Preceptor Responsibilities

- Retain ultimate responsibility for patients’ care
- Contact appropriate School of Nursing Faculty if assistance is needed or if any problem with student performance occurs
  Faculty Contact Name: ________________   Contact Phone Number: ________________
- Provide faculty with contact information for hospital and home
- Function as a role model in the clinical setting
- Facilitate learning activities for no more than 2 students at a time
- Review preceptor orientation information prior to beginning precepted clinical experiences.
- Orient the student to the clinical agency
- Supervise the student in the performance of nursing care while assuring safe practice
- Follow all hospital and school policies, i.e. medication administration
- Evaluate the student’s level of proficiency in clinical performance honestly and accurately using course-specific guidelines
- Provide feedback to the student regarding clinical performance on a regular and frequent basis
- Communicate to student and appropriate School of Nursing Faculty any absences from the clinical setting (illness, vacation, cancellation) NOTE: If the Preceptor is consistently absent, the student will be assigned to a different preceptor.
- Provide feedback to the nursing program regarding the clinical experience

I have read and understand the responsibilities outlined above.

___________________________________  ______________________________
  Clinical Preceptor - Printed Name  Clinical Preceptor - Signature

___________________________________  ______________________________
  Clinical Faculty – Printed Name  Clinical Faculty - Signature

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  Date