ETSU College of Nursing
Undergraduate Programs

NRSE 4062 RN to BSN Faculty Meeting Checklist

Meeting #1 (week 2)

Date ________________   Time_________________

**Purpose:** To confirm all parties involved in the RN Practicum Leadership Change Project and review their roles and responsibilities. To review NRSE 4062 course documents, assignments, and student progress.

**Attendees:** Student: ____________________, Mentor/Preceptor: ____________________, Faculty: __________________________

**Required Documents:** Course Syllabus, Course Calendar, Clinical Course Packet, Mentor/Preceptor agreement form, Mentor/Preceptor Resume, minimum of 5 resources for student’s literature review

* The student is responsible for having all documents accessible to all parties in attendance.

**Checklist:**

1. _____ Verify Mentor/Preceptor
   a. _____ Mentor/Preceptor agreement signed and submitted
   b. _____ Mentor/Preceptor resume submitted
2. _____ Review clinical course packet guidelines
3. _____ Review purpose of the leadership change project
4. _____ Identify and approve student’s Leadership Change Project topic
5. _____ Identify and approve student’s literature search methods and resources
6. _____ Review assignments due dates for the course
7. _____ Review and approve student’s clinical log(s)
   a. _____ # of hours logged
8. _____ Identify a plan for the next two weeks
   a. Next meeting on ______________________
   b. Goals for next meeting

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Notes from meeting #1
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Approved
UP Curriculum Committee 8/20/19
UP Faculty 08/21/19
NRSE 4062 RN to BSN Faculty Meeting Checklist

Meeting #2 (week 4)

Date ________________   Time_________________

**Purpose:** To confirm all parties involved in the RN Practicum Leadership Change Project and review their roles and responsibilities. To review NRSE 4062 course materials, course assignments, and to track the student’s progress.

**Attendees:** Student: ____________________, Mentor/Preceptor: ____________________,
Faculty: __________________________

**Required Documents:** Clinical Course Packet, Student’s literature review, Interdisciplinary Interview guidelines.

* The student is responsible for having all documents accessible to all parties in attendance.

**Checklist:**

1. _____ Discuss how literature review has shaped potential project plan
2. _____ Review SWOT analysis
3. _____ Confirm interdisciplinary peer for interview: ______________________________
4. _____ Discuss Project Plan
5. _____ Discuss Power Point presentation
6. _____ Confirm project presentation date
7. _____ Invited team-members to presentation
8. _____ Review and approve student’s clinical log(s)  
   b. _____# of hours logged
9. _____ Identify a plan for the next two weeks  
   c. Next meeting on ______________________
   d. Goals for next meeting
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Notes from meeting #2
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Approved
UP Curriculum Committee 8/20/19
UP Faculty 08/21/19
ETSU College of Nursing
Undergraduate Programs

NRSE 4062 RN to BSN Faculty Meeting Checklist

Meeting #3 (week 7)

Date ________________   Time ________________

**Purpose:** To confirm all parties involved in the RN Practicum Leadership Change Project and review their roles and responsibilities. To review NRSE 4062 course materials, course assignments, and to track the student’s progress.

**Attendees:** Student: ____________________, Mentor/Preceptor: ____________________, Faculty: __________________________

**Required Documents:** Clinical Course Packet, Change Project Power Point, Mentor evaluation form.

* The student is responsible for having all documents accessible to all parties in attendance.

**Checklist:**

1. _____ Present Power Point presentation via Zoom to Faculty
2. _____ Review the outcomes of the Change Project Presentation
3. _____ Review Mentor Project Evaluation
4. _____ Review and approve student’s clinical log(s)
   a. _____# of hours logged
5. _____ Has the student submitted all assignments?
6. _____ Discuss overall achievements and outcomes

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Notes from meeting #3

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