



Preceptor Orientation Graduate Nursing Programs Welcome

**William Paterson University
Department of Nursing
300 Pompton Road
Wayne, NJ 07470**

Description of the Program

The content in the master's program in nursing is consistent with the mission and philosophy of the Department of Nursing. It is designed to meet the program objectives which are derived from the overall framework guiding curriculum. Upon completion of the program, the graduate is able to meet the program objectives, which reflect the roles of the advanced prepared nurse in practice, education and/or management.

The William Paterson University of New Jersey master's graduate in nursing will be prepared to:

- 1) Apply advanced knowledge of nursing theories, related sciences and humanities, and methods of inquiry in the delivery of healthcare services.
- 2) Develop leadership and communicate effectively using the collaborative approach to improve quality care.
- 3) Analyze changes in the healthcare system through the design and implementation of health related projects that strengthen the outcomes in the healthcare delivery system.
- 4) Apply evidence, research and theory to improve health services.
- 5) Apply current health information and technologies to advance the quality and accessibility of care.
- 6) Advocate for healthcare policies and systems to improve healthcare.
- 7) Analyze systems response to health and illness to improve the promotion, restoration, and maintenance of health that reflect respect across diverse cultures.
- 8) Engage in advances nursing care to individuals, families, communities, and clinical populations.

Clinical Placements for Graduate Practicum Experience

- ▶ The student in consultation with the lead NP Coordinator and/or Graduate Nursing Program Director initiates clinical placements a semester prior to registration of the clinical course. Each student is placed with a preceptor who serves as a role model and as a clinical instructor at the practicum site. In addition to the supervised clinical hours (170 hours), a 2 ½ hour seminar will be held biweekly.
- ▶ The student must hold RN licensure in the state where the practicum takes place.
- ▶ The student provides the Graduate Nursing Office with a completed Preceptor Information Sheet which is sent to the lead NP Coordinator (AGNP, FNP track) or the Graduate Program Director (ADM, EDU track) for approval.
- ▶ Once the preceptor is approved, the Department of Nursing Graduate Program sends a Confirmation of Clinical Placement for Graduate Students form to the preceptor. The form contains the following information:
 1. Name, Address and Phone number of Agency/Practice
 2. Course number and title
 3. Semester Dates
 4. Student's name
 5. Faculty name and email
 6. Preceptor name and credentials
- ▶ The signed form is forwarded to the Graduate Program Director and is filed in the Graduate Nursing Office

Responsibilities in 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:

Student Responsibilities:

- **Participate in selection of qualified preceptor and submits the Preceptor Information Form by the due date.**
- **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.**
- **Complete and submit Documentation of Clinical Experience/Documentation of Clinical Practice to faculty at 1 – 2 week intervals.**
- **Complete assignments.**
- **Completes the Course End Evaluation, Evaluation of the Preceptor and Evaluation of the Clinical Site to the faculty teaching the course by the end of the semester.**

Faculty Responsibilities:

- Verifies student has completed *Clinical Checklist Documentation* requirements on the first day of class.
- Approves a student preceptor learning contract and individualized objectives related to the role.
- Maintains communication documentation with student and preceptor in relation to student progress along with a minimum of one observational site visit.
- Encourage student scholarly inquiry through the use of nursing and related research in clinical practice, management/administration, education.
- Facilitate seminar discussions relative to the role of the advanced practice nurse, manager/administrator and educator. Special topics and assignments focus on issues and learning needs presenting themselves on the clinical area.
- Assesses and evaluate student progress with input from student and preceptor by submitting the course grade earned at the end of the semester.
- Assures the collection and maintenance of documentation such as clinical logs (or with Typhon), clinical requirements, *Clinical Preceptor Evaluation*, *Agency Evaluation* and/or necessary information for the verification of requirements as specified for subsequent national certification application by graduating students.
- Submit final course grade.

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) to evaluate the students progress in the role. 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. The faculty is expected to complete the *Site Visit Documentation form*.

Evaluation of Students

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 (via Typhon) 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 Program 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: AGNP/FNP w/Masters Degree in Nursing (or practicing physicians)
A minimum of one year's experience in the practice area
Students are expected to have a nurse practitioner in the last NP practicum (NUR 7251)

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

Invitation to the Annual Honor Society Research Conference

Preceptor's Responsibilities:

- Uses theories of adult instruction and learning in the education of the student.
- Provides 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.
- Collaborates with the student in the development of the informal learning contract and individualized objectives.
- Supervises and evaluate students' learning experiences.
- Maintains an on-going supervisory relationship for the duration of the practicum, which promotes students' use of advanced specialized knowledge.
- Guides the student in the selection of agency activities that promote students' progress in the role of the advanced practice nurse, administrator and/or educator.
- Encourages student involvement in the identification of research problems, collaboration with nurse researchers, and utilization of research findings among staff.
- Communicates with faculty relative to the student's progress.
- Guides the student in achieving goals relative to the informal learning contract and participate in the evaluation of those goals.
- Serves as a professional role model in their teaching-learning experience.
- Documents student's activities and evolving role behaviors/competencies designated on the *Preceptor's Evaluation of Student*.

Benefits for Preceptors

- **Opportunity to guest lecture or lead a seminar in area of expertise.**
- **Invitation to Annual Preceptor Reception.**
- **Receive a Certificate of Appreciation and Acknowledgement from the Graduate Program.**
- **Will receive a thank you letter from the Graduate Nursing Department and AANC Verification of Hours form at the end of the semester if applicable.**

Contact Information

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