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Policy:	Clinical preceptors may be used for UNDERGRADUATE students and GRADUATE students. The use of preceptors in any course, however, must be approved for that course.
Purpose:	Some courses require the assistance of a community RN preceptor to facilitate the completion of course objectives.
Procedure:	<p>1. The student enrolled in the course in which the preceptor learning activities occur shall not be reimbursed for nursing services by the agency during this time.</p> <p>2. The selection, approval, and role development of preceptors shall be documented in writing pursuant to GBN rule 410-3-.06 (Learning Activities with Preceptors):</p> <ul style="list-style-type: none"> a. the preceptor shall be a registered nurse holding a current, valid license and the license number must be on record with and verified by the Clinical Experiences Coordinator; b. the preceptor shall have at least one (1) year of work experience, preferably to be educated at the same or higher level as the student and be able to facilitate student learning; c. the preceptor may be selected by a student or faculty but shall be approved collaboratively by the faculty and the director/designee of the clinical agency; d. each student and preceptor shall have a designated readily available faculty member who is responsible for the precepted learning activities in compliance with GBN rules 410-3-.04 (Curriculum) and 410-3-.05 (Faculty); e. the preceptor for an undergraduate student may be a non-nurse provided that a designated agency personnel member serves as the co-preceptor; f. prior to the preceptor experience, a preceptor orientation to the responsibility and role of the preceptor will be provided by the course instructor in which the preceptor experience occurs;

	<p>g. prior to and throughout the preceptor learning activities, faculty shall interact with preceptors, individually or in groups, to clarify roles and the nature of the learning activities;</p> <p>h. all preceptors will complete the required forms indicating their agreement to serve as preceptors and their qualifications to do so (as required by the Georgia Board of Nursing).</p> <p>i. each course instructor using preceptors must provide the preceptor(s) with copies of course objectives and clinical objectives. These objectives will assist the preceptor in determining the preceptor's expectation. Additionally, the instructors will provide the preceptor with a copy of GUIDELINES FOR FACULTY/STUDENT/PRECEPTOR RESPONSIBILITIES;</p> <p>j. at the end of the preceptor experience, both student and preceptor will evaluate the learning experience and each other; and</p> <p>k. the preceptor shall be assigned no more than two (2) students at any given time.</p> <p>3. The course instructor will provide the clinical and course grades for the student.</p> <p><u>RESPONSIBILITIES OF FACULTY:</u> When supervising student preceptor clinical experiences, the faculty advisor will:</p> <ol style="list-style-type: none"> 1. schedule a conference with students prior to the clinical experience to discuss course objectives, course requirements, and the evaluation tools; 2. make arrangements with the selected agency(ies) for the selection and orientation of preceptors; 3. send a confirmation letter to the preceptor with name of student, date, and time of clinical experience; 4. be available to student and preceptor during the clinical experience; 5. provide time for individual conferences with student; 6. visit clinical areas intermittently during the clinical experience;
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7. serve as a resource person for student, preceptor, and clinical agency(ies);
8. evaluate student's written assignments and clinical progress (i.e. nursing process, clinical log, community assessment);
9. schedule a final conference with preceptor for evaluation of student's performance;
10. assume final responsibility for evaluating student's performance;
11. schedule a post clinical conference with the appropriate clinical agency personnel and preceptors to evaluate the clinical experience;
12. send letters and certificates of appreciation to preceptors and agencies.

RESPONSIBILITIES OF STUDENT: When working with a clinical preceptor, the student will:

1. review and utilize the objectives for the course/clinical experience;
2. maintain a daily log of experiences as required by the faculty advisor and incorporate periodic evaluation of achievement of course/clinical/individual clinical objectives and submit to faculty advisor;
3. select specific daily clinical learning experiences in cooperation with preceptor;
4. plan for appropriate care of clients with assistance of preceptor;
5. submit proof of professional liability insurance and current Basic Cardiopulmonary Life Support (and current Georgia license if a registered nurse) to the Clinical Experiences Coordinator;
6. make appointments with faculty for evaluation of clinical experience as requested;
7. maintain open communications between preceptor and faculty as to unusual circumstances (i.e. absence from clinical, illness, etc.);
8. complete assignments on time;
9. complete evaluation of the preceptor, clinical area, and practicum at the end of the clinical experience;
10. not work in clinical area if preceptor is not available;

	<p>11. notify preceptor, agency, and faculty advisor if unable to attend clinical.</p> <p><u>RESPONSIBILITIES OF PRECEPTOR:</u> While serving as a preceptor for students' clinical experiences, the preceptor will:</p> <ol style="list-style-type: none"> 1. review the course requirements, objectives and evaluation tools with the responsible faculty; 2. orient the student to the clinical area; 3. assist the student in selecting specific meaningful daily learning experiences; 4. work with and/or observe the student; 5. provide guidance, direction, and appropriate teaching to student as needed; 6. serve as a resource person in the clinical area; 7. serve as a liaison between clinical agency and student; 8. always be available to the student during the clinical experience; 9. precept ONLY the assigned student(s); 10. review with the student the course/clinical objectives regarding the selected learning experiences; 11. provide the student and faculty advisor ongoing evaluation of the student's clinical performance; 12. provide input into the student's evaluation via student evaluation tool; 13. meet with faculty advisor at conclusion of experience to evaluate learning experiences; 14. notify faculty advisor of any change(s), problem(s), or incidence(s) involving the student during the clinical experiences; 15. complete the appropriate preceptor qualification forms and provide faculty advisor with a copy of current nursing license.
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