

# 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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# ETSU College of Nursing Undergraduate Programs

## 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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# 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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