

# Introduction to the Preceptorship

## DE ANZA COLLEGE PRELICENSURE PRECEPTORSHIP

### What is a preceptorship?

Merriam-Webster's online Dictionary defines preceptor as "teacher, tutor." In nursing, your preceptor plays a vital role in helping you develop professionally and successfully transition from student nurse to graduate nurse.

### When does the preceptorship occur?

The preceptorship occurs during the sixth and final quarter of the nursing program.

### Why a preceptorship?

It is the belief of De Anza College nursing program faculty that the benefits of a preceptorship are numerous. The following benefits have been identified, and serve to define the purpose of the prelicensure preceptorship.

### STUDENT BENEFITS

- Increase competence when performing clinical skills.
- Provide a supportive arena to practice nursing while gradually assuming greater responsibility.
- Enhance adult learning throughout involvement in a learning activity that meets personal objectives.
- Provide opportunities to develop leadership and management skills.
- Enhance role transition from nursing student to staff nurse.
- Reduce experience of "reality shock" upon graduation.

### PRECEPTOR BENEFITS

- Develop new professional relationships.
- Improve ability to teach and critically evaluate others.
- Increase others' awareness of strengths/areas for improvement when providing nursing care.
- Enhance professional development, increasing status within agency and among peers.

### FACULTY BENEFITS

- Develop new professional relationships with nurses in participating agencies.
- Increase satisfaction in teaching role, related to providing a positive student learning experience.

### AGENCY BENEFIT

- Provide objective input from student regarding hospital image and quality of client care provided.
- Improve recruitment and retention of newly graduated nurses.

## PRECEPTOR

### Definition

A preceptor is an RN who has met criteria for selection. The RN serves as a role model, mentor, and a supervisor to a student in the final quarter of the nursing program.

### Criteria

1. Express a wish to work as a preceptor.
2. Active California RN license.
3. Employed in the institution and specific area for a minimum of one year.
4. Scheduled to work a minimum of 24 hours per week.
5. Communicates effectively as an important component of the health care team.
6. Documented expertise in the delivery of patient care (by supervisor recommendation)

### Expectations

1. Complete a data survey form and submits to professor prior to the start of the preceptorship begins.
2. Complete an online, self-paced preceptor workshop prior to assuming preceptorship role (4 hours of CE credit is available).
3. Participate once yearly in preceptorship evaluation.
4. Provide a copy of work schedule to student.
5. Notify student of any absences. Students are not to be in the clinical setting without the preceptor present, unless other arrangements have been made.
6. Provide the student an orientation to the clinical setting, utilizing orientation guidelines.
7. Base daily assignment on student's abilities, with appropriate guidance and support.
8. Review daily the goals and objectives of the student, planning such activities to facilitate achievement of desired outcomes.
9. Evaluate bi-weekly the work of the student, maintaining notes using the forms provided.
10. Participate in student evaluations.
11. Contact faculty liaison as soon as possible should any problems/difficulties occur.

## STUDENT

### Definition

A student is an adult learner, seeking attainment of a professional nursing license. Active participation in the prelicensure preceptorship must be satisfactorily completed before graduating from the De Anza College nursing program.

### Criteria

- Ability to arrange life schedule around 160 hour preceptorship
- Enrolled in the sixth and final quarter of the nursing program.
- Completing all current course work at a satisfactory level.

### Expectations

- Review all materials on the Nursing 86L portions of instructor website. Clarify any uncertainties with the faculty liaison prior to beginning preceptorship.
- Provide faculty liaison with preceptorship request form regarding desired clinical placement. Prioritize greatest need (e.g., dayshift vs. location); realizing a perfect match to need is not always possible.
- Establish contact with preceptor and arrange schedule within work hours preceptor is available.
- Provide faculty liaison with planned work schedule, in writing, as far in advance as possible.
- Notify preceptor, faculty liaison, and unit of any absences **at least one hour** before the shift begins. All absences will be made up before final grade will be given.
- Work a minimum of 24 hours per week until all preceptorship hours are completed. Shifts may be days, evening, nights, 12h days, and 12h nights and will include weekends.

- Follow all hospital policies/procedures/protocols within the participating agency.
- Utilize the orientation and Weekly Clinical Guidelines when setting goals and objectives to achieve desired outcomes.
- Review weekly goals and objectives for the course with preceptor. Clinical assignments should be based on determined need in order to meet desired outcome.
- Review weekly Nursing Student Inventory List, identifying areas of strength/areas for improvement.
- Organize and provide nursing care for entire team of clients with minimal preceptor assistance.
- Actively participate in weekly and final evaluations.
- Complete Evaluation of Preceptorship and other evaluation forms at the conclusion of the preceptorship experience.
- Complete all preceptorship work at a satisfactory level. Any student not completing satisfactory work will be subject to policies as set forth in the De Anza College Student Handbook.
- Contact faculty liaison as soon as possible should any problems/difficulties arise.

### **FACULTY LIAISON**

#### Definition

The faculty liaison is one of the sixth quarter clinical nursing instructors. Addition De Anza College nursing faculty members will serve as liaisons where needed to maintain a 1:12 faculty student ratio. Preceptors and students will know which faculty to call at all times, outlined in detail during clinical orientation.

#### Criteria

1. Sixth quarter clinical nursing instructor, and any other faculty scheduled in assisting with prelicensure preceptorships.

#### Expectations

1. Assist with identification and recruitment of qualified preceptors.
2. Keep on file completed preceptor data sheets, and a current list of preceptor availability.
3. Plan and conduct preceptor workshop.
4. Meet every three weeks (more often if necessary) with students and preceptors, evaluating attainment of stated objectives.
5. Assist preceptor in identifying appropriate learning experiences for students to achieve desired outcomes.
6. Provide preceptor with support, counseling, and guidance where needed.
7. Available for emergencies, within 30 minutes by phone and one hour in person to assist students/preceptors, should the need arise. The sixth quarter lead nursing instructor will coordinate the faculty liaison on-call hours.
8. Assume full responsibility for final evaluations, retain all completed evaluations on file.
9. Arrange yearly prelicensure evaluation meeting.
10. Actively participate in continual evaluation of preceptors, and prelicensure preceptor program.

#### References:

Merriam-Webster online dictionary. [www.merriam-webster.com/dictionary/preceptor](http://www.merriam-webster.com/dictionary/preceptor)