



Nursing Student Preceptorships at Children's Hospital of Wisconsin

We are pleased to be able to offer one-on-one preceptorships for senior level nursing students. Unit leadership in partnership with the placement coordinator work to coordinate an appropriate student/preceptor match. Precepting involves 3 people: **the student, the preceptor and the course faculty member**. To ensure a positive learning experience, it is essential that all participants take an active role in the planning, management and evaluation of the student's clinical preceptorship. The fulfillment of these responsibilities and expectations lead to a more positive experience. Do not hesitate to contact us if you have any questions, concerns or suggestions as we welcome your feedback about the preceptorship experiences.

Student Responsibilities and Expectations:

1. Complete, sign and submit the preceptorship orientation checklist to CHWSNPlacement@chw.org.
2. Coordinate clinical hours with preceptor and unit schedule within the first week of the preceptorship.
3. Demonstrate accountability and professionalism throughout the clinical experience.
4. Provide preceptor with contact information of student and course faculty.
5. Reviews, understands and follows their schools and Children's Hospital's nursing student scope of practice.
6. Discuss course objectives and personal goals with preceptor throughout the clinical experience.
7. Notify preceptor, unit and course faculty of any scheduling changes within 24 hours of scheduled date.
8. Notify preceptor and course faculty of any questions, concerns or incidents.
9. Identifies resources available on the [Schools of Nursing webpage](#).
10. At completion of your preceptorship, complete [site survey evaluation](#).

Preceptor Responsibilities and Expectations:

1. Has received approval from unit leadership to take on precepting role.
2. Available for brief faculty-initiated contact.
3. Orient the student to the unit and review student nurse responsibilities on the unit.
4. Supervise student in providing nursing care and administering medications for appropriate patient assignments according to their clinical goals and course objectives.
5. Collaborate with the student to identify their learning needs and styles.
6. Facilitate the student's professional socialization into the world of nursing.
7. Contact course faculty with any questions, concerns or incidents relating to the student's performance.
8. Notify course faculty of concerns with attendance: such as inappropriate schedule changes or excessive absences.
9. Reviews, understands and follows their schools and Children's Hospital's nursing student scope of practice.
10. Children's employees **cannot** sign any school contracts, letters of agreement, evaluation forms or school documents, however, they can provide verbal feedback to the Clinical Educator or Faculty for evaluation purposes.

Course Faculty Responsibilities and Expectations:

1. Orient the student to the course outcomes and course objectives.
2. Make contact with preceptor prior to the start of the clinical. Provide contact information, course outcomes and objectives as well as information in regards to the student's scope of practice.
3. Maintain ongoing communication while establishing student learning needs with the student and the preceptor(s).
4. Approve and validate the scheduling arrangement for the student and preceptor.
5. Provide information to the student concerning hospital rules regarding parking, dress code, social media, etc.
6. **Minimum faculty site visit expectation is one visit for every 60 hours of clinical. (i.e. 60 hour experience – 1 site visit, 120 hour experience – 2 site visits, 180 hour experience – 3 site visits).**
7. Maintain accessibility during students' clinical hours by phone (or pager), regardless of shift or day of the week. Provide contact information of alternate faculty if not available during student clinical hours.
8. Discuss student expectations and guidelines for methods of feedback with the student and the preceptor.
9. Provide clear expectations for the student; direct them on their responsibilities and tasks.
10. Assume overall responsibility for written evaluation of the student in collaboration with feedback/input from the preceptor. Preceptors are not allowed to sign any school documents inclusive of documentation of clinical hours and evaluation forms.