**SON OP 30.725 - Clinical Preceptors Policy (Traditional BSN)**

**PURPOSE**
The purpose of the School of Nursing Clinical Preceptors Operating Policy and Procedure (SON OP) is to provide the student an excellent opportunity to develop and participate in learning activities in a one-to-one relationship with an expert in his/her professional role. Individuals chosen to provide the experience should depict excellent skills in their professional roles.

**REVIEW**
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

**POLICY/PROCEDURE**
Preceptors assist students in bridging the gap between academia and nursing practice. Preceptors do not replace faculty members, but work closely with faculty members in facilitating student success. Individuals who serve as clinical preceptors provide students with an educational experience that focuses on the roles and responsibilities of a registered nurse in the practice setting. Preceptors must be qualified by formal education and/or experience and demonstrate the professional role of a registered nurse. Preceptors will aid a nursing student to develop and function in all aspects in the role of a registered nurse. Individuals designated as preceptors have agreed to serve as a clinical preceptor for a specified period of time. Following is a list of roles and responsibilities of TTUHSC School of Nursing Traditional BSN Undergraduate program, course and/or lead facilitator, clinical faculty, preceptor and student.

**TTUHSC School of Nursing Traditional BSN Program:**

The Program Director or Clinical Director for the Traditional BSN Undergraduate Department verifies that a current affiliation agreement is on file for the agency.

**Course and/or Lead Facilitator:**
1. The Course and/or Lead Facilitator will work with local institutions to identify potential preceptors.
2. The Course and/or Lead Facilitator will provide an overview of the preceptor program to all identified potential preceptors.
   a) The preceptor will be given an online link to complete the Preceptor Letter of Agreement: [http://nursing.ttuhsc.edu/preceptors/traditional/](http://nursing.ttuhsc.edu/preceptors/traditional/)
   b) The preceptor will complete all online forms and submit, which is electronically forwarded to the Administrative Assistant for the Traditional BSN Undergraduate Department Chair.
   c) The Administrative Assistant for the Department Chair for the Traditional BSN Undergraduate Department's office verifies RN licensure via Texas Board of Nursing website [http://www.bne.state.tx.us/forms/rninq.asp](http://www.bne.state.tx.us/forms/rninq.asp). BON verification is attached to the Preceptor Letter of Agreement.
   d) The Department Chair signs the Preceptor Letter of Agreement and sends a copy to the Course and/or Lead Facilitator.
3. The Course and/or Level facilitator will assign a student to the approved preceptor.
4. The Course and/or Level facilitator will notify the student of assigned preceptor and contact information.
Clinical Faculty will:
1. Meet with the preceptor to discuss student's progression in the clinical setting.
2. Provide the preceptor with contact information in case of clinical and student questions.
3. Provide final evaluation of the student.

Preceptor will:
1. Have a Texas or Compact Nursing License that is unencumbered.
2. Provide clinical faculty with written and verbal assessment for faculty to conduct student evaluation.
3. Notify student of changes in schedule.
4. Notify Course and/or Lead facilitator if unable to continue as a preceptor.

Student:
1. Student will meet with preceptor before starting clinical and set-up a schedule.
2. Student will get approval from clinical faculty before starting clinical and will provide and have clinical faculty member approve schedule prior to starting experience.
3. Student will notify clinical faculty of any changes in the schedule.