

ETSU-TTU DNP Program
ETSU MSN and DNP Program
Nursing Administration/Nursing and Healthcare Leadership
Clinical Placement and Preceptor Selection Guidelines

For all students in the MSN, BSN-DNP, or MSN-DNP, or ETSU-TTU Joint DNP (BSN-DNP and MSN-DNP) programs with a concentration in Nursing Administration or Nursing and Healthcare Leadership.

Note: MSN-DNP students, when admitted, will be asked by their advisor to get a formal letter from their MSN program specifying the total number of practicum hours the student completed in their master's program. The student can send the master's program the *Verification of Graduate Practicum Hours* (Appendix I) to the School/College of Nursing where they received their MSN. All MSN students need 500 hours at the MSN level. If a student's total clinical hours were under 500 hours in their master's program, students will need to complete practicum course(s) for the rest of the master's level hours needed. There are three practicum courses in the program. Each includes 180 clock hours to be on site. Students will plan for their practicum hours with their advisor specifying the hours needed for completing the 500 hours on their Program of Study.

Preceptor Qualifications

- An administrator (usually a registered nurse) in a healthcare setting (approved by faculty)
- Master's or doctoral degree preparation with relevant experience
- It is preferred that the preceptor be at the next level of administration or organizational level appropriate for the student's career goals
- May not be the student's supervisor, nor in the supervisor's direct line of authority
- May or may not be the student's facility
- Willingness to provide guidance for student activities.

Clinical Site Criteria

- Valid clinical contract/affiliation agreement with East Tennessee State University, College of Nursing or for those in the ETSU-TTU DNP Program such agreement with Tennessee Tech University, Whitson-Hester School of Nursing
- Clinical sites must be approved by the clinical placement coordinator and course faculty
- If the practicum is out of state, the student must comply with the licensure regulations of that state. This may necessitate the student to contact the state board of nursing for approval or clarification of requirements.

Process for Preceptor Selection and Approval

- The student will contact the course faculty to discuss the types of experiences needed. This should be done as early as possible.
- Once the student and faculty agree on the experience, the student will contact the potential preceptor to see if the preceptor is willing to precept the student for the semester(s).
- An ETSU (or TTU for students in the Joint DNP Program) contract/affiliation agreement must be in place with the preceptor's facility. Students will submit their clinical site and

preceptor requests in Project Concert. The ETSU Office of Student Services or the TTU Clinical Placement Coordinator will send the contract/affiliation agreement to the correct person.

- The student will complete the ETSU College of Nursing Student Health Requirement and submit them via Project Concert.
- If the preceptor is new, the course faculty will send the preceptor: 1) the ***Clinical Placement and Preceptor Selection Guidelines*** (this document), and 2) the link to the preceptor orientation power point: *Preceptor Orientation for the Nursing Administration/Nursing and Healthcare Leadership Program* found on the ETSU College of Nursing website under the MSN, DNP, and ETSU-TTU DNP Program Resources.
- The preceptor will need to complete the Preceptor Profile (received from the student from Project Concert) along with Preceptor Signature form at the end of the Preceptor Orientation PowerPoint Presentation.
- If the preceptor has precepted Nursing Administration/Nursing and Healthcare Leadership students before, the preceptor will only need to complete the Preceptor Profile form if it has not been updated within the last year.
- The student will send the Preceptor Profile form from Project Concert after they have completed their sections. The course faculty will send the preceptor the PowerPoint to the preceptor.
- Once this has been accomplished, the student can start the precepted experience. At that time the student will give the preceptor: 1) a copy of the signed semester objectives (Appendix II), 2) **Responsibilities of Preceptor, Faculty, and Student** (Appendix IV), and 3) the **Preceptor Evaluation of Graduate Student Progress** form (Appendix V).

Student Responsibilities

- Follow the Process for Preceptor Selection and Approval as listed above. Make sure there is a contract in place between ETSU (or TTU) and the preceptor's facility.
- Clinical Health Requirements are required to be submitted via Project Concert, regardless of direct patient contact or not. This is part of the affiliation agreement with the clinical site.
- After discussion with the faculty, meet with the preceptor to discuss the preceptor's expectations of the precepted clinical experience.
- Provide practicum schedule to the preceptor and any other agency personnel required.
- Notify appropriate persons of any change in practicum schedule, such as faculty, preceptor, clinical site.
- Review semester objective plan with the preceptor at the beginning of, and throughout, the experience.
- Carry out activities designed to meet objectives outlined in semester objectives.
- Request feedback from the preceptor regarding practicum performance.
- Accept responsibility for the following: 1) expenses incurred during practicum, including travel expenses to and from the facility site, 2) neither the university nor the clinical agency are liable for injuries a student may sustain or the diagnoses or treatment of any illness a student may contract while in an agency for the practicum experience, 3) neither the university nor the clinical agency are liable for the loss of personal property.

Preceptor Responsibilities

- Read the Preceptor Guidelines, the Preceptor Orientation Power Point (available on the preceptor page of the CON website) which will be provided electronically. Sign the Preceptor Signature form at the end of the *Preceptor Orientation for the Nursing Administration/Nursing and Healthcare Leadership Program*, to document completion. Return the signed form to the faculty directly or via the student.
- Complete the Preceptor Professional Profile immediately (if you have not already done so for another student or if it needs to be updated. If you have precepted a student within the year and there are no updates, you do not need to update.
- Collaborate with student on development of objectives plan, signing the final document.
- Arrange a schedule for the student to achieve the semester objectives; notify the student as far in advance as possible, should any changes need to be made.
- Orient student to the agency.
- The preceptor must verify clinical hours via Project Concert each time the student is at the agency for the practicum experience.
- Discuss experiences with student.
- Collaborate with the student on activities to fulfill semester objectives.
- Provide direct supervision to student as appropriate in practicum situations.
- Contact the practicum faculty if there are any practicum or professional problems or concerns.
- Collaborate with student and faculty adviser on evaluation of clinical practicum.

Faculty Responsibilities

- Follow the Process for Preceptor Selection and Approval as listed above. Assist students in choosing potential preceptors.
- Review, give suggestions to the student if necessary, and approve the semester objectives with the student. Then, when the student has obtained the preceptor signature and signed the objectives sheet, the faculty will sign and make a PDF copy for the student.
- Make sure a contract/affiliation agreement is in place between ETSU or TTU and the preceptor's facility. Contact the ETSU Office of Student Services Clinical Placement Coordinator for queries and concerns.
- Be sure that Clinical Health Requirements in Project Concert are met.
- Once the student selects a preceptor and has completed the objectives, the faculty will send the preceptor: 1) the Preceptor Profile form, if this has not already been submitted (Appendix III), 2) the preceptor orientation PowerPoint *Preceptor Orientation for the Nursing Administration/Nursing and Healthcare Leadership Program*.
- Review the Preceptor Profile form completed by the proposed preceptor. If the preceptor is new, contact the preceptor to answer questions, to clarify the preceptor role, and to thank them for agreeing to precept the student.
- Make sure the preceptor has signed the Preceptor Signature form at the end of the *Preceptor Orientation for the Nursing Administration/Nursing and Healthcare Leadership Program*, to document completion.
- Collaborate with preceptor and student on progress toward achievement of practicum objectives.

- Collaborate with preceptor on appropriateness of practicum experiences.
- Review student submissions in D2L on a regular basis.
- Be available to preceptor and student for consultation related to clinical experiences. Collaborate with preceptor and student on evaluation of clinical practicum site.
- Provide feedback to preceptor on the clinical practicum site and experience.
- Faculty submits an evaluation for each clinical site (survey includes questions about preceptor), *Student/Faculty Evaluation of Clinical Site* in Project Concert
- Faculty conducts the student's final practicum performance evaluation and determines the course grade. The faculty is responsible for determining whether the student has met the practicum course objectives. In the case of extenuating circumstances, assignment of a grade of Incomplete and negotiation of additional practicum hour occur at the discretion of the faculty member, requiring preceptor agreement as applicable.
- The faculty will verify appropriateness of practicum hours and the number via Project Concert.

Appendix I
EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF NURSING
Verification of Graduate Practicum Hours

(Please print or type)

Name _____ Student ID _____
Last First MI

PROGRAM DIRECTOR: Please complete Items 1-6 and return this form to the student or fax it to the number below.

1. Name of University _____
Program Name _____
University Address _____
Street/Box Number City State Zip
University Telephone _____

2. Type of Program Completed
____ Master of Science in Nursing Degree
____ Other Master's Degree – Please specify _____
____ Post-Master's Certificate Program

3. Area of Concentration _____

4. Date of Program Completion _____

5. Total Number of Supervised Practicum Hours in Program _____
Clock Hours

6. Your signature on this form attests that the above-named individual has completed the program indicated on this document.

Program Director (Print Name) _____

Program Director Signature _____ Date _____

Upon completion, please return this form to the student or to:

ETSU College of Nursing
Office of Student Services Fax: (423) 439-4522
Email: MITCHELLCB@etsu.edu

Appendix II
EAST TENNESSEE STATE
UNIVERSITY
COLLEGE OF NURSING
**Nursing Administration/
Nursing and Healthcare
Leadership Practicum**

Executive Leadership Practicum Objective Template

Student will work with preceptor to develop objectives for the semester. Objectives must be measurable and align with the stated course outcomes and AONL Nurse Executive Competencies.

Objective 1:

How this objective will be achieved:

- 1.
- 2.

Course outcomes and AONL Executive Leader Competencies that align with this objective

Objective 2:

How this objective will be achieved:

- 1.
- 2.

Course outcomes and AONL Executive Leader Competencies that align with this objective

Objective 3:

How this objective will be achieved:

- 1.
- 2.

Course outcomes and AONL Executive Leader Competencies that align with this objective

Objective 4:

How this objective will be achieved:

- 1.
- 2.

Course outcomes and AONL Executive Leader Competencies that align with this objective

Objective 5

How this objective will be achieved:

- 1.
- 2.

Course outcomes and AONL Executive Leader Competencies that align with this objective

Appendix III
EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF NURSING
Preceptor Professional Profile
Form
Nursing Administration/Nursing and Healthcare Leadership



CAA and Preceptor Intent Form (1).pdf

Appendix IV
EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF NURSING

Nursing Administration/Nursing and Healthcare Leadership Practicum
Responsibilities of Preceptor, Faculty and Student

Responsibilities of Preceptor

- Orient student to agency.
- Collaborate with student on development of Learning Plan.
- Collaborate with student on activities to fulfill semester objectives.
- Collaborate with student and faculty adviser on evaluation of clinical practicum.
- Provide direct supervision to student as appropriate in clinical situation.

Responsibilities of Faculty

- Collaborate with preceptor and student on progress toward achievement of practicum objectives.
- Collaborate with preceptor on appropriateness of practicum experiences.
- Be available to preceptor and student for consultation related to clinical experiences.
- Collaborate with preceptor and student on evaluation of clinical practicum.
- Provide feedback regarding clinical site and preceptor via evaluation form in Project Concert.

Responsibilities of Student

- Write semester objectives with preceptor, approved by the faculty.
- Provide clinical schedule to preceptor and any other agency personnel required and course faculty.
- Notify appropriate persons of any change in practicum schedule (e.g., preceptor, faculty, facility).
- Carry out activities designed to meet semester objectives.
- Follow guidelines of agency contract/affiliation agreement during clinical practicum.
- Provide feedback to clinical preceptor.
- Arrange schedule of evaluation meetings with preceptor and faculty.
- Provide feedback regarding clinical site and preceptor via evaluation form in Project Concert.

Appendix V
EAST TENNESSEE STATE
UNIVERSITY
COLLEGE OF NURSING
Nursing Administration/Nursing and Healthcare Leadership
Practicum
Preceptor Evaluation of Graduate Student Progress

Name of Student:

Date of Experience: From _____ To _____

Name of Preceptor:

Position:

Student Signature

Date

Preceptor Signature

Date

Please evaluate the graduate student's progress in meeting contract objectives. In addition, comment on as many of the following factors as possible: ability to translate abstract concepts and ideas to practice; ability to communicate verbally and in writing; ability to work independently; commitment to nursing. Use additional pages as necessary.

Appendix VII
 East Tennessee State University
 College of Nursing
 Nursing Administration/Nursing and Healthcare Leadership Practicum

Evaluation of Preceptor

Student Name: _____

Preceptor Name: _____

Site: _____

Total # of hours spend with this preceptor: _____

	Preceptor Responsibilities	Yes	No	Comments
1.	Preceptor worked with student to approve written time schedule of clinical hours.			
2.	Preceptor collaborated with student on development of learning plan.			
3.	Preceptor arranged for orientation to the clinical site.			
4.	Preceptor integrated the student into the work of the preceptor at an appropriate pace.			
5.	Preceptor collaborated with student on activities to fulfill the learning plan.			
6.	Preceptor was knowledgeable in his/her area of expertise.			
7.	Preceptor had a good basic knowledge of nursing administration.			
8.	Preceptor provided direct supervision to student as appropriate in the clinical situation.			
9.	Preceptor participated in the evaluation of student achievement of the learning plan. This was shared with the student and with the faculty member.			
10.	Preceptor worked with the student to identify a project.			
11.	I would recommend this preceptor and site for future clinical practica.			

Please comment on the appropriateness of this site for this course.

 Signature of Student or Faculty _____ Date _____