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CLINICAL INFORMATION

NUR 672 ADMINISTRATOR/EDUCATOR

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This course is 225 clock hours of supervised clinical experience with a qualified preceptor.

### **Clinical Preceptor**

The choice of clinical preceptor is very important in the learning process. In choosing a clinical preceptor for these courses, consider the following:

1. The preceptor should be an experienced and competent administrator or educator. A minimum of one year of experience is required.
2. The preceptor should be willing to provide you with ongoing feedback and help you address your strengths and weaknesses.

### **Clinical Preceptor Qualifications**

1. The preceptor should hold an administrative or teaching position.
2. The preceptor should hold a master's degree in nursing.

### **Clinical Preceptor Responsibilities**

1. Assist the student in selecting realistic and specific clinical goals within the framework of the course objectives.
2. Orient student to the clinical site or school.
3. Guide student acquisition of leadership within framework of course objectives.
4. Assist the student in selecting a project or teaching an assigned group of students.
5. Intermittently observe the student's interactions with staff or students.
6. Provide ongoing feedback to the student throughout the semester.
7. Notify clinical faculty immediately of any concerns about the student's performance.
8. Complete the provided student evaluation form and submit to the course faculty by the designated due date.

Clinical preceptor must be approved by the on campus faculty. In order to accomplish this process, you will need to submit a completed preceptor information form (form #2) by the designated due date. Once approved, the on campus faculty will send an information packet to the preceptor with information about the course, their role/responsibilities, student evaluation form and return envelope.

### **Agency Agreement**

An agency agreement (form #1) must also be completed and submitted prior to starting your clinical experience. This agreement should be sent to the same address as listed at the bottom of the preceptor information form (form #2).

## Clinical Faculty

You will also need to find a nurse administrator to function in the role **of clinical faculty**.

### Clinical Faculty Qualifications

1. Nurse administrator or educator currently working in administration or teaching position.
2. Minimum of master's degree in nursing.
3. Administration or teaching experience of at least one year.

### Clinical Faculty Responsibilities

1. Act as a liaison to the preceptor and represent program to preceptor and clinical site, problem solving any difficulties that arise
2. Provide complete written documentation concerning the student's progress and/or any concerns with the student's performance.
3. Notify course faculty immediately of any concerns with the student's clinical performance or concerns with the appropriateness of the student's project.
4. Evaluate the student's progress in meeting course objectives in the clinical area by conducting a minimum of two on site visits (minimum of 4 hours each) to:
  - a. Directly observe the student
  - b. Review students self-evaluation form
  - c. Interview student's preceptor
5. Meet with the student at the conclusion of the visit and submit evaluation to course faculty by the designated due dates.
6. Complete a written midterm and final evaluation of the student and submit evaluation to course faculty by the designated due dates.

Clinical faculty must be approved by the on campus faculty. In order to accomplish this process, a completed clinical faculty information form (form #11) along with the required documents listed on this form must be submitted by the designated due date. Once approved, the on campus faculty will send an information packet to the clinical faculty with information about the course, their role/responsibilities, student evaluation forms and return envelope.

*No clinical hours may be done until we have received the preceptor information, agency agreement, and clinical information and you have been notified of approval*