

Texas Distance Learning Re-entry Nursing Program Host/Provider College Preceptorship General Information

Preparing for a Clinical Preceptorship:

It is recommended for community colleges desiring to place students into a clinical setting for the purpose of engaging in patient care activities have the following:

- A signed **affiliation agreement** (sample available on the project website) between the community college and the clinical organization. The Texas Board of Nurse Examiners (BNE) requires a written agreement between the community college and the clinical organization clarifying the functions, responsibilities, and liabilities of the involved parties.
- Provide **student liability and accident insurance** (at a cost to the student) for the purpose of protecting the student in the event they are injured, or a patient is injured while performing patient care activities during the 72-hour clinical preceptorship.
- **Student accident procedures** should be in place and communicated to the student in the event of a student accident during the 72-hour clinical preceptorship. Accident procedures may be developed with the assistance of the community college risk manager and should include at a minimum; procedures for documenting and managing an incident; follow-up required by insurance carriers; and information on the Post-Exposure Protocol (PEP) for blood borne exposures.
- **Course syllabus** (sample available on the project website)
- The BNE requires preceptors be oriented to the role of preceptor. A **preceptor orientation** is available on the project website.
- **Course Coordinator and/or Instructor** (job descriptions available on the project website) - A coordinator position would assist the student locally including facilitating the clinical preceptorship placement and communicating with the on-line provider instructor. This position does not need to be a nurse. However, if the community college is providing a skill lab component to the Distance Learning Re-Entry Nursing course, the instructor does need to be an RN that is current in CPR certification. NOTE: Some re-entry nursing students will need representative from their college to sign off on the BNE paperwork showing successful completion of the nursing refresher course. If the college is using an RN as an instructor, the instructor can sign this paperwork. If the college is using a non-RN coordinator, then the hospital-based RN preceptor will have to sign the student's BNE paperwork.

Coordinating / Facilitating the Re-Entry Nursing Preceptorship

When planning the preceptorship placement, the student and course coordinator/instructor will want to consider the following:

- What are the student's goals for re-entering nursing practice?
- Is location of the clinical facility important to the student?
- Will the specific unit within the clinical facility provide enough skill practice for the student to complete the *Nursing Skill's Checklist* (required for completion of the preceptorship and available on-line).
- Will the clinical facility meet the identified student goals for re-entering nursing practice?
- When is the student wanting to begin preceptorship (date) and what days, hours are they willing to work?
- The *Re-Entry Nursing Student Information* and the *Re-Entry Nursing Questionnaire* are required forms available to the students within the course orientation. Students will complete these forms and return them to the course coordinator/instructor to assist in answering the above questions for the purpose of appropriate clinical placement for the preceptorship.

Once the course coordinator/instructor has assessed the factors that may affect the clinical placement, the course coordinator/instructor in the local area will work to establish student placement with one of the local facilities in the community. After the clinical facility has been identified and a possible placement is established, frequently the nurse manager/director/supervisor of the unit where placement is being considered will interview the student (either by phone or in person) prior to approving the placement. Facilities are often more willing to accept a re-entry nursing student placement if they know that the student is interested in working in their facility.

Preceptorship Pre-requisites:

The minimum recommendation for beginning the 72-hour clinical preceptorship is a student's successful completion of the on-line Units 1-3 as well as the medication dosage calculation examination. Successful completion is defined as passing the Unit Post-Tests and the medication dosage calculation examination by 80 or more points. Additional pre-requisites may vary depending on the local clinical facility and community college and include:

- Completion of an organizational safety orientation (hospital orientation)
- HIPAA training and confidentiality statement signed (training available through the on-line Distance Learning Re-Entry Nursing course within the orientation and at the completion of Unit 3)
- Computer/software training (facility dependent)
- ID badge (facility dependent...may involve an additional fee)
- Licensure verification (available free of charge on-line from the [BNE website](#)) or proof of temporary 6 month permit from BNE
- Current CPR certification (facility dependent, but most require the American Heart Association Healthcare Provider card, current within 2 years of initial training)
- Current immunizations (facility and Texas Administrative Code dependent, see *Clinical Placement Checklist* available on the project website) NOTE: some immunizations (i.e. Hep B and varicella) may require a significant amount of time (up to six months) to complete the series of injections. Students must plan ahead to ensure completion of required immunizations prior to entering the clinical setting for their preceptorship.
- Disclosure of additional information pertinent to entering the clinical setting (some colleges may choose to gather information regarding any physical conditions that would limit or effect the students performance in the clinical setting ... i.e. latex allergies, hearing deficit, etc... this disclosure should be voluntary on the part of the student.)

Preceptorship Expectations:

Preceptors are typically employees of the local facility serving in a mentoring role to the re-entry student. Students follow the work schedule of their preceptor for completion of the 72 hour preceptorship. The expectation of the clinical preceptorship is for the re-entry nurse to perform patient care under the practice scope of their own nursing license (or temporary permit).

It is the re-entry nurse's responsibility to demonstrate competency on each basic nursing skill listed on the *Nursing Skills Completion Checklist* (available on the project website) and obtain "sign-off" from the preceptor (s). The re-entry nurse will also receive written confirmation of successful completion (*Certificate of Completion*) for the on-line didactic portion of the course. The completed *Nursing Skills Completion Checklist* and the *Certificate of Completion* provide supporting documentation for the Board of Nurse Examiners (BNE), as well as potential employers. If the re-entry nurse is fulfilling the re-entry course in order to obtain current RN/LVN licensure, then a "red/pink" affidavit form (which was sent to the nurse by the BNE at the time their temporary permit was issued) should be signed off by the program coordinator/instructor or preceptor (whichever is an RN) at the completion of the course.

Successful completion of the clinical preceptorship is:

- Completing the 72-hour clinical preceptorship within the course time frame (16 weeks) and documenting the hours completed on the *Clinical Placement Log*.
- Demonstrating basic nursing skills by completing the *Nursing Skills Completion Checklist* by 80% or more.
- Completing the *Clinical Placement Log*.

Preceptorship Shift Attendance:

The student is responsible for contacting the preceptor if he/she needs to cancel a scheduled shift for any reason. It is also the student's responsibility to ensure that they complete a total of 72 hours of clinical time to successfully complete the Distance Learning Re-Entry Nursing course. It is recommended that a "no call, no show" in which a student fails to report for a scheduled shift without a legitimate reason, should be considered as possible grounds for failure of the preceptorship portion of the re-entry course (college policy dependent). The student should maintain clinical time on the *Clinical Placement Log* (available on the project website) and submit the complete log to the course coordinator/instructor upon completion of the preceptorship.

Emergencies during Preceptorship:

In the event a student is injured (trauma or blood borne) while performing patient care during the 72-hour clinical preceptorship, the student should be directed to the nearest ER and the instructor/coordinator notified immediately. In the case of a possible blood borne exposure, the student must be seen by an ER physician immediately for determination of exposure level, and possible initiation of the Post-Exposure Protocol (PEP) (per facility policy).

Evaluating the Preceptorship:

The following evaluation tools are available on the project website for students' and preceptor's to evaluate the 72-hour clinical preceptorship:

- Student Evaluation of Clinical Preceptorship
- Preceptor Evaluation of Student
- Preceptor Evaluation of Clinical Preceptorship