

Course Faculty Responsibilities:

1. Validate completion of student health requirements, liability insurance, and licensure
2. Provide orientation materials for clinical faculty and preceptors
3. Act as a liaison to the clinical faculty and preceptor, problem-solve any difficulties that may arise
4. Provide didactic materials and resources to the student relevant to course outcomes
5. Guide and evaluate student's achievement of course outcomes through asynchronous conferencing on the Web, synchronous conferencing (phone and/or online chats), written assignments, and e-mails
6. Review all clinical evaluation forms (preceptor, clinical faculty, student self-evaluation through clinical journal) and time sheets to determine if the student has satisfactorily completed the clinical component of the course
7. Review all student evaluations of clinical agency and provide feedback to the agency as needed

Clinical Faculty Responsibilities

1. Act as a liaison to the preceptor and represent program to the 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 clinical performance.
3. Notify course faculty immediately of any concerns with the student's clinical performance
4. Evaluate the student's progress in meeting course outcomes in the clinical area by conducting a minimum of two on-site visits (minimum of 4 hours each for clinical) to:
 - a. directly observe the student's clinical teaching and supervision of students in assigned clinical setting
 - b. assess student's documentation of evaluating assigned student's clinical performance using the course clinical evaluation form
 - c. assess the student's evaluation and feedback on students' care plans/concept maps and other clinical assignments
 - d. direct observation of one of the two fifty minute lectures
 - e. assess and provide feedback on the student's lesson/teaching plan, handouts, audiovisual materials, and exam questions
 - f. review the student's clinical log
5. Meet with the student at the conclusion of each on-site visit to discuss evaluation
6. Complete written midterm and final evaluation of the student's clinical performance, and a minimum of one lecture evaluation by the designated due dates

Preceptor Responsibilities

1. Assist the student in meeting clinical course objectives
2. Orient the student to the school of nursing policies, agency policies, and clinical site
3. Guide the student acquisition of clinical and didactic skills within framework of course outcomes
4. Assist the student in clinical teaching and clinical evaluation of assigned clinical students
5. Evaluate the student's progress in meeting course outcomes in the clinical area:
 - a. directly observe the student's clinical teaching and supervision of students in assigned clinical setting
 - b. assess student's documentation of evaluating assigned student's clinical performance using the course clinical evaluation form
 - c. assess student's evaluation and feedback on students' care plans/concept maps and other clinical assignments
 - d. direct observation of the two fifty minute lectures
 - e. assess and provide feedback on student's lesson/teaching plan, handouts, audiovisual materials, and exam questions
 - f. review student's clinical log
6. Provide ongoing feedback to the student throughout the semester
7. Meet with the clinical faculty during clinical on-site evaluations
8. Notify clinical faculty immediately of any concerns about the student's clinical performance
9. Complete the provided student evaluation forms and submit to the course faculty by the designated due date

Student Responsibilities

1. Complete all university student health requirements and any requirements specific to the clinical agency
2. Maintain liability insurance and current RN licensure in the state where clinical is scheduled
3. Obtain and submit all required preceptor, clinical faculty, and agency information prior to beginning any clinical hours
4. Meet with preceptor prior to clinical experience to discuss details and logistics of the clinical experience
5. Meet with the clinical faculty to share clinical schedule and to plan for on-site visit
6. Maintain clinical journal and clinical log and have journal and log available at on-site visits for clinical faculty review
7. Notify clinical or course faculty immediately of any concerns about the clinical experience
8. Complete all clinical and course requirements within expected timeframe
9. Submit weekly clinical journal and log
10. Submit agency evaluation to course faculty by designated due date