



College of Nursing Mission

The mission of Rush University College of Nursing is to protect the health of the public through the preparation of the future leaders in nursing practice, education and research.

Roles and Responsibilities of Students, Faculty, and Preceptors

Students

Student responsibilities include the following:

- a. discuss possible preceptors and sites with the NP faculty.
- b. discuss expectations with preceptors
- c. collaborate with preceptors to develop the best possible learning experience
- d. provide information regarding background to preceptor
- e. review personal objectives with preceptor
- f. arrive to clinical site on time and prepared
- g. conduct oneself professionally
- h. seek educational experiences that will facilitate course and personal objectives
- i. accept responsibility for care delivery at the direction of the preceptor
- j. maintain pertinent standards of care
- k. accept guidance, criticism, and evaluation from those in a supervisory role in a professional manner
- l. defer final decisions related to patient/client care to those in a supervisory role
- m. sign-off patient/client care to preceptor when leaving unit
- n. document all patient/client care according to clinical setting standards

Faculty

The Rush CON establishes a partnership with the expert clinicians who have been chosen to provide mentoring and instruction.

Rush CON Faculty responsibilities include the following:

- a. explain the expectations of the preceptor/student relationship
- b. orient students and preceptors to the program, including to:
 - c. available support services
 - d. areas of responsibility
- e. provide guidance as requested or needed
- f. retain responsibility for the learning activity
- g. facilitate appropriate learning experiences based on learning objectives and course content
- h. identify an appropriate preceptor, in concert with the student
- i. maintain continued communication with students and preceptors
- j. facilitate, monitor, and evaluate the student learning through periodic conferences with the student and the preceptor.

Preceptors

The Preceptor helps the Student to apply didactic content to practice, refine clinical skills, and develop critical thinking and advanced diagnostic reasoning skills.

Clinical Preceptor responsibilities include the following:

- a. discuss learning experience expectations with student and faculty
- b. provide patient/client care experiences for the student to meet course and personal objectives
- c. validate patient/client history, physical assessment, and pertinent data as reported by the student
- d. read and co-sign student's orders/charting
- e. evaluate student's progress and provide verbal and written feedback to faculty.

Additional information about preceptor roles in specific areas may be found in the clinical syllabi document that preceptors receive from their specialty coordinator.

Adapted from:

Dumas (2000). Partners in NP Education: A Preceptor Manual for NP Programs, Faculty, Preceptors, & Students. Washington, D.C.: NONPF.



Rush University, College of Nursing

Clinical Preceptor

Documentation of Credentials

We are required to provide documentation of current preceptor and faculty credentials to visiting accrediting bodies.

This means that we must have on file and update every year:

- A CV or resume that includes professional and practice experience
- Current certification and licensure

Our clinical coordinator will request this documentation at the time of contract if needed. We will ask students to obtain these records from you on their first day of clinical if we don't have them on file at the time of a clinical experience.

Attached please find a suggested format for your professional and practice experience **if you don't have a CV**. You may download this form to your computer so that you can complete and email or fax it to us.

Note to preceptor: This is an example of a format for your CV/resume if you don't currently have one. This may be printed and completed by hand. If you prefer to type, copy and paste to a word document and save on your computer.

PRECEPTOR CURRICULUM VITAE

Name:				
Date and Place of Birth:				
Mailing Address:				
Work Phone:				
Work Fax:				
Pager:				
E-Mail Address:				
HIGHER EDUCATION				
Date: From	Date: To	Degree	Institution	Field/Specialty
CERTIFICATION AND LICENSURE				
Certification	Expiration Date		Agency	
ACADEMIC APPOINTMENTS				
Dates		Title	Institution and Location	
From	To			
PROFESSIONAL PRACTICE				
Dates	Position	Institution Affiliation and Location		

PROFESSIONAL AND SCIENTIFIC MEMBERSHIPS		
Dates of Membership	Organization	Status/Position
ACADEMIC AND PROFESSIONAL HONORS		
Date	Honor	Conferring Organization/Agency
MOST RECENT PUBLICATIONS & CONTINUING EDUCATION		

Preceptor's Signature

Date