Preceptor Orientation
Graduate Nursing Programs – MSN

William Paterson University
300 Pompton Road
Wayne, NJ 07470
Description of the Program

The Master of Science degree in Nursing prepares students to function as adult nurse practitioner in primary care, family nurse practitioner, educators or administrators. Through coursework and clinical practice, the individual develops expertise in health policy, leadership and research. Graduates are prepared to function in a variety of settings in the community. The objectives of the program are to prepare graduates to:

1. Synthesize advanced knowledge from nursing and related disciplines as the basis for advanced nursing practice, education and/or management;

2. Provide care for ethnically and culturally diverse populations in health and illness utilizing theoretical frameworks that incorporate individuals, groups, families, and communities;

3. Conceptualize theory-based nursing problems and identify best practices using research evidence;
4. Utilize computers and other technologies to manage, evaluate, and investigate health care problems;

5. Provide leadership in fostering and managing continuity of care in complex health problems independently and in collaboration with other health care providers;

6. Evaluate the quality of nursing intervention, education and management in dealing with community-based populations using theoretical models, scientific methods, and ethical and legal principles;

7. Initiate collaborative and consultative relationships to influence health policy and improve health care;

8. Utilize educational strategies that employ instructional theories and principles in the teaching of patients/clients, families, groups, and other health care providers;

9. Develop the requisite knowledge and skills to pursue doctoral study in nursing.
Placements* are confirmed by the Director of Nursing Graduate Program using a Letter of Agreement sent to the preceptor. The letter of agreement contains the following information:

- Name of student.
- Name of course.
- Name of professor responsible for the practicum course and contact information.
- Name of preceptor and assurance that the preceptor will accept the responsibility for instruction of the student.
- Course description and objectives.
- Period of placement, with specific days and time to be negotiated between preceptor and the student.

The signed Letter of Agreement is forwarded to the Graduate Program Director. Ordinarily a formal agency contract is not required. If a formal agency contract is required the professor responsible for the course will notify the Graduate Program Director, who will facilitate the processing of the necessary documents.

*ANP and FNP placements are approved by the Lead NP Coordinator
Expectations for the Preceptor Partnership

The student, preceptor, and faculty have equal responsibility for providing a quality learning experience in the practicum. There are, however, specific responsibilities for each participant. This is necessary to promote student progress and role expectations.

A pre-practicum meeting with the student and preceptor facilitates mutual understanding of the responsibilities of all parties. These responsibilities are identified as follows:
Graduate Student Responsibilities:

• Participate in selection of qualified preceptor.
• Develop and complete an informal learning contract with individualized objectives in accord with William Paterson University course objectives and agency policies.
• Attend and participate appropriately in agency activities that promote attainment of the learning objectives.
• Maintain on-going student–preceptor relationship for duration of the practicum.
• Keep faculty informed of progress related to student learning objectives.
• Keep faculty informed of students’ progress in respective roles.
• Seek faculty consultation on appropriate issues.
• Practice in a safe and ethical manner cognizant of standards of care, management/administration, education.
• Submit Documentation of Clinical Experience/ Documentation of Clinical Practice to faculty at 1 – 2 week intervals.
• Complete assignments.
• Completes evaluations of practicum experience, preceptor and clinical site.
Faculty Responsibilities:

- Student seeks a qualified preceptor (with faculty).
- Approve an informal student–preceptor learning contract and individualized objectives.
- Maintain communication with student and preceptor in relation to student progress.
- Encourage student scholarly inquiry through the use of nursing and related research in clinical practice, management/administration, education.
- Facilitate student/faculty seminar discussions of advanced specialized practice.
- Facilitate seminar discussions relative to the role of the advanced practice nurse, manager/administrator and educator.
- Assess and evaluate student progress with input from student and preceptor.
- Assure the collection and maintenance of documentation necessary for the verification of requirements as specified for subsequent national certification application by graduating students.
Site visits & Facilitation of Clinical Activities

The faculty member will make scheduled observational visit(s) to the clinical site (a minimum of one visit is expected). The date and time are confirmed with the student. It is the student's responsibility to inform the preceptor of the date/time of the visit.

Purposes of the site visit include observation and evaluation of the student’s role performance (practitioner, educator or administrator) behaviors and the student’s interaction with staff and preceptor. Additionally, it provides the faculty member, the preceptor and the student an opportunity to discuss the student’s progress.
**Evaluation of student**

The course syllabus and clinical evaluation forms include the requirements and evaluation criteria for successful student performance. Evaluations by the faculty member with input from the preceptor are important components of the student performance.

Open communication between the faculty, preceptor and student is essential. Faculty assume the ultimate responsibility for the evaluation of the student and employ several methods to achieve this. Besides at least one observation of the student engaged in the actual role performance behavior, interactions with preceptor and staff are sources of evaluating student progress.

Additionally, regular review of student’s clinical logs documenting the student’s clinical experience/practice and supportive evidence from the clinical preceptor are utilized.
Preceptor Selection for Practicum Courses

Practicum preceptor selections are made based on demonstrated commitment to the Department of Nursing Graduate Programs at The William Paterson University of New Jersey. Collaboration between agencies and the Department of Nursing assure a pool of qualified clinical preceptors. This reciprocal relationship fosters the quality of services offered by both parties entering into this agreement.

Qualifications: Master’s Degree in Nursing (or practicing physicians) A minimum of one year’s experience in the practice area

Privileges: Opportunity to participate in the Department of Nursing faculty meetings, instructional activities, conferences and collegial relationships with faculty.
Preceptors Responsibilities:

- Use theories of adult instruction and learning in the education of the student.
- Provide experiences that engage the role of advanced practice nurse, manager/administrator, educator as defined by the needs of the client population and expertise of the preceptor.
- Collaborate with the student in the development of the informal learning contract and individualized objectives.
- Supervise and evaluate students' learning experiences.
- Maintain an on-going supervisory relationship for the duration of the practicum, which promotes students' use of advanced specialized knowledge.
- Guide the student in the selection of agency activities that promote students' progress in the role of the advanced practice nurse, administrator and/or educator.
- Encourage student involvement in the identification of research problems, collaboration with nurse researchers, and utilization of research findings among staff.
- Communicate with faculty relative to student progress.
- Guide the student in achieving goals relative to the informal learning contract and participate in the evaluation of those goals.
- Serve as a professional role model in their teaching-learning experience.
- Documents student’s activities and evolving role behaviors.
Benefits for Preceptors

• An invitation to attend Department of Nursing Graduate Committee meetings is extended to preceptors. Input is encouraged through discussion. Suggestions are considered.
• Opportunity to lecture or lead a seminar in area of expertise. Reduced fees for conferences and programs sponsored by Graduate Program in the Department of Nursing.
• Invitation to annual preceptor reception.
• Acknowledge in the Graduate Program newsletter.
• Benefits will then include library privileges, parking vouchers for preceptors visiting campus on preceptor related matters, and attendance at social events at the University.
Contact Information

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