

## **University of South Carolina College of Nursing Graduate Preceptor Guidelines**

### **Qualifications**

Graduate preceptors are used primarily in the master's and post-master's programs to facilitate clinical learning. Specific roles and responsibilities vary somewhat by specialty area and course.

The graduate preceptor has a:

- master's degree, post-master's certificate, or doctoral degree in fields relevant to the preceptor role,
- current South Carolina licensure in discipline,
- certification in appropriate area(s),
- and practices in a setting that provides clinical experiences appropriate for the development of the student's skills.

### **Appointment Agreement**

Preceptor agreements are individual contractual arrangements for a particular supervisor and a particular student. They are negotiated each semester for each clinical course. Arrangements may be initiated by the individual student or by the faculty member, depending upon the major and course. Preceptor agreement forms vary by department. Forms are to be completed, signed by the student, faculty member, preceptor, and, when relevant, agency representatives. Completed agreement forms are to be filed in the Office of Student Services of the College by second clinical week of the semester. Students who use multiple preceptors need to file a preceptor agreement for each preceptor. Students who negotiate an agreement with someone who has not previously served as a College of Nursing preceptor needs to ask the preceptor to complete a copy of the Preceptor Information Form or obtain a copy of the preceptor's curriculum vita, as indicated by the course faculty.

### **Orientation**

Orientation to the preceptor role varies by course and preceptor background. The course objectives and desired learning experiences are included in the preceptor agreement. In addition, preceptors are typically provided with copies of the syllabus brochure and the student evaluation form. Faculty may elect to meet with new preceptors to orient them and advanced practice students are expected to help define and communicate their own learning goals and needs to the preceptor. Any preceptor who needs additional direction should contact the faculty member, as indicated on the preceptor agreement form.

### **Preceptor Evaluation of Students**

Students are expected to take copies of evaluation forms to preceptors and ask them to complete the evaluation of their clinical practice and return the form to the faculty member by the final week of the clinical experience. Faculty may additionally choose to telephone periodically or visit the site to talk with the preceptor. Preceptors should communicate at any point with the faculty member if they have concerns or questions regarding the student experiences or performance.

### **Preceptor Evaluation**

The University and College of Nursing have policies and procedures that require faculty to make provision for anonymous evaluation of teachers of students. Because the preceptor is in a sense an extension of the teacher in clinical courses, it is also necessary to provide the student with the opportunity to evaluate the preceptor. These evaluation materials are used primarily for group evaluations of satisfaction with precepted clinical experiences and to identify trends in student responses. No one has general access to the evaluation data. Course faculty will know how students evaluate their experiences and they use this information in planning future clinical placements. Feedback is provided to the preceptor when it is considered appropriate for the faculty member.