coordinator, Dr. Somi Nagaraj, DNP, MSN, RN,

If you have questions or experience difficulties,
please contact:

❑ Director of Clinical Education for Nursing, Terri Chairse, MSN, RN,

Email address: tchairse2@govst.edu Phone: 708-534-7894

❑ Interim DNP Program Course Coordinator, Chair Person/Director of
the Nursing the Department, Dr. Nancy MacMullen, Ph.D, RNC, HR-

OB, APN/CNS, CNE, Email address: nmacmullen@govst.edu

Phone: 708-235-2197

Preceptor Orientation Certificate

- ☐ Once you complete and return your Preceptor Orientation Certificate your Graduate Nursing student may begin their Clinical Practicum.
- ☐ Return the Preceptor Orientation Certificate to tchairse2@govst.edu or call Terri Chairse at 708-534-7894.

Preceptor Orientation Evaluation

- ☐ Your feedback on this Preceptor Orientation is needed to help shape it into a highly beneficial tool for future preceptors.
- ☐ Please provide comments about the Preceptor PPT orientation on the bottom of the certificate.
- ☐ Your feedback is



Certificate of THIS ACKNOWLEDGES THAT Completion

Name: _____

Has Successfully Completed the Online Preceptor
Orientation

Date: _____

Nancy MacMullen

Chair Person/Director of Department of Nursing

Preceptor Tuition Waiver

- In recognition of your service to the College of Health Professions, the CHHS administration of Governors State University has authorized a tuition waiver for you.
- This non-transferable waiver, good only at Governors State University, entitles you to have tuition charged waived for no more than one (1) three-credit hour course taken after the term you have served as a preceptor.
- The tuition waiver can be used for an on-campus course or for the tuition-only portion of an off-campus course but does not apply toward special workshop fees.
- You will receive one waiver for each student you supervise and each term you serve as a preceptor.

Thank You, Preceptor

Your commitment to guiding the next generation of advanced nurses is deeply appreciated. Your expertise, mentorship, and passion for teaching are instrumental in shaping the future of advanced practice nursing. It is a privilege for our students to learn from you and your esteemed team, gaining insights that extend far beyond textbooks.

Thank you once again for the significant contributions you will make to our nursing program. We are truly grateful for your ongoing support.

With sincere appreciation,

Dr. Nancy MacMullen, Ph.D, RNC, HR-OB, APN/CNS, CNE

Chair Person/Director of the Nursing the Department

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