

Rochester Area Schools of Nursing **Guidelines for Senior Preceptorship/Capstone Experiences**

Overview

To facilitate the important role that staff nurses play in senior nursing student preceptorships (capstone experiences), educators from the Rochester Areas Schools of Nursing (RASON) have collaborated on a common set of guidelines for the use of staff RN preceptors.

Learning Outcomes

The expected outcomes for senior nursing students in a precepted clinical experience include:

- Development of competence, independence, and confidence in the students' transition to the role of a registered professional nurse
- Application and integration of the knowledge and skills learned in their nursing programs
- Demonstration of high quality, accountable and safe care for patients and families.

The establishment of a *positive, collaborative relationship* between the student and preceptor is an important vehicle for achieving these goals. Students benefit from *consistency*, working with the same preceptor over time who provides coaching, mentoring and shares clinical "pearls". Evaluation should be ongoing and include *both positive reinforcement and constructive feedback* about areas for improvement.

Coaching by the RN preceptor in such essential behaviors listed below are an important part of the learning experience:

- Communication skills
- Critical thinking skills
- Clinical problem solving
- Patient and family teaching
- Interdisciplinary Collaboration
- Discharge Planning
- Socialization into the professional role of the RN

Responsibilities

The RN preceptor is accountable for appropriate supervision of the senior student for all patient care activities, including treatments, IV administration, medication administration, documentation, communication and patient/family education. To assist the RN preceptor in assessing the student's competence and experience

- Each student will demonstrate medication administration competency by passing a Med Math Competency Exam (administered by the nursing program) before administering medications during the preceptorship experience.
- All students will submit a copy of the *clinical skills checklist* from their program to the preceptor at the beginning of the experience. Preceptors will use the student's skills checklist and the accompanying *RASON Preceptorship Skills Guide* to determine what skills the student can perform in this role and guide the preceptor in seeking appropriate learning experiences for the student.

Tips for Preceptors

- Before the preceptorship starts--Make sure you have *24/7 contact information for the student and the supervising clinical faculty* from the student's school
- Students must adhere to all agency specific HIPAA guidelines
- Students should not use unit telephones or computers for personal use
- Students should not use cell phones for personal use while on duty (refer to school policies)

FAQs

- If you are ill or have a change in your schedule
 - Notify the student as soon as possible.
 - Have the student contact supervising clinical faculty to determine preference for rescheduling
 - Reschedule the clinical time with the student
 - Have the charge RN or nurse manager reassign the student to another qualified RN "alternate preceptor" for the scheduled time
- If you are floated to a different unit when the student is scheduled to work with you
 - Have the student contact the supervising clinical faculty and discuss
 - If the student can float with the preceptor or
 - Stay on the assigned unit with a qualified alternate preceptor assigned by the charge RN or nurse manager
- If the student is absent and does not notify you
 - Contact the supervising clinical faculty immediately
- If you are co-assigned with an orientee and the student or two students at the same time
 - Notify the charge nurse or nurse manager that you cannot take any additional students/orienteers
 - Notify the supervising clinical faculty
 - Working with the nurse manager or charge nurse, reassign the student to a qualified alternate preceptor
- If you have questions or concerns about the student's professional appearance, professional behavior, safety with medication administration or safety with patient care
 - Notify the supervising clinical faculty immediately